



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, November 30, 2009

MEETING CALLED TO ORDER: 6:39 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 November 16, 2009 with changes to page 7.
2nd by R. Gray.*

Vote 4-0-1.

Abstain: M. Curran.

Motion carries.

PUBLIC COMMENT:

No one from the public wishing to speak.

AGENDA:

Dan Garlington

D. Garlington gave handout of Road Surface Management to members of the Board. He noted the same question comes up year after year, if we don't spend this amount of money this year what are our roads going to do. He discussed playing catch up by changing our philosophy for where we spend our money; roads showing up for reclamation and shifting of criteria to bring it to the reclamation. He suggested looking at 1" shim and overlay and gave examples of Oak Ridge Road and Marianne Drive. He discussed improving roads and not throwing money away. He does not favor cold patch and noted it was like throwing the Town's money away.

J. Sherman inquired if there was any easy way to compare how long one road would last.

D. Garlington noted it depended on traffic and noted weight and frost cycles were biggest issues to roads.

J. Sherman inquired if there was a comparison that Dan could make that reclamation would last twice as long as a shim and an overlay.

D. Garlington noted that you could say that.

J. Sherman questioned the Backlog Summary page.

D. Garlington noted life improvement was based on months you would get out of the roads.

J. Sherman inquired why reclamation was zero.

D. Garlington noted he could look into and get back to the Board.

J. Sherman and D. Garlington discussed the Backlog Summary page.

R. Gray noted reclamation was building a road from scratch.

D. Garlington noted he was correct.

J. Sherman spoke about getting a different feel for different methods.

S. Fitzgerald discussed various cycles that impact road repairs.

D. Garlington discussed comparison from what we have spent as to what we should have spent; deferring maintenance on roads and Town roads being in good shape.

S. Fitzgerald discussed significant investments to the improvement of roads.

D. Garlington discussed cycle of the RSMS (Road Service Management System) plan.

J. Sherman inquired if we took the table at the end and totaled up the right column it would equal the \$4,496,295 from the first page and what was it that we need to spend each year to maintain our roads.

S. Fitzgerald noted that he did not know the number. He discussed the \$225,000 in the budget from last year and having to cut down last year's budget. He suggested relooking at the number and the 10 year cycle of roadwork.

J. Sherman discussed a target of 80 for a grade and inquired how much would we be budgeting and suggested to put that number in the CIP and budget for that amount.

S. Fitzgerald noted that Dan did a fine and fair job and budgets appropriately. He discussed Dan's solid justifications presented if a road was in need of work.

J. Sherman noted that he likes that we have a plan. Yes times are tough and we can't spend as much as we would like, however people understand and support having a plan. He appreciates the update and noted based upon this, looking at raw numbers it would seem that doing a shim and an overlay doesn't seem to buy you much more of a life span. Spending 50% more per mile but only getting 20% more life span.

D. Garlington discussed average amount used on shims and life cycle of shim and overlays.

S. Fitzgerald spoke on the strategy of the complexity of it all; coming up with a number that we would have to spend annually for roads in Town and annually for maintenance of those roads; and the analysis and components of it all. He noted he would get back to the Board in the next few weeks with additional information.

D. Poliquin thanked Dan for his hard work and for keeping all the drains open in Town.

R. Gray questioned Haseltine Street and noted that he noticed people coming up from Massachusetts and taking a right on Haseltine. There is a “No Left Hand Turn” sign for entrance into plaza however the drivers cannot see it from their direction and are still taking a left hand turn into the plaza. He suggested having a sign placed on the other side of the road for better visibility.

D. Garlington agreed with Bob’s suggestion to put another sign on the other side of the road to help people.

C. Blinn discussed the crazy stop sign that appeared on Main Street.

S. Fitzgerald noted it was for Main Street traffic safety. Both stop signs represent a change in traffic conditions and is for traffic calming efforts. He discussed the traffic management strategy for Main Street to help advance the broader safety goals of Plaistow and noted the State put up the Stop sign.

Maryellen Pelletier

S. Fitzgerald noted Maryellen was here to discuss detailed information regarding credit card and interest fees involved with the online usage associated with the EB2-Gov web site for residents.

Board received copy of handout containing memo, fees and paperwork pertaining to the online agreement.

M. Pelletier discussed spreadsheet of fees: customer, Town, equipment, annual, monthly, credit card and e-check.

D. Poliquin and M. Pelletier held a discussion regarding individuals going on line and doing their renewals by themselves.

M. Curran inquired if every station needed a swipe wedge.

M. Pelletier noted she was not sure; when this was discussed with Interware Development, they indicated one desk could have the swipe wedge and we could put up a sign indicating to get in that line only for credit cards.

J. Sherman inquired about the total cost.

M. Pelletier discussed 3 Card swipe wedges @\$120; 1 Set up fee (one time only) @ \$95; and annual fees @ \$25.00/year and \$10.00/month = \$145.00 plus a possibility of making up the difference of a \$30.00/month fee if not enough residents use a credit/debit card to generate \$30.00 in monthly fees for the credit card company.

J. Sherman asked Sean if this was his recommendation.

S. Fitzgerald discussed building upon this; significant volume of work from Clerk's office; world moving toward debit/credit card transactions; evolving e-commerce; moving Town Hall forward and residents being busy in their lives.

J. Sherman questioned debit card usage.

M. Pelletier noted there was a limit on the debit cards however it had now been taken off.

R. Gray discussed people using their cards as a debit card and it going through as a credit card.

S. Fitzgerald noted that the fees are in the range of what other municipalities are paying for these types of services for the credit card industry.

M. Pelletier wants to see this go forward with offering it on line, see what the usage would be and then get the desk swipe card at a later date.

D. Poliquin discussed the wording in the agreement that noted the Town of Plaistow agrees to fund a bank account and inquired if they would be setting up an account to send these funds through.

S. Fitzgerald noted we would need an account to process the funds through. The actual funds would go into the global account and then to the Town.

D. Poliquin inquired if this would be utilized for the Tax Collector's office as well.

M. Pelletier discussed the ability to add the Tax Collector to the e-gov site and the fees associated with doing such.

S. Fitzgerald discussed functionally; taking advantage of the electronic upgrade; folks looking forward to the on line/credit card system; not looking to encourage folks to do this but encouraging a consumer awareness program during challenging economic times. Some availability is appealing however some conveniences could cost folks dearly. This electronic upgrade would open up Town Hall 24/7 and 365 days.

J. Sherman noted he was in favor of this.

D. Poliquin discussed term of agreement (initially for a 3 year commitment then year to year).

S. Fitzgerald noted he would have the Town Solicitor review the documents prior to executing if the Board Okayed him to move forward.

Motion by J. Sherman to direct the Town Manager to proceed with on line payments and credit card services per the memo dated November 17 from the Town Clerk and just for the Town Clerk's Office.

2nd by M. Curran.

D. Poliquin inquired if there was a limitation on the swipe cost and putting it on for Town Clerk

S. Fitzgerald thought it was a pretty steady price but noted he would look into it.

J. Sherman noted he agreed with Dan that the Town Clerk's department should test out the swipe card usage.

J. Sherman added "include 3 swipe wedges" to his motion.

M. Curran noted she was under the impression they were going to try on line first before putting swipe stations in office and wants it to be tried on line first.

M. Curran withdrew her motion for a second.

R. Gray seconded the motion.

Motion by J. Sherman to direct the Town Manager to proceed with on line payments and credit card services per the memo dated November 17 from the Town Clerk and just for the Town Clerk's Office and to include 3 swipe wedges.

2nd by R. Gray.

Vote 5-0-0.

Motion carries.

2010 Preliminary Budget

S. Fitzgerald discussed the 2010 Budget Workbook Summary dated 11/30/09 – each BOS member had copy. He discussed the change of \$300 to the Tax Collector budget due to conference/training. He noted it was a State Association conference that the Tax Collector should attend.

Motion by J. Sherman to approve the Tax Collector Budget for \$49,826.

2nd by R. Gray.

R. Gray discussed encumbering the money that previously should have been there.

J. Sherman noted it was taken out.

S. Fitzgerald discussed the details to the Tax Collector cutting the item out.

R. Gray and S. Fitzgerald held a discussion regarding the Tax Collector cutting this line item from last year's budget but adding it to this year's budget.

Vote 5-0-0.

Motion carries.

S. Fitzgerald discussed variance from Budget Committee and BOS with the Solid Waste Clean Up Budget. He noted he presented the year-to-date number and not the \$46,000.

***Motion by M. Curran to approve the Solid Waste Clean Up budget in the amount of \$46,000.
2nd by J. Sherman
Vote 5-0-0.
Motion carries.***

S. Fitzgerald discussed the BOS not voting on the Cable Studio Budget due to the pending change of location of the studio. He discussed level funding the budget at \$45,095 and coming back later on and perhaps changing/lowering the amount. He discussed the strategic analysis, IT budget, and strategically managing this budget.

J. Sherman noted he does not agree to the \$45,095 and noted they needed to budget accordingly.

M. Curran agreed with John and discussed custodial and cost savings.

S. Fitzgerald discussed efficiencies and consolidating cost savings.

Board discussed the items in the Cable Studio Budget and items that would be deleted when the studio moved to Town Hall.

R. Gray noted they couldn't look at this budget as an aggregate. They are not use to looking at coordinating departments, they look at line items separately and what each line item would cost the Town.

J. Sherman suggested to Sean to come back to the Board with a proposal on the December 14 Agenda to reduce the budget. He believed the Cable Studio Budget needed to be reduced.

S. Fitzgerald noted there would be a number of lines that would change because of the anticipated utility costs, and the increase or decrease depending on the market studies.

J. Sherman suggested to add to the December 14th Agenda – Utility Costs.

S. Fitzgerald noted the Town was out to bid for waste management. He hoped to have a number to lower the budget significantly.

S. Fitzgerald discussed fertilization of Town properties and noted he would like to make this part of the Highway Department's Budget.

S. Fitzgerald discussed what was requested on the Town Clerk's Budget was looked into.

M. Curran discussed the Library Budget and noted they had included in their budget a cost of living and/or pay increase and inquired if that was still in there and if they were included in the Town or are they separated.

S. Fitzgerald discussed the Library trying to follow the Town, the BOS approving the Library's bottom line, and the Library being able to spend their bottom line however they wanted. He noted he would look into her inquiry with Cathy Willis.

M. Curran discussed her previous inquiries with the Police Chief during his budget presentation regarding motorcycle costs, primarily funded by outside sources, and leases and rollups and noted they were still in the budget and she wanted Sean to look into this. She also discussed the 2 cars he wanted and suggested to decrease to 1 car this year.

S. Fitzgerald noted he will provide Michelle with that information.

D. Poliquin inquired about the one or two car purchase.

S. Fitzgerald discussed deferring one cruiser this year and looking at 2010 the department has had a plan in the CIP for rolling stock police cruisers to replace at regular intervals.

D. Poliquin discussed a citizen's point of view and noted the concern with the purchase of two cruisers in one year. He noted you could go out behind the Safety Complex at any given day and you could see four/five cruisers sitting there at any one time. He inquired if they really needed that many cruisers available. He discussed looking at alternatives and holding discussions with Chief Savage. He agreed with Michelle and wanted the rollups and soft costs of motorcycles.

R. Gray discussed re-examine the Legal Budget for \$52,000. He noted it was a huge increase for over the course of one year. He believed \$52,000 was a little high.

J. Sherman agreed. He discussed the Legal Budget for the negotiations for the cable and noted Sean was working on that this year and hoped he would have it wrapped up this year and not have to work on it next year.

D. Poliquin noted the Comcast negotiations are not to negotiate costs to the customers, nor channels or pricing it was for the Cable Studio head end.

J. Sherman suggested to add the Legal Budget to the December 14th Agenda.

R. Gray discussed looking at the Warrant Articles and Tax increases.

J. Sherman noted the Operating Budget looked in good shape.

D. Poliquin requested rough drafts of Warrant Articles for next Monday's meeting

TOWN MANAGER REPORT:

S. Fitzgerald discussed:

- Special Town Meeting to accept grants.
- Fairpoint still in Town and owe us money, Town holding \$3,000 deposit before assisting them.
- Project manager for cell tower provider to add additional cell service to our cell tower which was formerly the water tower.
- Fire last week, Fire Department did a fantastic job minimizing impact to other commercial properties.
- Meeting with Comcast this week, to discuss studio.

J. Sherman noted Sean didn't go into details regarding the LGC but the Board can read up on that in his Town Manager Report however John wanted the score card to review regarding the submitted Town Report.

OTHER BUSINESS:

D. Poliquin noted to Sean to call REDC about getting on their agenda for December 9.

J. Sherman suggested a couple of shows for the cable channel 17: cable show talking about tax rate, discussing how the tax rate works and the tax impact and lap tops in the police cruisers.

SIGNATURE FOLDER:

D. Poliquin noted Signature Folder was going around and Manifest will be going around momentarily.

SELECTMEN'S REPORTS:

C. Blinn nothing to report.

M. Curran discussed Vic Geary Fair, volunteers, facility looking great, two raffles still going on, one for a hand done quilt and the other is a gift basket. The money will go directly to Vic Geary for entertainment and trips. Tickets for the raffle can be purchased directly at Vic Geary.

R. Gray discussed:

- Attendance at LGC Conference; big conversation was retirement and the states reduction in their portion; meeting other local officials; eating breakfast with other managers and administrators and the Town not winning the Town Report submission.
- Planning board meeting this Wednesday. Sorenson Realty Trust was the only item on the agenda.
- Lights outside Town Hall look fantastic.

M. Curran thanked the Lions Club for donating the tree and decorating the gazebo.

J. Sherman:

- Wished Happy Birthday to Kate.
- No Budget Committee meeting last week.
- Could not be at tree lighting last night, however his grandson was there and said Santa was there. Congratulations to Carli and Recreation Commission for all their work they did to set that up.
- Tomorrow night is Budget Committee meeting.
- Recreation Commission meeting is next Wednesday.

D. Poliquin:

Santa was there at the tree lighting and showed up on the fire truck. Candy canes were given out. The green looks great. The gazebo looks great. He gave thanks to all who participated.

Non-Public Session – RSA 91-A:3,II (c) Matters of Reputation & RSA 91-A:3,II (e) Legal Matters

*Motion by R. Gray to go into Non Public under RSA 91-A:3, II (c) & (e)
2nd by M. Curran.*

*Board members polled: D. Poliquin = yes; R. Gray = yes;
 C. Blinn = yes; M. Curran = yes; J. Sherman = yes.*

Public Meeting adjourned at 8:48 pm.

Respectfully Submitted,
Audrey DeProspero