



Town of Plaistow ♦ Board of Selectmen
145 Main Street ♦ Plaistow ♦ NH ♦ 03865

PLAISTOW BOARD OF SELECTMEN MINUTES

DATE: July 13, 2020

MEETING CALLED TO ORDER: 5:00 p.m.

SELECTMEN:

Selectwoman, Francine Hart, Chairman
Selectman, Julian Kiszka
Selectman, Jay DeRoche

Selectman, Greg Taillon, Vice Chairman
Selectman, John A. Blinn, Sr.
Mark Pearson, Town Manager

F. Hart calls the meeting to order at 5:04p.m. at the Public Works Facility. She turns the meeting over to Mark Pearson, Town Manager.

M. Pearson states this location was chosen to allow for social distancing and to show off the new building. He welcomes everyone. When new employees are hired, they normally come to a Board of Selectmen's meeting to be sworn in and introduced. This practice has not been done since mid-March due to COVID-19. Therefore, tonight several employees will be introduced. M. Pearson states Chief Doug Mullin has done a great job rebuilding the Police Department. At one time there were very few officers. Now we have some new vehicles, new officers on the front lines and two new captains. M. Pearson turns the meeting over to Chief Mullin.

Chief Mullin thanks the Board for attending. Officers will be sworn in, in groups tonight. Chief Mullin is happy to welcome Captain Christopher Wagner to Plaistow. He has over 25 years of law enforcement experience with the State Police. For ten (10) of those years he was part of the Swat Team. Captain Wagner started in Plaistow at the end of March.

The swearing in process begins with Captain Christopher Wagner and Captain Dan Gidley. Next Sergeants Ryan Garney and Brian Farrell are sworn in. Officer Anthony LaRosa and Officer Calley Bortz are sworn in. Dispatcher Matthew Lovitt is sworn in. Brian MacHarrie is recognized. He has been with Plaistow for one (1) year and has assumed the role of a full-time plus a part-time job. Sarah Gibbs, Executive Assistant to Chief Mullin and Amy Van Auken, Victim Witness Advocate are recognized for their hard work and dedication to the department. Attorney Kevin Coyle recently finished his first year as Plaistow's Prosecution Attorney. He and his wife just signed a two (2) year contract to continue providing Prosecution Services to the Town of Plaistow.

Captain Wagner has done a lot of work with radio equipment, obtaining personal protective equipment (PPE) for the officers and records management. The radio equipment is old and is at the end of its life. Captain Wagner called in a consultant who specializes in radio equipment. Communication is the lifeline of the Police Department. Dispatch and officers in cruisers must be able to communicate. We now are using top line technology with redundancy of microwaves to ensure our communication/radio system will not fail. During this time of civil unrest Captain Wagner has ordered ballistic material vests and helmets for officers. White lights to help with optics have also been ordered. Working with the State and using funds from the asset forfeiture account has saved the town a lot of money. The next big project for Captain Wagner will be to modernize and enhance our records management system.

Captain Dan Gidley established an in-house program for officer identification cards. They used to be outsourced however it is much safer to produce them in-house. The department will make all Town employee identifications soon.

M. Pearson briefly discussed the outside detail fund. He will go into more detail later this evening with the Board. He will suggest spending some of the outside detail funds on vehicles. It is not taxpayer money. Using the outside detail fund actually saves taxpayer money. He thanks everyone for coming tonight.

Sergeant Garney states the old items from the evidence room that were auctioned off have generated over \$10,000.00, realistically it was over \$16,000.00. The department will purge items more frequently, probably once a year.

Chief Mullin states tasers and training was purchased with asset forfeiture funds. Soon they hope to purchase a pass-through locker which will be used to store DNA. If any selectmen would like a tour of the Police Department, Chief Mullin will be happy to comply.

On behalf of the Board, F. Hart congratulates the Police Department and thanks them for all they do.

Mr. John LaRosa, father of Officer Anthony LaRosa thanks Town Manager Mark Pearson and Chief Mullin for all they do. He has known them both for a long time and he knows they will keep his son safe.

The meeting is temporarily adjourned for refreshments. The meeting will continue at the Town Hall at 6:00p.m. for bid openings and 6:30p.m. for a regularly scheduled meeting.

At 6:14 p.m. four (4) bids were opened. G. Taillon opened a bid from Corcoran Consulting Associates, J. Blinn opened a bid from KRT Appraisal, J. DeRoche opened a bid form George E. Sansoucy, and F. Hart opened a bid from Whitney Consulting Group. The bids will be reviewed. No award will be given tonight.

F. Hart calls the meeting to order for the second time this evening at 6:30 p.m.

***G. Taillon motions to approve the minutes of June 15, 2020. Seconded by J. Blinn.
Vote: 5-0-0***

Motion carries

PUBLIC COMMENT

J. DeRoche asks if people are allowed to come to Board meetings in person.

F. Hart replies, yes. We are allowed to have up to fifty (50) people in the room if we maintain social distancing. If someone wants to make a public comment and does not feel comfortable attending the meeting, they can still call in at 603-560-8337 or email Beth.

CASCADE COMPANY

Lou Russell, Northeast Sales Manager of Cascade Company states the company originated in Grand Rapids Michigan in 1973. They have twelve (12) manufacturing plants in the US and are experts in plastic injection molding. One of their best-selling commercial/consumer products are carts. Carts can be used for trash and/or recycling. Using carts for trash and recycling collection keeps the community clean by preventing spills, trash blowing in the wind and soggy bags.

Cascade makes carts for both automated and semi-automated pick up.

G. Taillon asks how standard are the carts for use with different trash contractors.

L. Russell replies they are extremely standard. They comply with government safety codes and are widely used in the US. Carts come in several sizes such as 32 gallons, 35 gallons, 64 gallons and 96 gallons. Some of the cities and towns using Cascade Carts include Belmont, Newton, Salem and Milton NH as well as Merrimack and Waltham MA. Cascade has an inhouse testing facility and carts come with a warranty.

J. DeRoche asks if a new cart is needed where would a resident get one.

L. Russell replies it would be handled through the vendor as part of the RFP.

F. Hart states, if Plaistow were to use them, we could keep some inventory on hand.

L. Russell recommends using one size if the town decides to use them.

G. Taillon asks if Lou can provide a normal cart life.

L. Russell replies 10 years is reasonable. They can last longer however many carts remain outside and are exposed to rain, sun, and other weather conditions.

L. Russell states there is a serial number on each cart, and they use a GPS system to link carts to a specific address/customer.

J. DeRoche asks if they have a buyback program where they would buy back old barrels.

L. Russell states they will buy back their own carts in perhaps 10-15 years based on current market value however they cannot take old plastic or rubber made barrels. He states sometimes old barrels can be repurposed for yard waste.

J. DeRoche asks if color plays into the life of the cart.

L. Russell replies, color does not affect longevity as they are all made with UV content however black barrels tend to heat up. He recommends using the same color carts for both recycling and trash with a different color lid to distinguish. If you get in a jam you can easily pop off the lid and change it. Signage can be put on lids for example it can say Trash Only or Recycling Only. Information can be stored in the lid in plastic. The information can be about recycling do's and don'ts or something unrelated.

F. Hart asks what the difference is between echo carts and smart carts,

L. Russell replies echo carts were released in January and contain 10% of curbside recycled material. By the year 2025 they will contain 25% of curbside recycled material.

J. Kiszka using the chip on each cart will a trash contractor have the ability to pick up only the correct carts.

L. Russell replies, yes, that is correct.

J. DeRoche states a 96-gallon barrel can be purchase at a store such as Home Depot for about \$100.00. How much do Cascade Carts cost.

L. Russell states that information would be put in a bid. An estimate is in the mid-fifties.

Sometimes grant money can be found to help pay for recycling carts. He will provide the Board with some grant information.

J. DeRoche asks how many bags of trash fit in a 64-gallon cart.

L. Russell replies it depends on the size of the bag. Roughly it is 4-6 bags.

G. Taillon asks if he recommends larger carts.

L. Russell replies, if using a 96-gallon cart, pickup could be every other week.

F. Hart thanks Lou for his presentation.

CASELLA WASTE

David Allen, General manager and Brian Groshon Assistant general Manager from Casella Waste Systems, Inc. introduce themselves. Casella Waste was founded in 1975 with a single truck. Today Casella has over 200,000 customers in the Northeast. They service cities and towns in Massachusetts, Maine, New Hampshire, New York, Pennsylvania, and Vermont.

M. Pearson asks if contracts are written with flexibility as recycling markets often change.

D. Allen replies, yes. A formula is used to help share both the upside and the downside of markets with the municipality and the vendor.

G. Taillon asks what is done with plastic.

D. Allen replies, all of it is used domestically.

G. Taillon asks what happens with glass and metals.

D. Allen replies, they too are used domestically although glass is the hardest material to dispose of.

J. Kiszka asks if glass is used for roadways.

D. Allen replies yes.

Safety is important to Casella. They have a route supervisor, a skilled team for each area, new employees are trained for 6 weeks and weekly safety meetings are held. Truck inspections are done frequently, and preventative maintenance is completed every 150 miles.

F. Hart asks if Casella were to service Plaistow do, they service any carts and what is the upfront time frame they need to service Plaistow.

D. Allen replies, yes, they service many carts and they will work with us. The minimum time frame required is three (3) months advance notice.

J. Kiszka asks, looking at the bottom line is there a benefit or non-benefit to go with a manual vs. an automated system.

D. Allen replies, Casella prefers automated. There are fewer labor costs, it is more efficient and is aesthetically better for the community.

J. Kiszka asks how apartments and condos are handled.

D. Allen replies, that will be part of a bid. There may be different approaches for different locations. An education campaign is usually helpful too.

J. Blinn asks for the percentage of savings if the town switches to automated pick up.

D. Allen replies, it is different in every community and hard to tell. Casella can provide a cost of an automated system vs. a manual system.

M. Pearson asks where the trash gets hauled to and if trash remains in trucks overnight.

D. Allen replies, the location where trash gets hauled to depends on the contract. Sometimes trash does sit in trucks overnight and is emptied early the next morning.

J. DeRoche asks if they have any safety guards against spillage.

D. Allen replies, the gasket seals are changed frequently to prevent spillage of “trash juice”.

J. Kiszka asks if ice and snow on roads negatively affect automated pickup.

D. Allen replies, snowstorms are always a challenge however they have been picking up trash in New England for many years.

F. Hart thanks Dave and Brian for their presentation.

WASTE MANAGEMENT

Peter Lachapelle, Public Sector Representative from Waste Management introduces himself. He has been working at Waste Management for eighteen (18) years. Waste Management is a national company and they provided trash service for Plaistow many years ago. Some of the New Hampshire towns they service include Keen, Londonderry, New Hampton, and Rochester.

P. Lachapelle states what sets Waste Management apart from other waste haulers is their investment in technology. Each truck has onboard computing and direct communication with dispatch. They use a GIS system. Safety is very important to them. They will never zig-zag down a street. New employees are trained for six (6) weeks then they work with a senior employee for four (4) weeks. Daily safety briefings are also done.

F. Hart asks about vehicle maintenance.

P. Lachapelle replies, every day they do a pre-check before trucks leave and at the end of each day, they do an end-of-day check. Both must be signed by a supervisor. They have their own maintenance shop to keep their vehicles running well.

J. Kiszka ask if they can read the chips on carts to know what should be picked up.

P. Lachapelle replies, yes.

Barrels can be leased or purchased from Waste Management or they will use barrels from another source. There are options. They also offer a pay-as-you-throw program.

F. Hart thanks Peter for his presentation.

DISCUSS AN RFP FOR TRASH AND RECYCLING

F. Hart thanks J. DeRoche for his help writing the draft RFP. Tonight, some decisions need to be made. We can ask for a 3-year contract with a 2-year extension or a 5-year contract.

M. Pearson states you can ask for a bid alternative, meaning any company sending in a bid will give information on a 3-year contract with a 2-year extension as well as a 5-year contract. The Board agrees that is the best option. They also decide to ask for a bid alternative for both automated and manual pickup.

F. Hart states at a prior Trash and Recycling Advisory Committee (TRAC) meeting they voted 4 to 1 to recommend automated pickup.

G. Taillon asks how it will be paid for.

F. Hart replies, it will be included in the budget as a line item.

G. Taillon is concerned the expense of trash pick-up will be hard on the budget.

F. Hart replies, we are currently paying ¾ of a million dollars for trash pickup and our recycling costs are high.

G. Taillon replies, perhaps we should stop recycling to save on tipping fees.

J. Kiszka states landfills are filling up and closing. He thinks recycling should continue.

M. Pearson states tonnage has been higher due to COVID-19 since people are staying home.

J. DeRoche states we should think about adjusting fees.

F. Hart reviews the suggestions. Bid alternates will be included for 3-year with a 2-year extension and a 5-year contract, automated vs. manual. Weekly trash pickup with bi-monthly recycling pickup and the cost to lease vs. purchase barrels/carts.

J. DeRoche states using an outside vendor for carts may cost less.

F. Hart replies, we will get information from both.

G. Taillon asks what Atkinson does.

F. Hart replies, they lease their carts.

J. DeRoche recommends including in the RFP the number of single-family homes, multi-family homes and condos.

F. Hart agrees. They will also get costs for 10-yard dumpsters.

G. Taillon recommends writing a new ordinance about the do's and don'ts of recycling and trash collection and enforcing them.

J. DeRoche states some towns offer an extra drop off facility for recycling materials.

F. Hart states that is a possibility. They need to decide how-to pick-up bulk items and white goods. There should be a cost per item for white goods.

G. Taillon suggests individuals make their own arrangements with the trash vendor for bulk items.

F. Hart states she has a copy of Atkinson's trash contract. It can be used as a guide for Plaistow.

APPROVAL OF PRIOR NON-PUBLIC SESSION MINUTES

G. Taillon motions to approve the non-public session minutes of June 15, 2020, session 1.

Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries.

J. Kiszka motions to approve and keep sealed the non-public session minutes of June 15, 2020, session 2. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries.

G. Taillon motions to approve and keep sealed the non-public session minutes of June 15, 2020, session 3. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries.

G. Taillon motions to approve and keep sealed the non-public session minutes of June 15, 2020, session 4. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries.

J. Kiszka motions to approve and keep sealed the non-public session minutes of June 29, 2020, session 1. Seconded by J. DeRoche.

Vote: 5-0-0

Motion carries.

J. Kiszka motions to approve and keep sealed the non-public session minutes of June 29, 2020, session 2. Seconded by J. DeRoche.

Vote: 5-0-0

Motion carries

M. Pearson discusses his memo titled, Plaistow Public Safety Revolving Fund – NH RSA 31:95-h. The fund was adopted at the March 2006 Town Meeting. The fund can only be used for things related to outside details. In 2019 the fund had a net income after all expenses of \$86,637.00. The current balance of the Public Safety Revolving Fund is \$183,540.00. He would like the Board to authorize the expenditure of up to \$80,000 for the purchase of two (2) new pick up trucks, with a cab and a half and to outfit the trucks appropriately.

G. Taillon is concerned that the fund may be growing too quickly.

M. Pearson replies, the purpose of the fund is to support detail expenses. One way to control growth is to not raise the detail rate charged to those who use it. The fund can also be used for town services such as paying for officers on Old Home Day.

G. Taillon thanks M. Pearson for the explanation.

G. Taillon motions to authorize the expenditure of up to \$80,000 from the Plaistow Public Safety Revolving Fund for the purchase of two (2) pick up trucks for the outside detail use, and to further authorize any and all related expenses and maintenance of these vehicle from the same fund. Seconded by J. Kiszka.

Vote: 5-0-0

Motion carries

J. Kiszka motions to authorize the expenditure of up to \$20,000 from the Public Safety Revolving Fund for the purchase of uniforms and gear related to performing outside details for the full-time and part-time officers. Seconded by G. Taillon.

Vote: 5-0-0

Motion carries

F. Hart states the Board will enter a non-public session for several personnel issues. There will be no more televised meeting tonight.

G. Taillon motions to enter non-public session under RSA 91-A:3 II (A) Public Employee; (B) Hiring; (C) Reputation; (D) Property Transactions; (E) Pending or Threatened Litigation; (I) Emergency Functions Related to Terrorism; (J) Confidential Information in Adjudicative Proceedings; (L) Consideration of Legal Advice. Seconded by J. Kiszka

Board Polled: F. Hart = yes, G. Taillon = yes, J. Kiszka = yes, J. Blinn = yes, J. DeRoche = yes. Motion carries

Entered non-public session at 9:07 p.m.

Resumed public session 10:13 p.m.

G. Taillon motions to seal the non-public session minutes. Seconded by J. Kiszka.
Vote: 5-0-0
Motion carries

F. Hart adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Beth Hossack,
Recording Secretary