



Town of Plaistow ♦ Board of Selectmen

145 Main Street ♦ Plaistow ♦ NH ♦ 03865

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, September 21, 2009

MEETING CALLED TO ORDER: 6:30 pm

SELECTMEN:

Chairman, Daniel Poliquin

Selectman, Charles Blinn – arrived 6:38 pm

Selectman, John Sherman

Vice Chairman, Robert Gray

Selectman, Michelle Curran

Town Manager, Sean Fitzgerald

MINUTES:

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

2nd by R. Gray.

Vote 4-0-0.

Motion passes.

PUBLIC COMMENT:

No public comment.

AGENDA:

Dispatcher – Steven Leavitt & Chief Savage

Deputy Kathy introduced Steven Leavitt, the new full time dispatcher for the Police Department. He has been on the job for one week and has grown up in the area.

S. Leavitt noted he was born and raised in Haverhill; now lives in Newton; has been married 25 years; worked in the IT field; wanted a career change and is looking forward to working as Dispatcher for the Plaistow Police Department.

S. Fitzgerald welcomed Steve.

J. Sherman inquired what shift Steve was working.

K. Jones noted Steve would bid into shift when he is fully trained. Currently he is being trained on every shift to see and understand the differences.

D. Poliquin congratulated Steve and wished him luck on his new job.

C. Blinn arrived 6:38 pm.

N. Bouchard, Cable Chairman

Mike Dorman and Norman Bouchard approached podium to discuss the Cable Studio.

S. Fitzgerald discussed cable origination and the cable committee's hard work; transition in personnel; cable coordination; positives and negatives regarding relocation of studio; permanent interim solution; Mike Dorman working on getting the new location for the studio; current assessment of the studio; deficiencies; lease; and cost of facility and utility upkeep.

M. Dorman gave Board hand out. He discussed pros and cons for 91 Plaistow Road, Historical building, Courthouse, Town Hall second floor and Town Hall basement. He gave his opinion and outlined what could be done in the basement of Town Hall and the associated costs.

D. Poliquin noted the Town would be saving the cost of renting a unit and inquired where the allocated funds would come from.

S. Fitzgerald discussed local origination fees and noted they could be used exclusively for capital improvements on local origination or purchasing equipment to help provide for a modern studio. He noted he discussed this with the Cable Committee.

D. Poliquin inquired if Norm felt this will meet the needs of the Cable Committee.

N. Bouchard noted the Cable Committee was looking for a bigger space however he supports Sean's decision regarding the relocation.

D. Poliquin, M. Dorman, N Bouchard and S. Fitzgerald discussed sub floor (height, material and water proof sealing).

J. Sherman discussed being on the Board when they temporarily agreed to put the studio temporarily where it is. It was never meant to be a permanent place for the cable studio. He discussed the CIP and noted there was \$100,000 for the building or moving the cable studio. He discussed the ongoing need for many years and noted he favored the move however the dollars still have to be worked out. He discussed payback, not using property tax payer's money, but using money already set aside from the cable fees that have already been collected. Town Hall is where the administrative building is and investing in Town Hall is a good thing which he favors. He discussed the critical aspect of taking care of the dampness in the basement and doing it right.

D. Poliquin discussed security with server.

S. Fitzgerald discussed enhanced firewall protection and security.

J. Sherman inquired about moving costs.

S. Fitzgerald discussed quote from Access AV to move all components. A seamless move over days without delay to those at home watching the cable access channel.

J. Sherman noted the numbers discussed so far are not quotes, they have just been inquiries.

S. Fitzgerald discussed no bids have been requested.

R. Gray inquired about the current studio's lease and when it was up.

S. Fitzgerald noted the lease had expired about a year ago.

R. Gray noted he wanted more time to think about this because he was not sold on the lighting aspect due to the ceiling height.

N. Bouchard discussed lights and the height adjustment of them.

R. Gray noted he was in favor because the Town would be able to broadcast during emergencies.

D. Poliquin noted he would like to recess for the Board members to go visit the basement.

Board recessed at 7:17 pm to tour the basement. Board returned at 7:37 pm from basement tour.

J. Sherman discussed findings: present ceiling is a problem however not critical; appears to be enough space; ability to move cameras to second floor; and lighting will work in basement. His opinion is Town Hall is a good place and he is in favor of this. He liked the floor Mike presented but wanted someone to investigate where this flooring has been used before and how it works.

D. Poliquin suggested voting or consensus to give Town Manager directive to pursue bids, firmer costs, present at next meeting and if all is in line to then move forward within a month or so.

C. Blinn discussed vote was to get information, not trying to stop, not too sure about the moisture, and to make sure that it is taken care of.

M. Curran discussed flooring done at Jon Lovett's home (membranes and sump pump) and she noted that she was confident that if it went forward it would be safe and done well.

S. Fitzgerald discussed moisture damage and getting a guarantee.

D. Poliquin noted to the public that the Board was not talking about water flowing through the basement nor is there a constant moisture problem. This is for the equipment which has to be in a climate controlled environment.

J. Sherman discussed sound proofing to not hear the furnace when it comes on.

Motion by R. Gray to authorize Town Manager to proceed to go out to bid with normal Town bidding procedures for prices to relocate the cable studio from 91 Plaistow Road to Town Hall and that he terminate the lease with 91 Plaistow Road by the end of October and for the message scroll system be moved to Town Hall as soon as possible.

2nd by J. Sherman.

Vote 5-0-0.

Motion carries.

M. Curran discussed increased positive shows on cable: Road Kill Scholar and senior group doing skits. She commended the Cable Committee for doing a great job.

TOWN MANAGER REPORT:

S. Fitzgerald discussed:

- Project in Kingston on the Plaistow line regarding oil refinery coming to Town. He was informed by Fire Chief and Town Planner that it is just a local oil distributor installing

several storage tanks for heating oil however they will continue to monitor and bring changed information to the Board. There is no oil refinery coming to the Town.

- Meeting on Wednesday, September 16 with Rich Cram to discuss strategies to help families in need and the possibility of a Regional Summit to call local officials and social services together to help better define how we enhance our ability to help the needy.
- Official designation as Economic Revitalization Zone to help revitalize properties; ribbon cutting on October 7th and the attendance of Governor Lynch.
- Oct 1st meeting for Governor's Advisory Commission on Intermodal Transportation to be held on the 2nd floor of Town Hall from 7-9pm. Commissioner Campbell, Assistant Commissioner Brillhart and others from DOT will be present.
- September 18 Public Safety Complex meeting.
- The significant concern with mosquitoes carrying Triple E. People need to take precaution and cover up to prevent being bitten.
- Flu shots at Town Hall.
- Timely programs being given at the Library: Managing Money, Job Loss & Budgeting.
- Transportation Enhancement Grant: application to help provide funding for sidewalks.
- Meeting in Concord today to discuss number of transportation related projects. Met with Transportation Commissioner. Present at the a meeting was Chief Savage, Mike Dorman, Leigh Komornick, Cliff Sinnott, Executive Director of Rockingham Planning, and Jim Jajuga. They discussed building rail station in Plaistow; public safety and traffic safety along Route 125; managing commercial properties along 125; no decisions made, however there was support from their colleagues in NHDOT who assured him they would be working with the Town closely regarding safety and traffic calming. Overall it was a productive meeting.
- Police and Fire Department met with representatives from Hillcrest LLC on Route 108. Both departments were asked to review the application and report back regarding communication concerns (enhancing communication by adding repeaters within the property to broaden the communication relay).
- Town is accepting bids for Surplus Fire Truck and Warren Stainless Steel Salt/Sand Spreader through September 30th via mail or hand delivery.
- Friends of Rec are hosting a Thank You celebration on the Town Green on September 26.
- First meeting of Budget Meeting last week, reviewed protocols of the committee, going over Library, Tax Collector, Finance, Assessing, Treasurer/Trustee/BudCom and Debt Service budgets tomorrow night.

R. Gray noted that the BOS usually takes budgets under advisement before they go to the Budget Committee.

J. Sherman noted the BOS usually reviewed them before the Budget Committee does.

D. Poliquin noted the consensus of the Board was to review the budgets before they go to the Budget Committee tomorrow.

Financial & Administration-Accounting Budget

S. Fitzgerald discussed the Finance Budget: Salaries are level funded; BMSI going up a little bit; Office Supplies, Mileage Reimbursement and costs for Professional Audit are all level funded. The Total department request is \$72,478 which is up from \$72,053.

R. Gray inquired about aging technology in that department and could it survive another year.

S. Fitzgerald noted it may be able to however he is not sure.

***Motion by R. Gray to approve Financial and Administration-Accounting for \$72,478.
2nd by M. Curran.***

J. Sherman inquired if the first line included Trustees of the Trust Funds like it did last year and does it include auditors.

S. Fitzgerald noted it included \$400 for Trustees of Trust Fund and \$200 for auditors.

Vote 5-0-0.

Motion passes.

Assessing

S. Fitzgerald discussed Assessing Budget: small escalation for the Assessor's contract; General Office Supplies had dropped; a few more dollars had been added for Books and Periodicals; and Mileage had dropped for a total bottom of \$138,283.

***Motion by R. Gray to approve the Assessing Budget for \$138,283.
2nd by C. Blinn.***

Vote 5-0-0.

Motion passes.

Board discussed approving budgets instead of taking budgets under advisement, reviewing, past practices, the ability for anyone to bring up a budget from the past.

Tax

S. Fitzgerald discussed Tax Collector's Budget and noted it was level funded. Training had dropped because Certifications are not up, Postage is up, and Equipment Repairs is for older printers to make sure we have significant funds to cover those costs. Bottom line is \$49,526.

M. Curran discussed bank runs and trying to combine runs.

S. Fitzgerald noted he had discussed this issue with Staff.

***Motion by R. Gray to approve Tax Budget in the amount of \$49,526.
2nd by M. Curran.***

Vote 5-0-0.

Motion carries.

Treasurer/Trustee/BudCom

S. Fitzgerald discussed Budget Secretary had dropped due to the number of meetings, Mileage was based on Training for a Total line from \$8,731 to \$8,114.

***Motion by M. Curran to approve Treasurer/Trustee/BudCom Budget for \$8,114.
2nd by C. Blinn.***

Vote 5-0-0. Motion passes.

Library

S. Fitzgerald noted the Library Budget is up slightly from last year from \$432,501 to \$437,094.

R. Gray inquired if someone from the Library will be at the Budget Committee tomorrow.

S. Fitzgerald noted yes.

R. Gray noted that he wanted numbers before approving the Library Budget.

D. Poliquin agreed.

J. Sherman noted he would go downstairs and make copies of the Library Budget he received from the Budget Committee.

Board discussed more information needed for Social Security/Medicare which went down however Salaries remained the same.

Motion by R. Gray to approve the Library Budget for \$437,094.

2nd by M. Curran.

Vote 5-0-0.

Motion passes.

Debt Service

S. Fitzgerald noted the Town will not be carrying debt because they paid off the Library.

Motion by J. Sherman to approve Debt Service Budget in the amount of \$26,000.

2nd by R. Gray.

Vote 5-0-0.

Motion passes.

J. Sherman noted we have no long term debt.

S. Fitzgerald discussed possibility of having to borrow for TAN, but not carrying long term debt.

Revised Estimated Revenues

S. Fitzgerald discussed Estimated Revenues that Town has to review every year.

J. Sherman inquired if this was current year not projected year.

S. Fitzgerald noted it was both.

Board discussed Revised Estimated Revenues.

Board discussed Columbus Day holiday. Discussion held whether to meet on Columbus Day or not. Noted was that they would be behind in budget reviews, normally they see the budgets one week prior to the Budget Committee however they are already a week behind for reviewing.

Board discussed combining review of upcoming budgets and having Departments Heads present to review. ***Consensus of the Board is to take the week of the 12th off.***

OTHER BUSINESS:

D. Poliquin discussed paperwork in the Signature Folder that needed signatures of the Board and a vote from the Board.

*Motion by J. Sherman that the Board requests the Treasurer to withdraw and pay \$2,236 from the Route 125 Impact Fee Account per memo dated September 16, 2009.
2nd by R. Gray.*

M. Curran inquired if we owe monies.

S. Fitzgerald noted he could get a report of monies owed.

Vote 5-0-0.

Motion passes.

J. Sherman discussed Plaistow Cabinet Company and Pampered Chef at the intersection of Route 108 and Forrest Street will be holding a fund raiser on Saturday, October 3 from 10-2. This is a free cookout for all who stop by, you are welcome to make donations, there is an open house, raffles, annual overstock yard sales, and the proceeds will benefit the Friends of Plaistow Rec.

R. Gray discussed Timberlane Performing Arts has several events coming up: October 11, Rockingham Symphony Orchestra 4th Annual Pops Concert featuring The Boston Brass and December 15, The Vienna Boys Choir.

D. Poliquin discussed October 1st at 7pm the Governor's Advisory Commission will be holding a meeting on Intermodal Transportation. This is a public hearing regarding the 2011-2020 transportation issues. All are welcome.

Saturday, September 26 Friends of Rec is hosting a Thank You Celebration from 2-6 on the Town Hall Green. Family fun and all are welcome.

SIGNATURE FOLDER:

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

SELECTMEN'S REPORTS:

C. Blinn discussed his attendance at the DOT in Concord today, went quite well, addressed concerns of railroad coming in, very productive with lots of information. He discussed the Main Street corridor and Route 121A, noting he gave the poor me speech regarding the Town needing help. The trucks are over abundance and in need of their support to make this a better place.

D. Poliquin discussed:

- Proposed plan for Route 125, accessing areas, drainage issues, and noted the Board will have to discuss because they will be holding discussions with DOT who have been very receptive lately.
- His attendance at the wake and funeral of Mary Collins. He gave his condolences to the Collins family. He worked with Mary from 92-97, and she was an inspiration to all who met her.

M. Curran discussed:

- Not able to attend the Regional Selectmen meeting because she was out of town.
- No Chamber of Commerce meeting, it was postponed.
- She wished the Collins Family sentiment of loss for sympathy.
- Another member of town has passed, Nancy Donovan, she had a long battle with cancer.

J. Sherman discussed no Rec Commission meeting and the Budget Committee met for the first time last week as an organizational meeting.

R. Gray discussed:

- Extended his condolences and sympathy to the Collins Family. Mary was an inspiration and a nice person who gave a lot of hours and time to the Town. She is going to be missed.
- Regional Selectman meeting that he could not attend because of the Planning Board meeting and he discussed items from the Planning Board meeting.

D. Poliquin discussed:

- Family Mediation meeting last Wednesday which is why he was not at Regional Selectmen meeting. They were going over the Personnel Plan. He gave financial statements to all Selectmen for review. He discussed enrollment in referrals, but felt that part of it could be the local director who branched out throughout the state however he thinks they need to localize. Letter received from State regarding grant being cut.
- Thursday meeting for Hazmat District had to vote on changes to bylaws.
- Safety Complex Committee meeting working on power point presentation regarding space needs. Seeing progress perhaps before the end of the year there will be more information coming to the Board of Selectmen for suggestions.

Non-Public Session – RSA 91-A:3,II (a) Negotiations.

Non-Public Session – RSA 91-A:3,II (b) Personnel Matters.

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 (a)(b) and (e).
2nd by M. Curran.*

Board members polled:

C. Blinn = yes

D. Poliquin = yes

M. Curran = yes

R. Gray = yes

J. Sherman = yes

Public Meeting adjourned at 9:41 pm.

Respectfully Submitted,
Audrey DeProspero