



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 19, 2009

**MEETING CALLED TO ORDER:** 6:41 pm

**SELECTMEN:**

Chairman, Daniel Poliquin - arrived 6:42 pm  
Selectman, Charles Blinn – excused  
Selectman, John Sherman

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

**MINUTES:**

*Motion by M. Curran to approve the Minutes of October 5, 2009 as written.*

*2nd by J. Sherman.*

*Vote 4-0-0.*

*Motion passes.*

**PUBLIC COMMENT:**

No one from the public wishing to speak.

**AGENDA:**

**Special Town Meeting – Garden Rd Bridge**

S. Fitzgerald discussed holding a Special Town Meeting instead of a Deliberative Session and running it as an “Old Fashion Town Meeting”. DRA had a copy of the draft proposal and will get back to the Town after their review. Next Monday the Town will have to formally post and move forward with the Special Town Meeting to vote and accept the grant. He noted Maryellen Pelletier, Town Clerk was present to answer a number of items regarding advancing the payments of fees in the Town Clerk office.

J. Sherman reiterated that the Special Town Meeting was for accepting a donation and asked Sean to elaborate on.

S. Fitzgerald noted the Special Town Meeting was a meeting to accept a grant under the Federal Recovery Act which the Town applied for back in the spring regarding the design of the Garden Road Bridge. Plaistow was the first to receive the American Recovery Grant, to start the process the Town needs to hold a Special Town Meeting to vote to raise and appropriate \$712,000 and accept the American Recovery and Reinvestment Act funds of a maximum of \$514,500 for construction and related engineering services with the balance to be funded 80% through the NHDOT Municipally Managed Bridge Aid Program (\$158,000) and 20% raised by taxpayers (\$39,500). The only amount to pay for is \$39,500. We will be getting  $\frac{3}{4}$  of a million dollars for less than \$40,000. It will improve the bridge. The Grant the Town received, was being looked at by many towns, however Plaistow was very lucky for receiving the grant.

J. Sherman noted the bridge was a red listed bridge and we are looking forward to receiving these funds. He noted he was in favor and would be voting for a Deliberative Session.

R. Gray noted he was in favor also.

S. Fitzgerald discussed the NH State Legislature had passed an expedited approval so municipalities can gross appropriate which is the most expeditious way to accept the funds.

D. Poliquin inquired if this meeting would take place at Town Hall.

S. Fitzgerald noted the Library indicated they would be able to house a Special Town Meeting if needed however he thought Town Hall would be a good place because on November 17 there will be a Budget Committee Meeting taking place with various interested parties in attendance.

R. Gray inquired if this had gone through the court process.

S. Fitzgerald noted no, we have to notice at least 7 days prior and after next Monday night we will have the warrant language as it ought to appear.

R. Gray suggested for Sumner to review.

S. Fitzgerald noted that he would send to Sumner after DRA returns it.

***Motion by J. Sherman to direct the Town Manager to proceed with the Special Town meeting of November 17 as Deliberative Session as an old fashion Town Meeting format.***

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

***Vote 4-0-0.***

***Motion carries.***

#### **E filing – Marvellen Pelletier**

M. Pelletier discussed credit card payments and the three vendors they looked at: Vital Check, Nationwide Payment Solutions and Interware Development. She recommended using Interware because they have already used them in the past and their program is already integrated with what they currently use. She discussed start up fees for the Town and resident user fees along with one counter mounted credit card display and then getting more at a later date.

R. Gray discussed handicap section of the office and noted to put one service there.

S. Fitzgerald discussed type of support that can be received, the three vendors, the use of Interware software being compatible to current BMSI system, making payments 24/7 and moving the office forward in a positive aspect. He noted if the Board wanted further details then the vendor could come in to discuss, however currently he was just requiring the Board's feelings regarding going forward.

M. Pelletier discussed one check system which was mandated by the State. One check will be written instead of two checks (one to Town and one to State) this saves the residents money in one aspect however the fees to do such would be applied to the residents.

R. Gray and M. Pelletier discussed associated fees.

D. Poliquin discussed escrow for taxes, and using debit cards.

M. Pelletier discussed Visa not allowing their cards to be used for anything but taxes because they don't allow the convenience fees to be passed on to their customers except for taxes. She discussed the ability to do renewals on line but noted for new vehicles they would have to be done in house/in person in Town Hall.

J. Sherman noted this is a good idea, and he would like to see them move forward on this. It would be convenient to a lot of people, it would cut down on traffic and people waiting in line.

R. Gray discussed Visa cards being both a debit card/credit card and inquired if it could be done with Visa by using it as a debit card versus a credit card.

M. Pelletier noted no because Visa will not pass on the 2.75% on to the customer, it is a Visa rule, not a Town rule. She noted the 2.75% was being charged to the customer and paid by the customer not the Town.

D. Poliquin noted this is good to take a look into and put into effect.

J. Sherman inquired if the Town was to be charged any extra cost for people who don't pay their credit card costs.

M. Pelletier noted no.

R. Gray noted he was all in favor of this.

M. Pelletier discussed Interware's ability to work with different modules that you could purchase for the use of other departments like the Police Department. They could have traffic tickets paid on line or the Recreation Department could have their fees paid on line.

J. Sherman noted that they are not forcing anyone to do this, they can continue to do it the way they currently are, they are just adding another option if the resident wanted to use it.

***Motion by R. Gray to direct the Town Manager to present some implementation to the Board.  
2nd by J. Sherman.***

R. Gray noted he wanted to know more information about the percentage regarding taxes.

J. Sherman inquired if Maryellen had discussed this with Rosemarie Bayek, Tax Collector, and if she knew how many people she thought would be interested.

M. Pelletier discussed people wanting points on their credit cards, how certain people come in only on Thursday and Friday just to pay \$100 towards their taxes when Rosemarie is out.

***Vote 4-0-0.***

***Motion carries.***

## **BUDGETS**

### **Public Safety Police – Police Chief Steven Savage**

S. Savage discussed his handouts and back up information attached regarding the Salary breakdown, Police Vehicle Rotation and Police Revenues. Administrative Salaries were up \$278,095 from \$274,084 because of the union contract and ETO buy back; PD Prosecutor was for contractual contract for Attorney and Assistant and is up by \$658; MIS line (Management Information System) was renamed from Data Processing and is level funded; Pre Employment Screening had gone down slightly; Training had no change; CBA Education was part of College reimbursement for Union Employees budgeted at \$500; Dues & Subscriptions was for memberships in Associations and was level funded; Rentals & Leases changed for the copy machine and was up from \$1,000 to \$2,988; General Supplies level funded; K9-Supplies level funded for food, annual vet bills and training; Office Supplies was up from \$7,500 to \$8,500; Postage was level funded at \$2,500; Jail Maintenance level funded for the expense for prison meals, cleaning blankets and rubber gloves; Books & Periodicals level funded; Equipment Purchase was decreased by \$2,000; Unanticipated Expenses used to be called Miscellaneous and was level funded; Expense Reimbursement level funded for mileage reimbursement for court attendance when not using the police cruisers; Officer Salaries was up due to the COLA that was previously negotiated in the 2009 contract; Part-Time Officers was for one person and down because that person had gone to Iraq; and Officer Overtime was up from \$136,500 to \$141,278.

R. Gray inquired about Officer Overtime line indicating mandatory fire arm training.

S. Savage discussed “qualifying” twice a year and being State recommended. Budget discussion continued with Outside Detail which covered private outside details to recover costs; Outside Detail Reimbursement was to recover costs used in payroll costs from vendors for outside detail; Officer Uniforms went from \$25,250 to \$26,100; Telephone and Communications went from \$16,770 to \$17,821; Gasoline level funded at \$46,900 however this number would be adjusted downward at a later date; and Vehicle Maintenance/Repair was up from \$10,000 to \$19,000.

M. Curran requested a list of positives that the motorcycle has brought to the department and the soft cost associated with the motorcycle.

R. Gray inquired if the bike generated more revenue than a car would.

S. Savage discussed significant spike in traffic activities.

S. Savage discussed Capital Equipment formally known as vehicle purchase and noted it was up.

Board and Chief discussed rotation of Police vehicles.

S. Savage discussed School Crossing Guard slightly down; Dispatch Salaries was affected by salary contract and was up due to the COLA increase in the contract from 2009 to March of 2010; Part Time Dispatch was down from \$10,000 to \$5,000 due to the newly hired Full Time Dispatcher; Dispatch Overtime was up slightly; and Dispatch Uniform was down slightly from \$4,750 to \$4,650 for a total bottom line of \$1,791,947.

***Motion by R. Gray to approve Police Budget in the amount of \$1,791,947.  
2nd by J. Sherman.***

R. Gray noted the Police Budget was a lot of money however all questions he needed asked he had done so during the budget presentation.

M. Curran noted this was the first round and the budget could be brought up again.

D. Poliquin noted to the public that the BOS reviews the proposed budget for all departments and by doing so and approving them does not make the number final it only allows it to move on to the Budget Committee who scrutinizes it, however anyone of us can request that a budget come back before the BOS to review for further questions.

***Vote 4-0-0.***

***Motion carries.***

**Animal Control Officer – Police Chief Steven Savage**

S. Savage noted the total ACO Budget had dropped \$189. Part Time Position was for an on call position for one person, no change to this line other than the 53rd week.

M. Curran inquired about the previous second part time person they had during the day time hours and noted the use for road kill. She discussed budgeting for this one individual who is not available during day time hours.

S. Savage noted the position changed however they could look into this in the future.

M. Curran thanked the Highway Department for all their extra duties they have been doing for the Town lately.

S. Fitzgerald discussed other Towns and helping out.

J. Sherman suggested adding number of hours and hourly rate to the detail/justification column.

S. Savage discussed Uniforms and Medical Service level funded; discussed over spending both the Medical Service for medical attention and Uniforms for the replacement of a jacket and boots; Wildlife Control and Rentals & Leases level funded; Training level funded for tuition training courses; General Supplies, Vehicle Maintenance, Vehicle Repairs, Mileage and Expense Reimbursement all level funded for a total bottom line \$15,947.

R. Gray looked at Expense Reimbursement and noted \$316 was spent this year for expense reimbursement for travel to training however on the Training line there was nothing spent on it.

S. Savage noted he would get that information.

J. Sherman discussed line 660 & 661 line items and noted the 660 line should be \$1,000 and the 661 line should be zeroed out.

***Motion by J. Sherman to approve the Animal Control Officer Budget for \$15,947.***

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

***Vote 4-0-0.***

***Motion carries.***

## **TOWN MANAGER REPORT:**

S. Fitzgerald discussed:

- List of budgets already presented to both BOS and BudCom along with the upcoming list of budgets both committees will be reviewing.
- Governor Lynch will be coming to Plaistow on November 6 for a ribbon cutting for the Economic Revitalization Zone. He noted he was working with Norm Major and going over the list of attendees and arrangements necessary for this ribbon cutting.

R. Gray inquired about the location of the ribbon cutting.

S. Fitzgerald noted the Economic Revitalization Committee had suggested a few places that would make great locations however they had not decided on the appropriate one as of yet.

- Meeting in Boston with the EPA. He publically noted to the residents of Plaistow the information regarding the Administrative Order placed on the Town by the EPA regarding compliance issues on regulatory oversight; the \$40,000 fine and noted that during the meeting the EPA cited a number of significant efforts the Town had made recently which they have credited the Town for such as, a storm water ordinance which the Selectmen passed several years ago, meeting and exceeding the EPA Administrative Order and the reduction to the penalty recommendation from \$40,000 to \$4,000.

D. Poliquin discussed the significant undertaking and extended his thanks to all involved.

- His attendance at the Joint Loss Management Committee Meeting. Chair of the Committee was Chief John McArdle. The committee reviewed risks in the work place and safety issues for Town employees. He noted the committee had a great function.
- His attendance at the Expo – Chamber of Commerce. He noted it was a successful business expo, a great turn out, lots of discussions held and representatives to meet. They discussed physical challenges and transportation issues.
- October 8th Cable Commission meeting where strategies for improvements and operations were discussed.

J. Sherman discussed his concerns for the Comcast contract still being open and inquired why.

S. Fitzgerald discussed pass through of any requests to absorb costs such as legal costs and noted he had an upcoming meeting this week with Jay Somers of Comcast to discuss the studio relocation and licensure contract.

- Walk-thru on Thursday, October 15 of Galloway's property regarding the concrete facility. The walk thru was to list the conditions of the site and list the number of potential proposals to the site. He held a conversation with the owner of the company regarding MS4 and the water shed. He noted the company representatives were very receptive to the Town's concerns and agreed to work with the Town to ensure the site is developed environmentally safe and secure.
- Haseltine Street work has started. Information was listed on the Town web site, cable channel, and a sign board has been set up requesting residents to seek alternate routes. The work, should last a week to 10 days.

- Agenda for the Planning Board's meeting on October 21 will include: Kidder Concrete's Revocation Hearing and Seacoast Tent; Hillcrest Estates Public Hearing; Frank Berube's Site Plan and Vic Geary's and the Route 125 Impact Fees.
- Friday, October 23 meeting regarding the presentation to the NH Rail Transit Authority. This would be the first initial opportunity to present Plaistow as a site for MBTA station.

R. Gray noted that he wanted to hear the reception of the other communities once we get this information on their radar regarding this.

- Fire Department Open House at Fire Station. Chief McArdle credited Tammy Alvino for making the arrangements and gave thanks to Lt. Vezina and Fire Fighter Higgins for their efforts with the Explorers. He also thanked Dick Colcord, Chris Coughlin, Morgan Fisher, Bruce Gusler, Jay Judson and John Stevens and Seth. He noted this week the Fire Department would be driving the winners of the elementary school raffle to school in the Fire Engine.
- Household Hazardous Waste Day October 31 in Danville from 9-12 at their Town Hall. The participating towns are Plaistow, Atkinson, Danville and Hampstead.

#### **OTHER BUSINESS:**

D. Poliquin discussed his conversation with Sean regarding a gentleman that approached him regarding his company that supplies electrical power. They buy the electricity on the commodities market and then sell it. Atkinson looked into this and found there to be a 24% savings for them. He noted that he would have this gentleman contact Sean for more details.

J. Sherman inquired if anyone had heard from the Public Utilities Commission regarding their report.

S. Fitzgerald noted that he had not received anything or seen that report which was suppose to be out months ago.

S. Fitzgerald discussed that he met with Bill Scully today and noted that he was in good spirits and that they discussed utility service and the ice storm.

D. Poliquin discussed obtaining a seat on the Comprehensive Economic Development Strategy (CEDS) Steering Committee and noted anyone that is interested in participating was welcome. They meet about 5 times a year and the benefit for being on this committee was that you get to steer where this money is going to go. He went to the training session a couple of Friday's ago, and noted that he received a PowerPoint presentation which he will copy and give to Sean and the other BOS members. In conjunction with that he would like to step down from his liaison for Family Mediation Services. He noted Michelle Curran had agreed to accept his vacated position at Family Mediation. He didn't know if the BOS needed to vote on it or not and noted that Sean will have to supply a letter to Family Mediation to cover for the Town of Plaistow.

J. Sherman thanked Michelle for volunteering.

J. Sherman noted that it was close to that time of year when we set the tax rate.

S. Fitzgerald noted DRA is a little late this year, however he anticipated a meeting with DRA later this week or early next week, and the appropriate documents have been completed.

M. Curran discussed different responsibilities and obligations regarding landscaping and inquired if the Town had gone out to bid and how someone would find this information out.

S. Fitzgerald noted he was anticipating the Highway Department to be doing these obligations.

### **SIGNATURE FOLDER:**

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

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

M. Curran discussed:

- Week of the 8th she held a meeting at her building for the Holiday Festival Committee (Audrey DeProspero, Martha Sumner, Barry Sargent and Herself). They rehashed what they had so far, and met again last Friday in Sean's office. Bernadine FitzGerald was unable to meet however they went over what was lined up. They will be holding weekly meetings to shore all up. The Holiday Festival will be held Saturday, December 5th at Town Hall. Carriage rides will be at 5:30 pm followed by dinner and entertainment. The next meeting will be Friday at 10am.
- She was unable to attend the Greater Chamber meeting.
- Her agreement to take over Dan's seat at Family Mediation. Her first meeting will be this Wednesday in Atkinson.
- Her attendance at the Galloway's property site walk-thru regarding the concrete plant and concerns with location to the water.

R. Gray discussed:

- Planning Board meeting two weeks ago: Discussed snow storage at State Line Plaza;
- Public Hearing for construction of 3,200 square foot building on Westville Road for an auto body shop – denied in order for applicant to go to ZBA to get variance. Variance is that it is attached to house so it will be one big building; and the discussion with Jack Sorenson about Rite Aid and his projects under time constraints. He needs to be vacated from his current location by July and the other building has to be built by July. Board had issue with plan that he wants to construct.
- Planning Board meeting this Wednesday he will not be able to attend.
- That time of year, coming up, November 9 Citizen Petition date for zoning articles which runs for 30 days. They submit to Planning office, once petition ends they would vote to recommend or not recommend, however it has to appear on the ballot either way.
- Planning Board is very interested in having a Land Use Summit, the time is fast approaching to do such, their first meeting is in November and they will go over their zoning amendments. He suggested to look at obnoxious use ordinance and coordinate between Sean and Planning Department.

S. Fitzgerald noted that he would certainly be happy to assist.



J. Sherman discussed:

- Budget Committee still meeting every Tuesday night, they have reviewed the same budgets as BOS.
- Recreation Commission met last Wednesday, was brief meeting, because Rec Director was absent, they are looking at having a special meeting a week from Wednesday, to be able to talk to the Rec Director before their budget goes to BOS and Budget Committee for review.
- Fall Festival was a successful event, collected food for the Food Panty and the Emmaneus House in Haverhill. Face painting was a big hit. Overall it was a wonderful event and the Commission would like to make it an annual event by Friends of Rec.

D. Poliquin discussed:

- Part of the conference call with the EPA and Normandeau Associates and noted that they made some major headway there.
- He had training at the Rockingham Economic Development Corporation for CEDS Steering Committee. He discussed the end project must be owned by the municipality and all projects on the list are automatically reviewed.
- He attended the Chamber Expo which was held at the Atkinson Country Club. He noted there was a lot of networking done by Sean which will help out the Town of Plaistow.
- He attended the 125 Economic Development Committee meeting and noted that most of the meeting centered about the MBTA and Economic Revitalization Zone.
- Holiday shuttle service which was proposal to businesses to supply a shuttle service between the Plaza to Haverhill whereas you could pick up a trolley ride for a small fee or no fee.
- The surge of medical arts moving into Plaistow: a Spinal Rehabilitation facility at 95 Plaistow Road which will work in conjunction with Pinnacle and Access Medical in the area.
- He reminded all: Recycle is next week; Toddler Trick or Treat scheduled for October 30; Regular Town Halloween scheduled for October 31st from 5:30-7:30pm and Hazardous Household clean up day on October 31st from 9-12 in Danville.

**Non-Public Session – RSA 91-A:3,II (e) Legal Matters.**

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

***Board members polled: D. Poliquin = yes; R. Gray = yes; M. Curran = yes; J. Sherman = yes.***  
Public Meeting adjourned at 9:52 pm.

Respectfully Submitted,  
Audrey DeProspero