

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

PLAISTOW BOARD OF SELECTMEN

DRAFT MINUTES

DATE: May 12, 2008

CALL TO ORDER: 6:32 pm

PRESENT:

Chairman, John Sherman
Vice-Chairman, Dan Poliquin
Selectman, Charles Blinn
Selectman, Larry Gil
Selectman, Robert Gray
Town Manager, Jason Hoch

MINUTES:

- R. Gray made a motion to approve the minutes from May 5th, 2008 L. Gil seconded the motion, there was one wording change, and the motion passed 5-0-0.

PUBLIC COMMENT:

No public comment.

ADMINISTRATIVE REPORT:

J. Hoch said that the recycling bins are in, they can be picked up at the Town Hall if needed, and they are free.

Tax bills will be reaching mail boxes this week, they are not due until July 1st. J. Sherman reminded that the Town uses a semi-annual tax billing system, the one that is received for July is only one half of last year's tax bill.

J. Hoch received a request from the Police Chief for asking for an approval for a conditional offer of employment for a part-time dispatcher. This initiates the hiring process and candidate is still subject to background checks, polygraph, etc. J. Hoch would like to initiate the process. J. Sherman said that it is the consensus of the board to proceed with the hiring of a part-time dispatcher.

He also received a request from the Police Chief to change the Record Clerk Position to 32 hours per week, to become effective July 14th. This was originally

anticipated at 24 hours per week starting April 1st in the budget. The delayed start date allows consistency with budgeted amount. Practically, getting pricing and plans together for records conversion project also was not something that they have been able to turn around quickly.

J. Sherman explained that he is not comfortable with the position being more than 24 hours a week. J. Hoch explained that the amount of hours they determined would make up for the loss of time, whereas they anticipated going from 8 hours to 24 hours on April 1st, and were not prepared to make the change, they delayed the increase of hours until July to make the hour change 8 hours per week to 32 hours per week from July 14th to the end of the year. He also explained that the person is not new to the position, they have been working 8 hours a week on the project. And there are three components to the project, first the file conversion, second is managing report requests, and third is prepping the new files to go into the system. There has never been any record consolidation. He also said that there may come a time where they will need to keep someone for file managing, but the conversion part of it will go away.

D. Poliquin suggested boosting the position in July to 32 hours per week for a few months, but give it a deadline, and then drop back to 24 hours per week.

R. Gray explained that he does not believe the Board should dictate how the project gets done, and he believes as long as it gets done with out going over the budget, than they should do what ever it takes.

There was more discussion amongst the board regarding the issue.

- L. Gil made a motion to approve the Records Clerk Position for 32 hours per week, and not exceed those 32 hours per week from now through December 31st 2008, the hours are also not to exceed the budget. C. Blinn seconded the motion, and the vote was all in favor 5-0-0.

J. Hoch gave a notice to the Board stating that to be eligible for any Homeland Security Grants, communities need to provide information about their NIMS certification on an online system. The Town needs to formally appoint a NIMS Point of Contact. Bill Scully will be the contact, but should be appointed by the Board for the record.

- R. Gray made a motion to appoint Bill Scully for NIMS Point of Contact. D. Poliquin seconded the motion and the vote was 5-0-0 all in favor.

J. Hoch added that he needs a volunteer from the Board to become certified. L. Gil volunteered and suggested that there be more than one certified Board

members. J. Hoch said that he will email the information to all the Board members for everyone to look at.

J. Hoch gave a memo to the Board from Leigh about the Bi-State Transportation Meeting in Dover. The Main topic was regarding a need for a different funding stream for the Downeaster after the federal funds end in July 2009. The memo also noted that the State of NH does not contribute any ongoing money for the operation.

J. Sherman stated that unless the Downeaster is able to secure funds they will no longer run, and he asked people watching the meeting to write, ore email a State Representative asking or explaining why NH should contribute some money.

- L. Gil made a motion for the Town Manager to send a letter to the State Representative, and Governor, and U.S. Representative to suggest that the state of NH contributes funds for the Downeaster, also a letter to the Federal Government requesting more funds, and C. Blinn seconded the motion. Discussion; L. Gil suggested that someone also contact the State of MA also because the Downeaster makes a stop in Haverhill. J. Hoch and L. Gil offer to visit the Haverhill Chamber of Commerce to talk to State Representative in person. The motion passed with a vote of 5-0-0. J. Hoch suggested he also send a copy of the letter to the other stops the Downeaster makes in NH, Exeter, Dover, and Durham.

J. Hoch discussed a conversation he brought to the Board previously, regarding Main/Elm intersection, he explained that he and Leigh have gathered letters from 2002 and 2007 to RPC seeking assistance for traffic calming along Main Street. His plan is to revive the request to RPC as well as to the state for recommendations.

He received a request from the Friends of Recreation to put a sign near the corner of Main and Elm Street showing their fundraiser progress for Playscape and Shelter at the new fields. Their intent is to raise \$75,000. They have been able to put a sign there in the past. L. Gil asked if the information could fit on the sign that they have there already? J. Sherman explained that there is probably not enough space on the sign. The Board all agreed, and J. Sherman said that it is the consensus of the board to place a sign in near the existing sign, near the corner of Main and Elm Street, to show the fundraising progress.

J. Hoch gave an update on GIS; he said that the Tax map process is continuing. The company sent him several edit questions to review this week. A spreadsheet with questions has been sent back and the staff is reviewing to sort out the discrepancies with the data for several of the year's updates.

He received a letter from Sumner with comments on the Sunday Business activity ordinance. He gave the Board his revised samples, and explained the samples. The Board discussed how they would go about placing the ordinance, beginning with how they could come up with a list of businesses open on Sunday. J. Hoch said they could go through the building department, to get their list of permits, and possibly square footage. R. Gray suggested having the language in the ordinance state that strip mall owners would be required to keep the Town updated with a change in tenant.

L. Gil explained that if setting a fee, ends up resulting in a start up/operation cost that is close to what the estimated revenue for the Town then it might not be worth instating the fee. The only way that it will be worth the work is if it creates enough revenue to ease tax train. J. Hoch said that there is the possibility of a high irritability cost that the staff will feel the brunt of. R. Gray explained that from reviewing Sumners letter it would be a good idea to institute this ordinance. He believes there will be a start up cost and some anxiety however he made the point that it will be some tax relief, and that is always what they can explain to residents arguing the ordinance. D. Poliquin believes that the fee should be a yearly fee, and although it will be difficult maybe it should be on a square footage basis. J. Sherman agreed that it is another way to look for tax revenues, he does not believe that it will make much sense if the revenue is too close to the operational cost, he would like to see a profit. He explained that at the moment they do not have any numbers to make any decisions. He would like to see more details, on the revenue the ordinance will bring in, and business that operate on Sunday's, and square footages, he would like the Board to do a preliminary estimate. L. Gil suggested they possibly find an intern or student to do the project.

The board also discussed length of time to get the project underway. J. Hoch said that he can make an estimate but could be completely off. J. Sherman said that he would like to see a start up cost, and an estimated annual cost. D. Poliquin added they should also be looking at the square footage of the buildings. J. Sherman asked J. Hoch to have an estimate on length of time for him to get an estimate for the next meeting.

OTHER BUSINESS:

J. Sherman said that since J. Hoch cannot attend the meeting for Monday of next week May 19th he suggested an alternative meeting date of May 22nd, the Board agreed on a May 22nd meeting. J. Sherman declared that as of right now the regular Board of Selectmen Meeting will be held on Thursday May 22nd 2008, however things may change before then.

R. Gray reminded the Board that J. Hoch's full time agreement expires this week, and asked if they should extend it. J. Hoch suggested that he go full time for another week or two until they see their standings with finding a candidate for a new Town Manager.

J. Sherman received an email from Vanessa thanking the Board for their support and declaration of Livestrong day, she said they had a very successful event. He also reminded the Board that the Rockingham Planning Commission meeting will be held on June 12th at the Atkinson Community Center.

L. Gil made a reminder about the Rockingham Planning Commission having their next meeting on May 14th, at the Plaistow Town Library

SELCTMAN REPORTS:

L. Gil: No report

C. Blinn: No report

J. Sherman: Has a Recreation meeting Wednesday at 6pm.

D. Poliquin: Discussed there being talk of rescheduling the Safety Committee meeting.

R. Gray: Discussed his meeting with the Planning Board last week, they discussed site reviews for an antique car show. They gave conditional approval for the Rite Aid Project, the conditions were for the State and the project will probably move fairly quickly. He asked J. Hoch about the sidewalk project, he explained that he thought there was paper work due in today and he never got it? J. Hoch explained that they are applying for a full reimbursement grant so no money would have to be spent at the Town's expense.

J. Sherman confirmed to the public that they will be doing work on Old and Greenhill Road, there was a discussion about sidewalks and the Town has not committed any funds at this point, they are just laying out plans to do the project, there has been no money spent.

L. Gil said that Frank Leeman of the Conservation Commission resigned so there is an open position, he asked J. Hoch to get the word out, and to write a letter to thank Leeman.

J. Sherman closed the meeting at 8:42pm.

Respectfully Submitted
Christine Metcalf