



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 5, 2009

**MEETING CALLED TO ORDER:** 6:46 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 M. Curran to approve the Minutes of September 28, 2009 as written.*

*2nd by J. Sherman.*

*Vote 3-0-2.*

*Abstain: C. Blinn and D. Poliquin.*

*Motion passes.*

**PUBLIC COMMENT:**

No one from the public wishing to speak.

**AGENDA:**

**BUDGETS**

**Conservation – Jill Senter**

J. Senter discussed Conservation budget and noted Dues, General Supplies and Mileage Reimbursement had increased

S. Fitzgerald noted total budget had increased by \$125. The total bottom line is \$4,925.

*Motion by M. Curran to approve Conservation Budget in the amount of \$4,925.*

*2nd by J. Sherman*

J. Sherman inquired about water testing and wanted to know if the Town had someone with enough expertise regarding water testing.

S. Fitzgerald noted no engineer on staff however the Town employs Normandeau Assoc to help.

J. Senter notes if they have questions they call DES if there are any questions or concerns.

*Vote 4-0-1.*

*Abstain: M. Curran.*

*Motion passes.*

Board and Tim Moore discussed open seats on the Conservation Commission.

T. Moore noted there is an opening for full time and alternate members.

### **Library**

Jenifer Kiarsis, Trustee of Library Trustees, Catherine Willis, Treasurer of Library Trustees and Laurie Houlihan, Library Director presented the Library Budget.

J. Kiarsis noted the Library is a happening place; the adult programs are busy; face book and twitter pages are available and the Library on line web page is very popular.

C. Willis discussed Library Budget and noted the budget is level funded; Gross Expenditures are \$474,594; Net from Taxation is \$437,094; Salaries remain at 2009 levels; Social Security and Medicaid line are not adjusted however they look like they went down but did not; Landscaping increased by \$91 because contract went up; Repairs and Maintenance increased by \$5,000 based on past history of spending money; Gas and Electric have not been changed; and Janitor and Health Benefit need adjusting after October 14 when the numbers come out.

J. Sherman inquired when Cathy thought she may have revised numbers for gas and electricity.

C. Willis noted in November.

J. Sherman discussed Library expansion.

C. Willis discussed being in year 10 of the 20 year plan.

***Motion by J. Sherman to approve the Library Budget in the amount of \$437,094.  
2nd by R. Gray.***

C. Blinn complimented the Library Committee for level funding their budget and making things work. He noted the Library does a great job.

C. Willis and L. Houlihan discussed Museum passes that give discounted rates. They noted Rec had donated passes to the location in Lawrence.

S. Fitzgerald thanked the Library Board for working with the Municipality regarding the TAN and their financial relationship.

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

***Motion passes.***

### **Government Buildings – David Bowles, Maintenance Supervisor**

D. Bowles discussed Government Building Budget noting the Full Time, Part Time and Overtime lines are the same as last year; Uniforms was down because of the change to go to an allowance rather than continuing with the service they are carrying which will help lower the costs; Communications is up \$300 because the Part Time help at the Library now has a Nextel as another means of communication; Custodial Training does not have any ongoing certifications; General supplies is slightly up due to costs of products going up; and Gasoline is down to \$400 because of the condition of the truck and not using it as much.

R. Gray discussed parking of the maintenance vehicle.

D. Bowles discussed issues from parking previously at the Safety Complex and possibly putting the truck out back in the field as an option.

D. Bowles discussed Grounds Maintenance carried same figure as last year; Cannon Repair was a deleted line; Vehicle Maintenance was at a minimal of \$150; Truck Maintenance and Gasoline line listed was no longer used; and Tech Service Contract was for different service contracts throughout the buildings: HVAC, alarms, panic buttons, fire system, elevator, & septic systems.

J. Sherman suggested putting all listed contracts in the description field of budget.

D. Bowles noted Town Hall Electric and Heat was down; Maintenance, Repairs and Alarms are incorporated in the 390 line; and Safety Complex Telephone was for public telephone.

S. Fitzgerald noted the telephone was removed because most folks have cell phones so they removed the public phone to save the Town approximately \$1,000 yearly.

D. Bowles noted the Safety Complex Heat and Electric will be adjusted when the numbers are finalized; Safety Complex is up because in the past they had been over on that line item so it has been increased to avoid overage; Safety Complex Repairs is up because of the cooling unit compressor; and the Courthouse Electricity and Courthouse Heat lines have been left blank because he is waiting to see what the State is going to do.

S. Fitzgerald discussed State picking up the rental of the facility only.

J. Sherman inquired if the cable studio moved to Town Hall would adjustments be anticipated for this budget.

S. Fitzgerald discussed there may be a few but at present time the effect would be to the bottom line and a significant impact would be to the overall Town budget.

***Motion by J. Sherman to approve Government Buildings Budget in the amount of \$211,990.  
2nd by R. Gray.***

D. Poliquin discussed Part Time Position being reimbursed by Library.

S. Fitzgerald noted the Library would be reimbursing Town for that position.

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

***Motion passes.***

#### **Elections & Registrations – Barry Sargent, Moderator**

B. Sargent discussed Supervisors of the Check List went up because they need to pay for 2 additional elections, one in September and one in November and because this is the year 2010 that the Supervisors of the Check List spend time purging the checklists. They are asking for no more dollars per hour so that line stayed the same; Election recount was kept because they never

know if they are going to have a recount (none have been requested in 3 years); and Software Support is paying for coding of voting machines.

J. Sherman inquired about not much being spent and if it was because they had not sent us a bill.

S. Fitzgerald noted no bill submitted as of yet however he had contacted them regarding such.

B. Sargent discussed increase in postage was because of purging of the check list.

***Motion by J. Sherman to approve the Elections Budget for \$18,150.***

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

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

***Motion passes.***

S. Fitzgerald congratulated Barry and noted Barry met with the Governor last week because he was nominated to receive an award for his partnership with the Pollard School.

#### **Planning – Steve Ranlett, Planning Board Chairman**

S. Ranlett discussed Planning Budget and noted Salary line is for Full Time Planner and Minute Taker; the difference in the Minute Taker is there are less meetings for minutes to be taken at and Engineering and Consulting Fee was budgeted last year at \$5,800 and this year it is \$4,000.

J. Sherman inquired about the difference.

S. Fitzgerald noted it had to do with activity and cases pending. He discussed prior year activity and noted they left the Engineering and Consulting Fee line at a healthy level.

S. Ranlett discussed GIS at \$5,500 this year because of the projects going on in the Planning office such as traffic calming and the MS4 but last year it was zero; and Attorney Fees was budgeted for \$7,500 which is down from last year's \$11,000.

R. Gray inquired if lowering the bottom number was a wise decision.

S. Fitzgerald discussed potential legal actions and the Town's Legal Budget to help protect the Town's interest.

S. Ranlett discussed Telephone level funded; Data Processing was for BMSI supports and upgrades and is also level funded; Education and Training was budgeted at \$1,000; Public Notices and Publications was level funded; Dues was level funded; Legal Notices was at \$0 due to account number change; Office Supplies was lowered; Postage was for abutter notices and was level funded; Equipment and Repairs was at \$500; Books and Periodicals was level funded; Equipment Purchases was \$250 for the need of scanning documents and filing; Mileage was for travel and was level funded; Recording Fees was level funded at \$1,000; Master Plan Update was \$1 to keep that line item open to coincide with GIS if need be; and Impact Fee Update is \$1 to keep that line item open for a Total of \$76,977.

***Motion by J. Sherman to approve Planning Budget for \$76,977.***

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

J. Sherman discussed Master Plan line not expended any year and done entirely in house by staff and inquired if it was working out for the Planning Board and producing adequately.

S. Fitzgerald discussed small Planning Department of one and putting that line item in there to help integrate civic and technical assistance.

J. Sherman inquired about the \$1 budgeted.

S. Fitzgerald discussed augmenting this budget, adjusting some appropriations, helping capture the true expenditure, and working with Rockingham Planning.

R. Gray discussed Master Plan update and outside agency help.

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

***Motion passes.***

R. Gray and S. Ranlett discussed the upcoming Planning Board meeting this Wednesday regarding gaming and site plan.

#### **Building Inspections – Mike Dorman**

M. Dorman discussed Permanent Positions which included self and office manager noting it was down \$600 from last year because of the 53rd week; Back up Building Inspector level funded at \$300; Telephone level funded; Data Processing at \$431; Training and Conference level funded; Dues and Subscriptions up slightly because ICC Annual Fee changed to bi-annual; Supplies and Postage level funded; Vehicle Repairs was up because of the anticipated brakes needing to be done; Books and Periodicals was for anticipated code book update; and Plumbing Consultants increased by \$1,500.

***Motion by J. Sherman to approve the Inspections Budget in the amount of \$109,502.  
2nd by M. Curran.***

R. Gray inquired about the cost of signs.

M. Dorman noted \$50 and it was good for 30 days.

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

***Motion passes.***

#### **Zoning – Dee Voss**

D. Voss discussed Legal Line was lowered, spending consistent and no anticipated legal cases.

***Motion by R. Gray to approve the Zoning Budget for \$9,231.  
2nd by J. Sherman.***

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

***Motion passes.***

D. Poliquin inquired about openings on Zoning Board.

D. Voss noted availability in Alternate seats.

## **TOWN MANAGER REPORT:**

S. Fitzgerald discussed:

- Economic Revitalization Zone Ribbon Cutting Ceremony scheduled for Friday, November 6th and the attendance of Governor Lynch.
- Meeting on Thursday, October 1st whereas Councilor Hollingsworth discussed the broader impacts of DOT projects. Selectmen John Sherman spoke on the Town's behalf and his positive conversations with all assistant commissioners before and after the meeting.
- Upcoming meeting with EPA in Boston this coming Thursday to discuss upcoming projects and community involvement.
- Garden Road Bridge and the requirements of a Special Town Meeting on Tuesday, November 17, 2009. The requirements of a Motion and the Warrant Article wording.

***Motion by J. Sherman to direct the Town Manager to proceed with all necessary efforts and requirements needed to have a Special Town Meeting on November 17, 2009.***

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

R. Gray discussed special requirement for petitioning superior court and getting in touch with Sumner. The good news is law has changed regarding monies with regards to reinvestment act.

J. Sherman noted he wanted to get more information out to the citizens letting them know this is a good thing.

D. Poliquin discussed collecting money from the Reinvestment Act.

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

***Motion carries.***

***Consensus of Board was to hold off on specific Warrant Article wording.***

Board discussed wording and intent tweaking and available time of change.

S. Fitzgerald discussed:

- Hazeltine Street Widening Project and pre-construction activity.
- Planning Board meeting whereas Rich Masters of Normandeau Associates will do presentation regarding Draft Stormwater Ordinance
- Items out to bid on surplus items: One bid for 1979 MC Sierra 7000 V8 Tanker submitted by Jeff Weaver in the amount of \$150 and one bid for the hydraulic spreader/sander by HP Fairfield in Concord for \$3,750.

***Motion by M. Curran to notify the two bid winners and collect money to be deposited in the General Fund.***

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

D. Poliquin recused himself because one of the bidders works for him.

R. Gray requested a vote by the Board.

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

***Motion passes.***

S. Fitzgerald discussed:

- Roadwork on Crane Crossing Road, Forrest Street and Westville Road.
- October 31 at Danville Town Hall from 9-12, the Town of Plaistow is participating in another Household Hazardous Waste Day.
- Free Flu Clinic sponsored by Greater Derry Public Health Network on October 17 at the West Running Brook Middle School on 1 West Running Brook Lane in Derry.
- Decorating Town Hall and Town Green with Harvest Festival atmosphere.

**OTHER BUSINESS:** No Other Business discussed.

**SIGNATURE FOLDER:**

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

**SELECTMEN'S REPORTS:**

C. Blinn discussed his meeting with Jill Senter and Tim Moore regarding the Conservation Budget and the upcoming Cable Committee meeting scheduled for this Thursday at 5pm.

M. Curran thanked Dan for his secretary's information regarding the Highway Safety Committee and discussed the Holiday Festival Committee meeting at Town Hall; the committee's additional new members: Bernadine FitzGerald, Audrey DeProspero and Martha Sumner and the upcoming meeting this Wednesday at 7:30. The committee will put a letter together specifically targeting banks regarding solicitation of funds for the celebration and the members of the committee will sign the letter however Michelle was concerned with the Board's feelings regarding her signature being on the letter and her position as a Selectman. She discussed money being raised above and beyond the costs to be donated back to the Town Hall to help offset the cost of lights.

J. Sherman inquired if Sean would be signing the letter.

S. Fitzgerald noted he would not sign the letter; the members of the volunteer committee would be signing the letter.

R. Gray discussed Michelle separating herself as an individual and a BOS member.

M. Curran discussed separating herself as a Board Member and noted everyone on the committee would be signing the letter however she wanted to make sure the Board was okay with this.

J. Sherman noted his personal feeling was he felt better if her name did not show on the letter.

M. Curran noted the main target for letter would be banks.

R. Gray agreed with John for Michelle not to sign the letter.

M. Curran discussed program, tickets, entertainment, surprise which will be noted on the ticket and the event date of December 5th starting about 5:30 in the evening.

J. Sherman discussed:

- Budget Committee meeting last week – preliminary budgets being discussed, first pass, accepting for consideration, and the Budget Committee doing a thorough review.
- His attendance at the GACIT hearing last Thursday night. No surprise that they did not have enough money to fund their 10 year plan. The point he tried to make was the Town was going through the same thing, times are tough, cutting back on things, what are the impacts, they were embarking on similar system the Town has, inventory of roads and current conditions. They mentioned briefly that there was no money for rail however he thought the rail ought to be explored.
- Saturday he went to Plaistow Cabinet Company on Route 108 and Forrest Street for the open house. The money raised was to be used for the offset of some work they wanted to do at the concession stand at the Rec field. He thanked them for their donation.

M. Curran discussed phone call she received today regarding NH Greater Chamber meeting for the Revitalization Committee which is made up of members of the State, business community members and municipal members. She noted she was asked to join the committee which meets at 12 and is regionally set up to meet at different locations. Her first meeting is this Friday.

S. Fitzgerald noted the contact person was Laurel Bistany and they target a number of communities and Plaistow does not have a representative.

J. Sherman discussed copy of letter he received in response from Senator Judd Gregg's office and the EPA's position. He suggested for Sean to take advantage of that connection.

S. Fitzgerald discussed recent contacts and conversations with Senators and Congress people regarding the Administrative Order and Complaint put on Plaistow.

R. Gray discussed letter from Senator Judd Gregg's office and the Administrative help that is wanted, holding a sit down with representatives from both offices and/or accompanying Sean to one of the meetings.

D. Poliquin discussed informal hearing and formal hearing concerns.

R. Gray discussed Planning Board meeting on Wednesday night regarding the schedule on the weekly calendar noted the Board starts at 6:30 however there will be an Executive Session at 6:00 pm. The Planning Board Agenda items are: Discussion of snow storage at Stateline Plaza, public hearing on site plan application, meeting with Rich Masters of Normandeau Associates, discussion on letter from Planning Board Attorney regarding Rite Aid project and outstanding projects: Rockingham Church, Dave Hoyt's project, Kelly Ward and J. Davies.

M. Curran noted this would be the second revocation hearing for J. Davies.

D. Poliquin noted he had nothing to report because he was on vacation – good time had by all.

Reminders: Recycle week is October 12 & 26; Fall Cleanup is next week October 12-16; this week is Fire Prevention week and Saturday is the Open House at Fire Department for Fire Prevention from 10-2; October 31 is Hazardous Household Waste Day at Danville Town Hall;



