



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

**PLAISTOW BOARD OF SELECTMEN MINUTES**

**DATE:** September 28, 2020

**MEETING CALLED TO ORDER:** 6:30 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 – Remotely

*G. Taillon motions to approve the minutes of September 14, 2020. Seconded by J. DeRoche.*

*Vote: 5-0-0*

*Motion carries*

**RECOMMENDATION FOR SOLAR PANELS**

Tim Moore from the Energy Committee is joining us to discuss solar panels at the Public Works Garage. T. Moore states in late Spring a Request for Proposal (RFP) for solar panels was sent out. Two proposals were received. One was from Revision Energy, located in Brentwood, NH and the other was from TAF.Solar in New Jersey. Both proposals were too expensive. The two companies were asked to provide another proposal with a reduced scope of work at an amount no more than \$64,000 with a \$4,000 contingency. Both companies replied with a positive response. The Energy Committee recommends hiring Revision to install solar panels. The company is local which is good for the economy and will be helpful if there is a future problem.

G. Taillon asks what the minimum number of panels are needed to make the project worthwhile. If we start small can we add to it in the future.

T. Moore believes we can start small and add to the system. He will confirm this if we move forward with the project.

F. Hart asks if we know the rate of return on the investment.

T. Moore replies the original plan with Revision (136 panels) would have create a yearly cost savings of \$6,600, with \$1,488 per year of energy credits and a savings of \$200,000 over the life span of the system. The rate of return is 11 years. The reduced scope (74 panels) has a yearly cost savings of \$3900 with a life span savings of \$158,000. The return on investment will still be 11 years it will just be 60% lower.

A large inverter has a greater capacity while a smaller inverter inverter will provide a lower amount of power.

J. Kiszka states we should make it negotiable as to using two smaller inverters instead of one larger one if it is cost effective. It would provide redundancy and may be easier to expand the system.

G. Taillon asks if the Energy Committee would recommend adding panels in the future.

T. Moore replies yes. Another consideration would be adding panels to the Public Works Garage itself.

G. Taillon states it will be helpful if the Energy Committee comes up with a long-term plan to get a full capacity of solar panels.

T. Moore states, that will be discussed at the next Energy meeting.

J. Kiszka states, that was part of the discussion all along. The Salt Shed was built to take the weight of the panels and enter into a power purchase agreement.

J. Blinn asks how our estimate of \$68,000 was so far off.

T. Moore states he does not know what the \$68,000 was based on.

F. Hart states she was on the committee last year. When Revision Energy gave a presentation to the Energy Committee they came up with the figure. Since the \$68,000 was approved as a non-lapsing warrant article she recommends tabling the issue. She is not impressed with the numbers.

J. Blinn and J. DeRoche agree to table it until more information and a long-term plan is established.

J. Kiszka does not like the idea of “tabling” it. He would rather send out a new Request for Proposal (RFP), yet he does not want the money spent on something else.

M. Pearson confirms the money will be saved for the solar panels and not spent on anything else.

J. Kiszka asks if the conduit/trench was put in underneath the pavement.

M. Pearson replies, yes.

F. Hart asks T. Moore what his opinion is.

T. Moore replies, he feels there is consensus to issue a new Request for Proposal (RFP). He states it should be sent by the Board of Selectmen and reviewed by the Energy Committee.

***J. Kiszka motions to reissue the RFP for Solar Panels by November 30, 2020. Seconded by G. Taillon.***

***Vote: 5-0-0***

***Motion carries***

### **TOWN HALL LED LIGHTING CONVERSION**

F. Hart states there is a letter in the folders regarding the Town Hall LED Lighting Conversion. Back in December the Board voted to grant the conversion contract to Affinity LED Lighting based on the Energy Committee’s recommendation. At that time, the payment option chosen was for an approximate 50% Unutil rebate with the remaining 50% to be paid as on-bill financing. Since then it has been determined that the five (5) year term of on-bill financing is not possible without the support of long-term debt at Town Meeting. Therefore, the Energy Committee is now recommending payment option #1 which includes a smaller Unutil rebate and a one-time payment. In addition, the Energy Committee recommends using the Energy Capital Reserve Fund to pay for the project. Once the rebate is received the funds will be put back into the Energy Capital Reserve Fund.

***G. Taillon motions to accept the Energy Committee’s recommendation to change the payment option for the Town Hall LED Conversion Project to option #1 as proposed by Affinity LED Lighting, which is a total cost of \$20,082, with a rebate of \$6,575. G. Taillon further motions that***

*all funding for the costs of the project come from the Energy Capital Reserve Fund and all Unifund incentives and rebates be returned to the same. Seconded by J. Blinn.*

*Discussion: J. Kiszka states the Energy Committee is not sure how much money is in the fund.*

*F. Hart replies, it is close to \$50,000 therefore we can spend \$20,802.*

*Vote: 5-0-0*

*Motion carries*

F. Hart thanks Tim Moore for all his work.

### **REVIEW PARKING EXPENDITURES FOR NOVEMBER VOTING**

M. Pearson, G. Colby and D. Garlington worked out a proposal to increase parking at the Public Works Garage for November voting. A list of costs is included in tonight's folders. The area in front of the building will be a gravel lot. Paving will be completed around the salt shed. Golf-cart transportation will be available to bring voters to and from their cars.

M. Pearson has talked with Methuen Construction and they will work with us on overflow parking. They want to make sure their customers, employees and deliveries are not hindered. A detail officer will be available to assist with parking and make sure operations at Methuen Construction are ongoing.

M. Pearson has purchased a bridge to go over the wet area. It is a good overall plan. He will discuss the plan with Bob Harb, Town Moderator. M. Pearson recommends overspending the paving line in the highway budget and some of the smaller line items. The property improvements will be a future asset, not just a onetime use. Perhaps deliberative session will be held at the Public Works Garage as well as future elections. Both M. Pearson and G. Colby are anticipating a surplus in some accounts since we will be reimbursed for many COVID-19 related expenses. We have already received about \$45,000. The next check should be about \$100,000. Some revenue has dropped due to COVID-19 however the bottom-line budget will not be overspent.

F. Hart states a Zoom meeting will be held on Wednesday with Bob Harb, Town Moderator. The parking plan will be discussed.

J. Kiszka asks if anything needs to be done to the building itself. Is there enough ventilation, the doors will be closed due to weather?

M. Pearson replies, the large industrial fan will be installed before November. There is heat in the building and handy-capped accessible bathrooms. Nothing else needs to be done inside.

F. Hart asks M. Pearson how many additional parking spaces the proposal will allow.

M. Pearson replies, he does not know as he has not seen the physical plan. The physical plan was worked on by the Assistant Town Manager and the Highway Supervisor.

F. Hart asks if a lot of these expenditures were included in the original warrant article.

M. Pearson replies, no. The original paving plan only included paving an apron around the Public Works Garage. We now have a much larger scope of work however the venue will be more useful.

J. DeRoche asks what will happen to the large mounds of dirt and concrete piled near the building. Will we keep the materials?

M. Pearson replies, yes

*G. Taillon motions to allow the Town Manager and Assistant Town Manager to make existing improvements as outlined in the proposal, and to expend up to \$75,000 to accomplish those improvements. Seconded by J. Kiszka.*

***Vote: 5-0-0***  
***Motion carries***

### **TRASH PROPOSAL DISCUSSION**

Attorney Kalman reviewed two of the proposals. He mentioned another town had a problem with a trash contract with Waste Management. It seems Waste Management tried to re-adjust the contract before it was a year old. Plaistow should be cautious. Tonight's discussion should focus on the scope of services Plaistow wants. Attorney Kalman will start working on preparing a contract with the defined scope of service.

F. Hart prepared a spreadsheet showing Casella's proposal split into three (3) sections. The first section shows numbers for automated trash pickup, no recycling, and no carts. The second section shows automated trash and recycling pickup without carts. The third section is automated trash and recycling pickup with carts provided by them. All groups show five (5) years of the contract, increasing each year with estimated tonnage and tipping fees. Recycling is the most difficult component to determine. Last year Plaistow's contamination rate of recycling was approximately 40%. This year will be approximately 30%. Recycling markets have changed, and it is very expensive to recycle.

J. Kiszka states he understands the financial impact however he wants to know what people want.

F. Hart states she is leaning towards trash collection only. We could renegotiate recycling in the future if markets change.

G. Taillon states in his opinion recycling costs are too burdensome for citizens.

J. Blinn states we must get rid of trash. He does not like the idea of giving up recycling however he thinks we have to due to the cost.

J. DeRoche states he wants to keep recycling. Perhaps an expanded recycling education program will help. A survey could be posted on Face Book to get people's opinion if they are willing to pay more for recycling.

G. Taillon states only 17% are recycling while 83% of recyclable materials are being thrown into trash.

J. Kiszka states he is an advocate for recycling however the numbers do not work, it is too expensive. Perhaps we should go with one (1) larger barrel rather than two (2) smaller ones. It may save some money. He wants something added to the contract allowing us to recycle in the future .

F. Hart agrees.

J. DeRoche thinks the estimated tonnage of 4200 is too high.

F. Hart replies, more houses have been built and she would rather overestimate than underestimate.

F. Hart states we need to decide how frequently to pick up bulk items. The Town of Atkinson does it twice a year.

J. Kiszka states people should pay for bulk item pick up. They may throw away less if they have to pay for it.

J. Blinn suggests once a month for bulk item pick up.

G. Taillon recommends looking at every two (2) weeks vs. monthly.

J. DeRoche suggests a quarterly pick up of bulk items.

Brian Groshon, Assistant General Manager for Casella is in the audience and is asked to speak. He states there are different ways to manage bulk items. One (1) component is frequency and the other is the type of items allowed. The town can come up with a specific list of allowable items or take all items.

G. Taillon suggest a fee of \$35 per item.

### **CART PURCHASE COMPARISON**

F. Hart states Lou Russell, Northeast Sales Manager, Cascade Company gave a presentation to the Board in July. She has been in contact with him recently and unfortunately prices are much more expensive than in July. Plaistow could rent carts for about \$35,000 per year. The purchase price is about \$360,000. A lease to purchase program is also available.

F. Hart does not recommend leasing carts from the trash vendor. If we change vendors when the contract ends, we will have to begin renting again. Most carts have chips in them. Chips allow for tracking so carts may remain with a house even if it is sold.

Peter Lachapelle, Waste Management is in the audience and volunteers some information. He states most carts do contain chips however the software to track the chips must be paid for by the town.

F. Hart will try to find other vendors who offer carts and check their pricing.

***J. Kiszka motions to move forward with a trash pick-up program without recycling with an option the Town may return to recycling in the future. Seconded by J. Blinn***

***Vote: 4-1-0 (no J. DeRoche)***

***Motion carries***

### **REVIEW BUDGET PROTOCOLS**

F. Hart wants all questions from the Board regarding the 2021 budget sent to her. She will come back with the answers. If you want to have a Department Head come to a meeting give F. Hart enough notice to arrange it. She asks if the Board would like to review large budgets separately rather than going line by line through the budget. The large budgets are Police, Fire, Highway, Personnel, and Finance. She hopes to be able to approve some of the smaller budgets on October 5. The goal is to turn the budget over to the Budget Committee on October 26.

### **TOWN MANAGERS REPORT**

M. Pearson and G. Colby will have the budget ready for the Board's next meeting.

- Prepared Proposal for adequate parking at the PWG for November voting.
- Worked on the 2021 Town Manager Budget with the Finance Director.
- Pre-construction meeting with Busby (contractor) for the P.A.R.C. Softball Field & Drainage project.
- Pre-construction meeting with Busby (contractor) for the Public Safety Road Extension to the Palmer Property and worked out a successful agreement.
- Working with Busby on the town material we have at the PWG and old landfill.
- Met with DeFelice (contractor) for the start of the Hale Spring Road Waterline Project.
- Water Tank – on schedule with expected completion in October.
- The Fire Hydrant (Route 125 across from Market Basket) Replacement is complete and is back in service.
- Received the necessary documents for the land purchase for the East Road property for the Pump house.
- The Salt Shed building is ostensibly complete.
- Catching up on Town Manager paperwork including overseeing the MS-4 Stormwater Permit (it was submitted early).
- Working with Sanborn Head on the Plaistow Landfill Final Cover System Repair Permit Documents.

- Mentions the Statewide drought. Everyone should conserve water.
- Reviews the Water Project Update Report from Gene Forbes.
- Mentions the importance of wearing masks, and social distancing to protect our own health and the health of coworkers and community.

M. Pearson explains and recommends the Board support the Pennichuck Franchise Expansion for the Beede Site to include 28 Walton Road. He had a phone conversation with Mike Skinner from the Beede Group today. The process is the same process the Board followed in 2012.

***G. Taillon motions to support Pennichuck Water Works, Inc.'s petition to extend its water utility franchise to serve a customer located at 28 Walton Road. Seconded by J. Kiszka.***

***Vote: 5-0-0***

***Motion carries***

M. Pearson explains that the New Hampshire Municipal Bond Bank will be offering their next bond issue on January 6, 2021. The interest rate to borrow money for 10 years is 0.86%. The Bond Bank needs to know what communities are interested in borrowing so they can plan. There is no obligation to borrow however Plaistow may want to borrow money to help individuals who want to connect to the portable system. The interest rate is very low. Funds borrowed would only be used by residents who want to take advantage of it to connect to the water system. M. Pearson and G. Colby have estimated we may need 3 – 4 million for individual water connections. The Bond Bank needs to know by early November. He wants to know if the Board would like to move forward with this. J. Kiszka states with an interest rate of 0.86% it is a no-brainer. Using financing options from the Water Trust Fund would require an interest rate of 2 – 3%.

There is consensus amongst the Board to get financing from New Hampshire Municipal Bond Bank. The Board agrees to let M. Pearson and G. Colby determine the amount needed.

G. Taillon states he read an article recently regarding Methuen. Their Town Hall was hacked. Since Plaistow recently changed IT Vendors to be better protected, he would like to have a representative come to a Board meeting to discuss security with the Board.

M. Pearson agrees that is a reasonable request. He recommends it should be discussed in a non-public session. This item will be scheduled soon.

### **ACTION ITEM REVIEW**

Item # 3 should be removed.

Item #1 will be addressed in November.

Item # 5 will be worked on by F. Hart and G. Taillon.

J. Kiszka will follow up with Chief Knutsen on item # 6.

### **OTHER BUSINESS**

F. Hart states another letter was received from New Hampshire Department of Revenue rescinding the need for elected auditors to complete the MS60 report.

### **SELECTMEN'S REPORTS**

J. DeRoche

- Toured the Fire and Police Departments.

- Met with some Boy Scouts in a Zoom meeting to discuss the tasks of Selectmen.

G. Taillon

- Would like to schedule video talks to help residents learn how the Selectmen, Budget Committee and becoming an elected official work. The goal is to have them filmed and put online.

J. Kiszka

- Mentions the current drought and asks all residents to conserve water.
- Wants to discuss power aggregation at a future meeting.
- Asks Mark if there is an answer on the double telephone poles. M. Pearson replies, no one has gotten back to him and no one seems to have the answer.

J. Blinn

- Nothing to report.

F. Hart

- Attended the Planning Board Meeting. They are looking into possible zoning ordinances for the warrant.
- Checked through some of the files at the Historical Society to make sure they are not in possession of any records that need to be kept permanently at Town Hall.

F. Hart adjourned the meeting at 8:43 p.m.

***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; (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***

F. Hart states the Board will not come back into public session other than to adjourn the meeting.

Public Session Resumes at 8:55 p.m.

***J. Kiszka motions to seal the minutes of the non-public session. Seconded by G. Taillon***

***Vote: 5-0-0***

***Motion carries***

F. Hart adjourned the meeting at 8:56 p.m.

Respectfully submitted,

Beth Hossack,  
Recording Secretary