



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, December 14, 2009

**MEETING CALLED TO ORDER:** 6:51 pm

**SELECTMEN:**

Chairman, Daniel Poliquin  
Selectman, Charles Blinn  
Selectman, John Sherman

Vice Chairman, Robert Gray  
Selectman, Michelle Curran  
Town Manager, Sean Fitzgerald

**MINUTES:**

*Motion by J. Sherman to approve the Minutes of December 14, 2009 as written.*

*2nd by R. Gray.*

*Vote 5-0-0.*

*Motion carries.*

**PUBLIC COMMENT:**

No one from the public wishing to speak.

**AGENDA:**

**Review of 2010 Budget Adjustments**

S. Fitzgerald discussed Cable Studio Budget; significant progress with efforts to relocate Cable Studio from Route 125 to Town Hall; cost saving associated with moving the head-end; reduction in cable studio expense due to relocation; achieving efficiencies in technologies by aligning the Cable Studio Budget with a new focus on Management Information Systems; recommendation to increase salary line for cable coordinator; increase in camera operators salary; reduction in annual telephone line; recommendation to zero out the custodial line; pro-rated electric and heat amounts; level funding equipment repairs; reduction in rental/lease agreement; deletion of alarm; increase to training line; level funding cable dues; increase in general supplies; increase in miscellaneous in the event there are items needed during the move; increase for new equipment; and level funding mileage reimbursement. Total Budget \$43,975.

D. Poliquin and S. Fitzgerald discussed utility costs.

R. Gray discussed the CS Miscellaneous line item noting he did not see the justification for an increase because in previous years that line item had not been completely spent.

S. Fitzgerald discussed miscellaneous items that may be needed for the new studio or that may pop up unexpectedly with the relocation of the studio.

J. Sherman and S. Fitzgerald discussed the hourly rate range and expectations of the individual.

D. Poliquin noted Norm Bouchard from the Cable Committee was here and suggested if the BOS had questions for Norm they could ask him or if Norm would like to speak to the Board regarding the budget he was welcome to do so.

N. Bouchard discussed Cable Coordinator position being 25 hours and splitting the extra hours. He was under the impression the position was a full time position and requested clarification as to whether this position would be part-time or full-time. He discussed training and suggested zeroing out the training line and hiring someone with experience.

S. Fitzgerald discussed extensive conversations with the Cable Committee.

***Motion by J. Sherman to approve the Cable Studio Budget for \$31,475.  
2nd by C. Blinn.***

J. Sherman discussed his logic for lowering the Cable Studio Budget amount to \$31,475: remove the \$500 Miscellaneous line item because there were other accounts that could cover this; change the first line item, Permanent Position to \$18,000; add only 15 hours a week to this position and not the entire 25, with the idea that the balance of \$12,000 should be budgeted in some other department perhaps in Executive Budget for doing the rest of the IT items.

D. Poliquin noted he could go either way with the Miscellaneous line and discussed level funding. He noted he liked to see things designated in accounts. He agreed with John regarding the number of hours for the position.

D. Poliquin inquired what the additional 10 hours would be classified as.

J. Sherman noted the job posting wouldn't change.

Board discussed person completing time card would have to break down hours – so much for Executive and so much for Cable Studio.

***Vote 4-0-1.  
Abstain: C. Blinn.  
Motion passes.***

Board discussed the location of where to put the 15 hours for the Cable Coordinator.

***Motion by J. Sherman to add \$12,000 to the Executive Budget in the Part-Time Positions line for the Cable Coordinator.  
2nd by M. Curran.  
Vote 5-0-0.  
Motion carries.***

**Presentation from Donald Sargent (Barry Sargent)**

B. Sargent presented Dan Poliquin an envelope. The envelope contained a check in the amount of \$20,000 from Donald Sargent as a donation to the Town of Plaistow to help restore the clock tower.

B. Sargent requested a letter to be written to his brother, Donald Sargent, for tax purposes of his donation.

J. Sherman noted that a special hearing was required to accept the check from Donald Sargent and suggested it be put on next week's agenda.

#### Elections Budget

B. Sargent discussed a Special Election for State Representative on January 12th that will result in an increase to the Election & Registration Budget of \$1,311.

***Motion by J. Sherman to approve the Elections & Registration Budget in the amount of \$19,461.***

***2nd by M. Curran.***

***Vote 5-0-0.***

***Motion carries.***

R. Gray suggested that the Town ask Barry to work with the State to sponsor a bill when the State requires the Town to have a special election.

#### Gasoline Adjustments

S. Fitzgerald discussed the gasoline adjustments and noted they were based on the national average. He discussed retail prices have stayed steady; conservative budgeting; the potential increase in demand and the conservative estimate that should allow for some adjustment if there was any volatility in the market.

J. Sherman Discussed the estimated \$9,000 reduction in the budget.

***Motion by R Gray to approve the changes outlined in the Town Manager's memo of December 14th on page 3 for changes in Gasoline Adjustment.***

***2nd by J. Sherman.***

***Vote 5-0-0.***

***Motion carries.***

#### Mileage Rate Reimbursement

S. Fitzgerald discussed the Board's prerogative to make an adjustment to the mileage rate; the reimbursement based on the IRS standard rate; and the most significant adjustment being in the Fire Department's Budget.

***Motion by J. Sherman that the BOS adopt the reimbursement rate of 50 cents per mile.***

***2nd by R. Gray.***

***Vote 5-0-0.***

***Motion carries.***

***Motion by J. Sherman to adjust the mileage rate reimbursements per page 4 and page 5 of the Town Manager's report dated December 14.***

***2ndy by M. Curran.***

***Vote 5-0-0.***

***Motion carries.***

#### Electrical Utility Adjustment

S. Fitzgerald discussed conservatively reducing the budgets by 5% due to the electrical utility forecast by a representative from Unitil.

***Motion by J. Sherman to approve the electrical utility adjustments on pg 5 & 6 of the Town Manager's report dated December 14.***

***2nd by M. Curran.***

J. Sherman noted this was a savings of approximately \$2,500.

***Vote 5-0-0.***

***Motion carries.***

#### Gas Utility Adjustment

S. Fitzgerald discussed the projected gas rates having a slight decline of less than 2%.

***Motion by J. Sherman to approve the Gas Utility Adjustment as noted on page 6 of the Town Manager's report dated December 14.***

***2nd by M. Curran.***

***Vote 5-0-0.***

***Motion carries.***

J. Sherman noted this was another \$4,000 savings to the budget.

#### Solid Waste

S. Fitzgerald discussed 7 bids for Solid Waste and Recycling Services which were received last Friday on December 4th and under evaluation. He discussed the current Solid Waste Budget for the Town of Plaistow; the current contract; recycling; tipping fee per ton; savings; lowering annual costs with Solid Waste disposal and significantly improving Plaistow's recycling rates.

***Motion by J. Sherman to reduce the Solid Waste Disposal Budget, line 1-4323-10-570, reducing it by \$56,800.***

***2nd by R. Gray.***

S. Fitzgerald discussed the fair amount of money on the table and being pleased with proposals that were received back.

***Vote 5-0-0.***

***Motion carries.***

#### Landscaping

S. Fitzgerald discussed the Highway Department assuming additional duties and responsibilities; summary of costs associated with assuming these responsibilities; breakdown of cost associated with the landscaping; managing fertilization and that cost; and value of dollars.

R. Gray inquired about the lease on the equipment.

S. Fitzgerald discussed the equipment was leased to own.

R. Gray inquired about the years of the lease.

S. Fitzgerald discussed three year lease and the discussions with Attorney Kalman and LGC.

R. Gray and S. Fitzgerald discussed the life cycle of the mowers and the maintenance.

J. Sherman inquired about how the savings were calculated.

S. Fitzgerald discussed how much the Town appropriated in 2009 for landscaping; Cemetery amount; contract price for the Cemetery; Buildings and Grounds contract; and cap for Landfill.

J. Sherman and S. Fitzgerald discussed the Summary of Costs/Savings spreadsheet (page 8) of the Town Manager's 2010 Budget Recommendations Memo.

R. Gray suggested deferring questions until next week so Sean could get the Lease Information and the updated information of the Summary of Costs/Savings.

J. Sherman suggested having this information revised for next week.

S. Fitzgerald agreed.

#### Legal Services

S. Fitzgerald discussed as directed by the Board he tried to advance the negotiations with Comcast and reduction of costs.

J. Sherman noted it was a great reduction but inquired if it was possible that the \$2,000 be encumbered from this year.

S. Fitzgerald discussed stretching the current Legal Budget.

***Motion by J. Sherman to reduce line 1-4153-10-320 the Cable Consultant Attorney line by \$10,000.***

***2nd by R. Gray.***

J. Sherman noted that this was a good savings and a good job by Sean.

***Vote 5-0-0.***

***Motion passes.***

Board inquired about the new bottom line for the Library.

S. Fitzgerald noted the Library does have a new bottom line and either he or Catherine Willis could present that budget.

M. Curran discussed the Janitorial Services line and inquired about the difference from the Town's budget and the Library's budget.

S. Fitzgerald noted he would look into it and report back next week on the variance.

*Consensus of the Board was for the Library to come in and present their budget.*

**Review of Warrant Articles for 2010**

S. Fitzgerald noted the Warrant Articles were still a work in progress. He discussed the studies and back up documentation that were still being pulled together.

**The Public Safety Complex Capital Reserve Fund Deposit**

S. Fitzgerald read the Public Safety Complex Capital Reserve Fund Deposit Warrant Article and noted the Public Safety Complex Committee would be meeting this Friday to discuss and review this Warrant Article.

Consensus of the Board was to bypass the Public Safety Complex Capital Reserve Fund Deposit Warrant Article until after the committee holds their meeting.

**Highway Department Equipment Capital Reserve Fund Deposit**

S. Fitzgerald noted the Highway Department Equipment Capital Reserve Fund Deposit Warrant Article had not been changed – just added the date of the fund balance (December 7, 2009).

**Fire Suppression Water Line Expansion**

S. Fitzgerald noted the Fire Suppression Water Line Expansion Warrant Article changed significantly. He discussed the Article being prepared by Chief McArdle and looking into the cost associated with the water line work such as the PVC pipe.

D. Poliquin read the wording for the Fire Suppression Water Line Expansion Warrant Article.

S. Fitzgerald discussed missing information – account amounts.

**Cell Tower Maintenance Capital Reserve Fund**

S. Fitzgerald noted minor changes were made to the wording of the Cell Tower Maintenance Capital Reserve Fund Warrant Article.

R. Gray noted he would like to change his vote to recommend but discussed his concerns regarding the notes listed.

S. Fitzgerald discussed his meeting regarding the addition of an additional service to the tower. He noted in a week or so he would have better recommendations regarding this Warrant Article.

Consensus of the Board: more information required in order to continue on this Warrant Article.

**Playground at Old County Road (PARC)**

J. Sherman noted they could take out the Playground at Old County Road Warrant Article.

D. Poliquin discussed his attendance at the Rec Committee meeting and noted their consensus was not to put this Warrant Article forward.

S. Fitzgerald noted his point was that the pavilion down at Old County Road could double as a shelter or as a community farmer's market.

D. Poliquin noted this came before the Board because it was part of the CIP however it would now be removed as a Warrant Article.

#### Fire Department Capital Reserve Fund Deposit

D. Poliquin read the Fire Department Capital Reserve Fund Deposit Warrant Article wording and noted the only change was the date for the balance of the capital reserve fund - December 7.

#### Conservation Fund Deposit

D. Poliquin read the Conservation Fund Deposit Warrant Article wording and noted the balance for both the Conservation Fund and the Forestry Fund was updated.

#### Westville Road Bridge Replacement

S. Fitzgerald discussed keeping the Westville Road Bridge Replacement on his priority list. He discussed moving back into a rotation on a subsequent fiscal year.

J. Sherman noted he would like to advance the Westville Road Bridge Replacement Warrant Article and get feedback from the Budget Committee.

#### Replace 1987 Ford Backhoe

S. Fitzgerald discussed advancing a brush cutting machine in 2010 for cap maintenance and work around Town.

J. Sherman requested to take out the Warrant Article Replace 1987 Ford Backhoe from the package at this time.

#### Communications Capital Reserve

S. Fitzgerald read the Communications Capital Reserve Warrant Article wording and noted this was brought to him by the Police Chief. He noted there was no fund previously set up for this.

M. Curran noted there was a discrepancy in the vote. The Warrant Article noted 3-2-0 and the minutes noted 5-0-0.

#### Salt Shed

D. Poliquin read the Salt Shed Warrant Article wording.

S. Fitzgerald discussed his conversation with Dan Garlington.

R. Gray discussed wording for location of shed and suggested the language needed to be changed to something about the existing salt shed location.

#### Emergency Power Generator

D. Poliquin read the Emergency Power Generator Warrant Article wording and discussed taking a look at this Article next week because the Town Hall Generator Committee had met late today regarding specific recommendations that Sean had not seen.

Consensus of the Board was to defer until next week.

#### Building Systems Capital Reserve Fund Deposit

S. Fitzgerald noted he would be presenting the Board with some of the costs incurred regarding unexpected roof repairs and this Warrant Article would be updated next week.

#### Fire Protection System Pumps/Pump House Replacement Capital Reserve Account

D. Poliquin read the Warrant Article wording for the Fire Protection System Pumps/Pump House Replacement Capital Reserve Account.

S. Fitzgerald discussed the report received today, regarding both Warrant Articles which need to both go forward together. He discussed his conversation with the Fire Chief and noted they would be making some additional updates to this Warrant Article.

#### Collective Bargaining Agreement

S. Fitzgerald noted the Collective Bargaining Agreement was a new Warrant Article however there was no additional information to be given to the Board at the present time. He put it in the packet for an FYI to Selectmen.

J. Sherman requested an update of the costs for the Warrant Articles.

S. Fitzgerald noted he had not taken out the Warrant Articles that the BOS had deferred.

J. Sherman noted some of the dollars listed needed to be updated.

#### Board of Selectmen Goals

D. Poliquin noted Goals were next on the agenda and recommended to put off until next week.

Consensus of Board was to put Goals off until their next meeting.

#### **TOWN MANAGER REPORT:**

S. Fitzgerald discussed:

- Pay Night Supper last Monday night. He thanked the Fire Department and recognized them for all their hard work in the community.
- Recreation Commission meeting last Wednesday night and the discussion regarding concerns with drainage on Old County Road; technical task force that could help work on the as built documents and the hydrological standards to help improve that in 2010.

M. Curran and S. Fitzgerald discussed the previous party's involvement prior to the current situation at Old County Road.

S. Fitzgerald:

- Public Safety Complex Committee meeting this Friday.
- Last Thursday's meeting regarding the possibility of adding an additional cellular provider to the cell tower.
- Personnel Plan Committee meeting and their review of the Personnel Plan items which were reviewed page by page. Employees were concerned with changes, benefits and health care increases that the Town was experiencing this year. He noted he hoped to have a discussion with the Board in the near future regarding these advancements.



- Current items coming before the Planning Board outlined in his Town Manager's report.
- Petition article.
- Cable Studio changes are happening with the studio. People will start to notice the changes on channel 17. The Alfa box generator has been unplugged forever and power point will now help update information to the public.
- Items in the Selectmen's signature folder.

#### **OTHER BUSINESS:**

M. Curran requested motorcycle information from Sean.

S. Fitzgerald noted information was received at 2pm and he had the hard copy downstairs.

J. Sherman discussed PUC (Public Utilities Commission) having issued their report and it being on their web site: [www.puc.nh.gov](http://www.puc.nh.gov).

#### **SIGNATURE FOLDER:**

D. Poliquin noted the Signature Folder and Manifest were going around.

#### **SELECTMEN'S REPORTS:**

C. Blinn discussed cable commission meeting.

M. Curran discussed:

- Family Mediation meeting cancelled.
- Painting classes held at her business with the Seniors. Great experience. Free program offered to Seniors and did not cost the Town anything. Great job by Carli.
- No other meetings this week

R. Gray discussed:

- Pay Night Supper and his attendance. He thanked the Fire Department for inviting him. He noted this was his first one since he had been a Selectman. He discussed giving thanks for people like the Fire Department.
- Planning Board meeting this Wednesday which is outlined in Sean's report.
- Town Report Committee will need to set a date soon and get going.
- Flu clinic this Saturday the 19th at the Timberlane High School for H1N1 vaccinations.

J. Sherman discussed:

- Could not go to Recreation Commission meeting. Dan went in his place. Carli sent him an email: Rec in with conjunction with the Library had ornament decorating. It was well attended for its first year and Santa was big hit.
- Coloring contest pictures are due back Thursday, December 17.
- Youth painting is Tuesday, December 22 during vacation from 12:30-4:30 at Michelle's Creative Expressions. If interested, call or email Carli.
- Budget Committee met last week, they are meeting this week and the plan is that they are to be able to go over the changes made tonight at BOS. They are to be looking at Warrant Articles. They have added two meetings to their schedule December 29 and January 5th to review Budget changes and Warrant Articles

