

## Town of Plaistow Board of Selectmen

145 Main Street, Plaistow, NH 03865

#### PLAISTOW BOARD OF SELECTMEN MINUTES:

**DATE:** Monday, November 9, 2009

**MEETING CALLED TO ORDER:** 6:42 p.m.

#### **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 November 2, 2009 with change to Page 1 – the paragraph beginning with "My name," the word "Sanborn" should be changed to "Sandown."

 $2^{nd}$  by R. Gray.

Vote 5-0-0.

Motion Passes.

#### **PUBLIC COMMENT:**

Donald and Barry Sargent were present to speak to the Board regarding a proposed donation.

D. Sargent noted he had been making donations over the years, and upon speaking with Sean regarding a list of priorities for current needs, the repair of the clock tower was very important to Don. The estimate ranged from \$15,000-\$35,000. He noted Sean had also indicated the need for a generator, but the Town Hall was an important Plaistow landmark and Don wanted the clock working again. He discussed his many fond memories of his time spent in Plaistow, his successes in life and noted he would like to once again help Plaistow. The clock tower was something that was looked at every day by people travelling through and around Plaistow. Don proposed to donate \$20,000 this year (by December 1<sup>st</sup>), but would like the money to be matched through pledges from the general public or the like. He felt this would allow and encourage citizens to donate some money that could serve as a match for his donation.

D. Poliquin responded that Don's offer was a very generous one.

M. Curran noted she was in school the last time it was fixed by the industrial arts class at the high school.

Motion by J. Sherman to direct the Town Manager to work with Don and Barry Sargent, and Michelle, to accept the donation and the ongoing fundraising plan. The group will then return to the Board of Selectmen with a formal proposal and the Board would need to hold a public hearing to formally accept the donation.

2<sup>nd</sup> by M. Curran.

Vote 5-0-0.

Motion passes.

M. Curran presented Don Sargent with a framed print of a rendering of Plaistow as a token of the Board's appreciation for all that he has done for Plaistow over the years.

#### **AGENDA:**

#### **Maryellen Pelletier – Interware**

Maryellen Pelletier and Sandy Rowe of Interware Development presented information to the Board via a power point presentation demonstrating the software that is being proposed for use by the Town Clerk's office.

- S. Rowe noted her company had been working with Plaistow Town Clerk's office since 1993 and most recently on the E-Registration service that was started in April 2004. They were now proposing to expand the services offered to the public via the internet by including dog licensing, parking fines, property taxes and utilities. Via the live demonstration to the Board, she explained how it worked. Upon entering the site, a user could enter a dog license number, which would then display the information on that dog, including the status of the rabies certificate. It would calculate the total fee (including late fees if applicable). While at this online site, one could add additional items to "their cart" such as renewing their vehicle registration, and it would recalculate the total amount owed which could be paid for at the same time. Global Payment Systems processes the payments and the choices include ECheck, Credit Card, Mail-In, and Automatic Checking Account withdrawals. If it was a check, the checking account number is entered, along with other required information. There was a \$1.50 convenience fee that goes to Interware Development and the Town would charge \$1.00 for a convenience fee. Therefore, the total charge for convenience fees was \$2.50. There was also a survey that could be completed online to rate the process. Regarding payment of taxes, there are two ways that the credit card companies allow someone to utilize them. One is a kiosk that would be set up in the lobby, or it could be through hardware and software set up in the Town Clerk's office so that a transaction could be completed at the counter. This process would be very similar to how it works at many retail stores such as Walmart.
- J. Sherman inquired as to whether property taxes could be paid remotely.
- S. Rowe indicated yes, or they could still come into Town Hall and utilize the electronic payment services.
- R. Gray inquired if the monies were deposited into the Town's account.

- S. Rowe noted that it was, but the \$1.50 convenience fee went directly to Interware Development. She noted there was also a credit card convenience fee of 2.75% that would be added to a transaction that went to Global Payments, Inc. If payment was through a checking account, the convenience fee was only \$2.50 plus 35 cents that went to Interware Development. She noted that a VISA card could be utilized to pay for motor vehicle and property taxes, but not dog registrations or any of the other payment categories because of VISA's rules.
- M. Pelletier noted that as of December 1<sup>st</sup>, the Town would be moving to collecting just one fee rather than the two that are currently required (one to the State, one to the Town).
- J. Sherman clarified for the viewing public that this was an optional service only and that a person could still make payment(s) the same way they do now. This would just allow people to remotely conduct business or if they do come to Town Hall, they could conduct business electronically, both at a fee.
- M. Pelletier noted transactions that are allowed to be paid through this system are set by the Selectmen.
- J. Sherman inquired as to how many towns were utilizing these services.
- S. Rowe stated there were 62 municipalities using the E-Registration, 22 municipalities also using it for dog licensing, and 3 were using it for property taxes and utility billing. She indicated there have not been any incidents where it has not gone well. It has had a successful track record and has been tested.
- S. Fitzgerald spoke about how this program would also integrate into the BMSI system the Town currently utilizes. He discussed budget impacts and noted that any costs associated with the deployment of the system would be absorbed into the current budget.
- S. Rowe discussed technical support and noted there was a 24/7 service available through Interware Development that allowed one to obtain assistance with any problem they might have and citizens would not have to speak with Town Staff.
- D. Poliquin requested that Sean assess the overall financial impact there would be to the Town for the equipment, fees, and anything else associated with this service. He noted he would like to see these figures prior to making any decisions.
- S. Rowe explained there are different hardware choices that could be selected for the transactions.
- D. Poliquin inquired if there were batching reports done at the end of the day.
- S. Rowe noted they could be printed in the Town Clerk's office.

S. Fitzgerald noted this presentation was meant to be an overview for the Board members and they would be receiving further details later next week.

## <u>Mike Dorman – Cable Studio</u>

M. Dorman spoke to the Board about the proposed movement of the cable studio from Route 125 to the basement of the Town Hall. He distributed handouts to the Board members containing cost breakdowns and sketches. He also referred members to Sean Fitzgerald's Town Manager's report that also contained a lot of information. He noted that he had received many bids and that currently he had three that were good. They were not formal bids, but quotes. The low quote did not include the HVAC work or the sprinkler system. For these, he recommended they stay with the original installers (Reid Mechanical and Brigade Fire Protection, respectively). He recommended the Town go with the state of the art construction material, which were being utilized by Basement Systems of New Hampshire. (Samples were displayed). Regarding the ceilings, he was not sure yet what they will consist of and wished to speak to the Cable Committee. He noted that once the core of the studio was constructed, there was money set aside to hire a consultant for wiring, etc...

- R. Gray noted he was fine with Mike's recommendation for Reid Mechanical and Brigade Fire Protection.
- J. Sherman inquired if the same vendor would be utilized in order to save money.
- S. Fitzgerald indicated they would be.

The Board discussed the diagram of the proposed studio.

The total estimate was \$33,000 and the funds would come from the cable funds, not the taxpayers. (Local origination fee from the cable franchise).

S. Fitzgerald believed it would be a benefit to the Town to have the studio located within the Town Hall.

Norm Bouchard, a member of the Cable Committee who was present in the audience inquired about the location of the studio being in the basement and if the floor would be sealed. He also inquired about withdrawing funds for this use.

- S. Fitzgerald indicated that he had spoken with an attorney and that it was allowed.
- M. Curran inquired if the materials would be flame retardant.
- M. Dorman noted he would look into this.
- J. Sherman expressed his belief that this would be a good investment in Town Hall and the overall cost savings would offset the rent the Town currently paid to be located on Route 125. He inquired as to what type of action Sean was looking for from the Board.

S. Fitzgerald noted he would like a motion from the Board to: "Sole source the construction project and award the job to Basement Systems of NH for a total of \$33,021.00 with the monies to be withdrawn from the Cable Trust Fund."

Motion by R. Gray for the Town Manager to sole source the construction project and award the job to Basement Systems of NH for a total of \$33,021.00 with the monies to be withdrawn from the Cable Trust Fund and for Sean to led this effort and to work with Mike Dorman and the Cable Committee on the implementation of this project.  $2^{nd}$  by J. Sherman.

S. Fitzgerald noted that he would be establishing a "Cable Committee Building Subcommittee," and that Mike Dorman would be the General Contractor. He also noted that a schedule scope and timeline would be forthcoming.

Michelle Conte, a member of the audience, asked about the technical aspects of moving out of the current location of the cable office on Route 125.

S. Fitzgerald noted that the Cable Company would be providing assistance to the Town on the move and that he anticipated hearing from the Cable Company later this week.

Vote 5-0-0.
Motion passes.

# Matthew Low of Hoyle Tanner and Associates (HTA) Regarding the Garden Road Bridge Replacement.

S. Fitzgerald introduced Matt Low, Engineer and Vice President of HTA, noting he was present to provide the Board with a brief presentation on the Garden Road Bridge replacement project.

M. Low provided a handout presentation to the Board members and noted that their firm had been selected in 2006 by the Town to be the consultant for the Garden Road Bridge Replacement. The bridge was currently "red-listed" by the New Hampshire Department of Transportation (NHDOT) which meant that it receives annual inspections due to its age and condition. HTA has engineering 64 bridge projects statewide and normally the funding that is provided is 80% state, 20% local. The Town of Plaistow was fortunate to have been selected to be funded through the American Recovery and Reinvestment Act (ARRA) after applying for these funds. Because of this, the Town will be saving about \$100,000.

S. Fitzgerald noted because of the funding and associated timelines, the Town of Plaistow must hold a Special Town Meeting which was scheduled for November 17<sup>th</sup>. The project design was complete and has been approved by the NHDOT. The Special Town Meeting was the last action required by the Federal Highway Administration (FHWA), which follows the completion of the design and right-of-way.

M. Low discussed ARRA was a reimbursement program and offered no advancement of funds. Therefore, the Town would be paying out the first few months and will then be reimbursed as they go along. The construction process would involve close inspection by HTA.

Following the Special Town Meeting, proof that the vote passed would be required and then the FHWA would have a complete packet to review and would likely turn it around for approval in 3 to 4 weeks. HTA would put it out to bid in early to mid December and then must have a construction company under contract by March 1, 2010.

- S. Fitzgerald inquired about the market.
- M. Low noted it was still very competitive and that contractors are hungry. He believed there would likely be about a half a dozen bridge contractors who would bid the project.
- R. Gray inquired about access and egress for Bank North and Starbucks during construction.
- M. Low noted they are obligated to maintain access to these sites throughout construction. He indicated the project limits are approximately 375 feet and it was a tight work limit. He noted the construction was set to begin in late spring, 2010 and would likely be completed by October 2010.
- J. Sherman inquired what the life expectancy of the new bridge would be.
- M. Low indicated it is about 75 years.

There will also be a sidewalk included as part of the reconstruction and it would be aesthetically very appealing. The bridge would be built with a form liner which resembled stone. Debris in the brook would be removed as part of the reconstruction.

Following Matt Low's presentation, the Board asked if there was anything he needed from them. He said no.

## **Town Manager's Report**

- S. Fitzgerald reviewed his written report and discussed the following items:
  - Garden Road Bridge the warrant for the Special Town Meeting was reviewed by the Department of Revenue of Administration (DRA), Local Government Center (LGC), and Sumner Kalman.
  - The Fire Department requesting \$2,595 in revolving EMS funds for an Auto Pulse Device. This means the money was not coming out of any budget. These funds include donations and charges for ambulatory care. For this amount, the Town would be receiving a factory reconditioned model.
  - EPA Administrative Order December 15<sup>th</sup> was the current deadline to coordinate all final negotiating.

- Public Safety Complex Upgrades Next week, the Board will be receiving a Power Point presentation regarding the current status of the upgrades proposed.
- Road Surface Management System (RSMS) Sean was working with Dan Garlington on updating the RSMS plan. A detailed report would be presented to the Board of Selectmen. He noted over the last month, \$50,000 worth of road work had been completed by the Highway Department.
- Town Hall Generator they are looking at a good value after market 70-75 k generator. A meeting was held last Friday with Fred Mendes, Dan Poliquin, Chris Poliquin, Mike Dorman and Rick Johnston regarding all aspects of purchasing a generator for Town Hall. The existing generator had failed and was not worth investing any time or money into it. He hoped to bring the Board a proposal to review soon.
- R. Gray inquired about how the process for bidding will work if the companies who may bid are a part of the process.
- S. Fitzgerald noted the BOS could sole source individual contracts if there are unique circumstances. They are shopping very carefully for the best value.
- D. Poliquin noted that so far, it had been a "fact finding" mission as it was an area that no one person was truly familiar with. So, there are many, many variables such as natural gas, dedicated lines, etc... For example, if diesel, it would need a 24-hour fuel supply. The technical features are so precise. They are now getting ready to write up a specific bid to send out.
- J. Sherman noted whether it went out to bid was up to the BOS. And, with all of these variables involved, it was probably not going to be possible to produce a request for proposal that would go out to bid. Again, it would be up to the BOS.

#### S. Fitzgerald discussed:

- Traffic Calming Study he noted he had spoken with David Walker of the Rockingham Planning Commission (RPC) and he indicated that turning movement counts still need to be completed. The draft report would likely be delayed, but he had requested a summary of data collection and traffic calming ideas be presented as soon as possible.
- Economic Revitalization Zone Ribbon Cutting Ceremony Last Friday, the
  Governor was present for the ribbon cutting ceremony which went very well
  overall. Sean noted he had the opportunity to speak with the Governor following
  the ribbon cutting, and Governor Lynch had extended an invitation for him to go
  to Concord to discuss various issues.

Discussion ensued amongst the Board regarding the success of the event and how impressive the Governor was.

### **Review of Budgets**

#### Executive

- S. Fitzgerald reviewed the proposed 2010 budget line by line. He noted the need to fill a part-time position for Human Services.
- J. Sherman inquired as to how this position was currently being filled.
- S. Fitzgerald noted that Audrey and Lori were jointly providing the services of this position but it was a position that needed to be filled.
- J. Sherman discussed GIS funding and inquired if this line item appeared in any other budget.
- S. Fitzgerald noted it did, but was purposely for projects that he had in mind.
- J. Sherman followed up with a question about what the overall plan was for next year with respect to the GIS.
- S. Fitzgerald responded that this was an area that he would be addressing in greater detail and that it was something he and the BOS could discuss as part of priorities.
- 9:00 p.m. Michelle Curran stepped out.

9:05 p.m. Dan Poliquin announced that he was turning the meeting over to Bob Gray until further notice.

The BOS discussed the fact that the Equipment Maintenance line could be better qualified by noting whether or not it is for computer purchases.

- J. Sherman inquired as to whether the computer upgrade plan was still being utilized.
- S. Fitzgerald noted they were taking a hiatus from it, but he had Dean Zonello working with him on various computer issues and that he would be assessing the IT related needs in the future.

Motion by J. Sherman to approve the Executive Budget in the amount of \$268,110.  $2^{nd}$  by C. Blinn.

Vote 3-0-0.

*Vote passed.* 

#### Personnel Administration Budget

S. Fitzgerald reviewed the budget line by line and noted that the Performance Management tool that is currently in place for his reviews should be utilized for review of staff. He was proposing to increase this line by \$25,000.

- R. Gray expressed his support of this method over the old method which was the COLA plus merit.
- J. Sherman suggested that the \$10,000 be set aside for education assistance which was part of the Performance Management line item.

All agreed that this would be done.

- S. Fitzgerald discussed the Health Insurance line and noted this line had increased considerably due to the proposed premium plan increases being proposed by the Local Government Center (LGC). The rates are going up considerably due to the increase in claims in the Town's insurance pool. He noted he would have the LGC representatives down next Monday night for a presentation on this issue.
- R. Gray expressed his concern over the increase and whether a committee should be formed to take a look at this issue.
- S. Fitzgerald noted the staff had made considerable concessions this year (no raises, etc...) and they have indicated this was a very critical area that they value highly. He further noted that over the past year the Town had cut a lot of budgets and have tightened up financially, and that he hoped the BOS took staff needs into account. Overall, this budget was increasing by \$101,546.

Motion by J. Sherman to approve the Personnel Administration Budget in the amount of \$1,317,933.

2<sup>nd</sup> by C. Blinn.

Vote 3-0-0.

Motion passes.

R. Gray turned the meeting back over to Dan Poliquin at 9:37 p.m.

#### Advertising/Reg. Association Budget

S. Fitzgerald noted that he was proposing that 1,000 copies of the Town Report be ordered. Overall, there is no change to this budget.

Motion by J. Sherman to approve the Advertising/Reg Association Budget in the amount of \$23,643.

2<sup>nd</sup> by R. Gray.

Vote 4-0-0.

Motion passes.

- J. Sherman inquired as to whether Sean had received any updates about the PUC (Public Utility Commission).
- S. Fitzgerald noted he had just received a phone call from them today and they said they are producing a report.

- J. Sherman noted this may not be timely enough to allow the Town to adjust their budgets. He referenced an email he had received from Mary Allen regarding a requirement that all Selectmen be in attendance at all Town Meetings for the entire meeting. John stated that he thought this was the "dumbest thing I have ever heard."
- R. Gray noted this requirement was part of the State's constitution and that a change would have to be by referendum and 2/3 vote (or whatever the process is).

Discussion regarding this issue ensued amongst the Board.

J. Sherman made an announcement that the Timberlane Girl's Field Hockey Team had won the State Championship and he wished to congratulate them publicly. They went unbeaten for the season. He also noted there was a signature folder and manifest for BOS members to sign.

#### Selectmen's Reports.

#### J. Sherman:

- There was no Budget Committee meeting last Tuesday night, but there was one scheduled for tomorrow night. Overall, the Budget Committee is in sync with the Selectmen's approval schedule.
- Announced there was a Pancake Breakfast and Baseball/Softball Sign-Ups event going on Saturday, November 14<sup>th</sup> from 8 a.m. to 11 a.m., with a Recreation Commission meeting scheduled immediately after at 11:30 a.m.

#### R. Gray:

- Reported on the Planning Board and their meeting of November 4<sup>th</sup>. He mentioned that an agreement had been reached with the Snow's Brook applicants regarding \$30,000 they will be contributing for communications equipment. This is based on a request by the Police and Fire Departments. He noted two citizen's had attended the Planning Board meeting expressing their desire to rezone from Old Road to the Kingston Town Line from CI to more like the ICR Zone.
- Discussed the Ribbon Cutting, and noted he had also spoken with Governor Lynch about his pursuit to fill the appointment of a permanent judge at the Plaistow Court House. He also discussed costs associated with the court house.
- Discussed he had the opportunity to discuss the MBTA rail service extension to Plaistow and the Governor indicated that he would like to meet with the Town about this important project.

Overall, BOS members agreed that the Governor was starting to take greater notice of Plaistow. With the Town reaching out, there would likely be long-term benefits.

#### C. Blinn:

- Conservation Commission cancelled its meeting scheduled for the prior week.
- He would be attending the Cable Committee meeting the following week.
- Referenced the Governor's visit and noted that he was impressed with him. Overall, he feels this was a "Home Run" to Plaistow.

## D. Poliquin:

- Referenced the Town Hall generator meeting.
- Spoke about the Ribbon Cutting and how great it was to have the Governor here. The ERZ Revitalization Zone should be of great value to Plaistow.
- Reminded all that the Town Hall was closed on Wednesday, November 11<sup>th</sup> for Veteran's Day.
- S. Fitzgerald noted there was not need to hold a non-public session.
- D. Poliquin adjourned the meeting at 10:10 p.m.

Respectfully Submitted, Leigh G. Komornick