



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, September 28, 2009

**MEETING CALLED TO ORDER:** 6:39 pm

**SELECTMEN:**

Chairman, Daniel Poliquin - excused  
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 September 21, 2009 as written.*

*2nd by J. Sherman.*

*Vote 3-0-0.*

*Motion passes.*

**PUBLIC COMMENT:**

No one from the public wishing to comment.

**AGENDA:**

**Superintendent Richard LaSalle – School CIP Presentation**

Liz Kosta, Chairman of the School Board, and Lisa Withee were present to discuss the absence of Superintendent, Richard LaSalle. They noted he was not able to attend tonight and would like to reschedule.

Board held a discussion regarding upcoming presentation of the School's CIP.

**BUDGETS:**

**Town Clerk**

S. Fitzgerald discussed the format changes in the Town Clerk Budget and noted Maryellen Pelletier, Town Clerk, was here to present the Town Clerk Budget.

M. Pelletier discussed Town Clerk Budget: Deputy and Assistant Clerk Salary is slightly down because there is not a 53rd week; Town Clerk Salary and Telephone is level funded; Computer Hardware/Software up a little; Training Expense is down; Computer License Fee is level funded; Dues dropped; Dog Forms and Office Supplies is level funded; Postage has been increased by \$300; Office Equipment is down because of the shredder, budgeted too high last year so reduced in this year's budget and Mileage Reimbursement appears to be up however it is not.

J. Sherman discussed on line services and having electronic payments for dog licenses and vehicles.

S. Fitzgerald discussed on line services and legal issues that Attorney Kalman is looking into.

M. Pelletier discussed vendor and minor set up costs and customers paying the extra costs with their credit cards.

R. Gray noted that he is all for making it easier for the customer.

***Motion by J. Sherman to approve the Town Clerk Budget in the amount of \$103,968.***

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

***Vote 3-0-0.***

***Motion passes.***

### **Highway Administration**

S. Fitzgerald noted that Dan Garlington was here to present the Highways & Streets Administrative Budget.

D. Garlington discussed Salaries and noted it was for self and 3 other guys and Temp Labor is for the hiring of a single person to help during vacations however they did not do such this year but have increased the line item by \$18,000 for the possible hire of 2 summer kids to help with the mowing.

S. Fitzgerald discussed saving significant dollars by assuming some additional work.

R. Gray discussed his confusion regarding Actuals.

S. Fitzgerald noted they only used full time help and did not hire any additional part time help.

R. Gray inquired about mowing and man time hours.

D. Garlington noted that he did not have those numbers with him tonight.

S. Fitzgerald noted that he would get those numbers and get back to the Board.

D. Garlington discussed Overtime line previously taken the last three years and divided them; Uniforms is up \$500 to allow for the summer time help with t-shirts and work boots and Engineering is level funded for \$16,500 of which a lot is absorbed through upcoming drainage projects.

S. Fitzgerald discussed MS4, water quality and looking at the Conservation budget to help fund these items.

D. Garlington discussed how he got the Telephone amount, took average cost and multiplied by 12; Data Processing is for his computer which he has been holding out for since last year; Electric - took an average cost and multiplied by 12 same for Heating; Training/Conferences is level funded at \$600 and Dues is for landfill certifications and he would like to get a third person certified to help out at the landfill.

J. Sherman inquired how landfill was working out being open on Wednesday nights.

D. Garlington noted it had been working well. They see people they normally wouldn't see on a Saturday.

D. Garlington discussed General Supplies is for garage stuff such as batteries and clean up supplies and is down slightly; Office Supplies is for ink cartridges and is level funded; and Gas and Oil has been reduced from \$21,845 to \$13,541.

R. Gray inquired about the price average being used this year.

S. Fitzgerald noted it has not been determined as of yet. This is the first pass through of the budget and the price will be tracked.

D. Garlington noted for his budget he used \$2.30 a gallon.

***Motion by J. Sherman to approve the Highways and Streets Administrative Budget in the amount of \$271,320.***

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

***Vote 3-0-0.***

***Motion passes.***

#### **Public Works/Streets**

D. Garlington discussed Highways & Streets (Public Works/Streets Budget). General Supplies is for the cost of 4 pagers which is up by \$50.

M. Curran inquired about having pagers versus Nextel.

D. Garlington spoke about going home and shutting phones off however the pagers are used after certain hours, it is another means of getting hold of them. Vehicle Maintenance supplies is up by \$500 for costs of parts to service equipment in house; Vehicle Repairs is down \$400 and most is for service on the Cat Loader; Equipment Purchase is down \$500, most is for hand tools (would like to purchase chain saw sharpening machine to save money by doing in house); Traffic Supplies is up, he noted the size of street signs are to be increased to 9" and Crushed Stone is up from \$500 to \$2,500.

J. Sherman inquired if the Highway Department stores stone.

D. Garlington noted that they stock pile it.

D. Garlington discussed Drainage Improvements which is level funded at \$60,000.

R. Gray inquired about Dan's assessment of Kingston and Greenough Road and discussed holes in the road.

D. Garlington discussed piggy backing the road to Route 125, the goal was to wait until they did the drainage then shim the road up. He discussed Pavement Management and RSMS road work used to reclaim/pave roads.

J. Sherman discussed cutting back this year and inquired about long range goal and the impact of cutting back on the roads and if there was a record or plan that tells us what impact it would have. Currently the roads are in good shape however he is wondering what the long range impact would be and if it would put the Town farther behind. He requested a copy of an updated RSMS plan.

S. Fitzgerald discussed study and condition of the road, going out and studying the technical aspect of the road, some roads needing additional work, some can get through the winter as they are, plans are not written in stone, they can be adjusted due to economic times but currently they are in pretty good shape.

D. Garlington discussed in house and some through the engineering plan, shim overlay, catching up quick and getting longevity versus reclaim.

J. Sherman inquired when the Board could see an updated RSMS.

D. Garlington noted he could do something in house.

J. Sherman noted that he reserves the right to vote no until he sees the RSMS on this plan.

D. Garlington discussed Rentals and Leases noting it was up quite a bit because of the new lease for the mowers; Street Sweeping is level funded at \$6,500; Culverts & Catch Basins is up because they need to buy covers and frames and Salt & Sand is level funded.

R. Gray discussed the Town of Salem receiving sand/salt cheaper from the State and inquired if the Town of Plaistow was part of that.

D. Garlington noted no however we may be able to get it cheaper. They have to sign a contract and agree not to purchase from anyone else. He discussed limited amount from vendors and thin supply. Signed agreement today estimated tonnage which is down this year from last year and limited storage capabilities.

S. Fitzgerald discussed State bid not necessarily being the lowest bid, it gives you security but not always best value.

J. Sherman inquired if there was any place in Town to store salt such as abandoned property.

S. Fitzgerald discussed securing and protecting water sheds, protecting run off, advancing strategies and facing same challenges, and looking at current location.

D. Garlington discussed Snow Plowing for \$130,000 and Tree Maintenance being level funded at \$5,000.

***Motion by J. Sherman to approve Highways and Streets Budget for \$516,590.***

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

***Vote 3-0-0.***

***Motion passes.***

### **Solid Waste/Landfill**

S. Fitzgerald discussed Sanitation/Waste Disposal contract, drainage, water sitting on the landfill being a bad thing, runoff is good, and water permeating.

M. Curran discussed contract up next year and inquired if there is a barrel limit imposed on residents. She noted it should be mentioned in the contract and it should be done fairly amongst all residents.

S. Fitzgerald discussed he will look into.

***Motion by J. Sherman to approve Sanitation-Solid Waste Disposal Budget for \$671,800.***

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

***Vote 3-0-0.***

***Motion passes.***

***Motion by J. Sherman to approve (Sanitation-Solid Waste Disposal) Landfill Maintenance Budget in the amount of \$25,179.***

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

***Vote 3-0-0.***

***Motion passes.***

Board took minute recess at 8:48 pm - Board returned at 8:54 pm.

### **Cemetery**

S. Fitzgerald noted Cemetery Budget is level funded. Groundskeeping is being carried forward at \$9,940 and this is something that he would like the Highway Department to look into and see if they can maintain the cemetery adequately.

***Motion by J. Sherman to approve Cemetery Budget as level funded at \$13,465.***

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

J. Sherman discussed plowing cemetery in winter months.

S. Fitzgerald noted he will look into and get back to the Board.

***Vote 3-0-0.***

***Motion passes.***

### **Cultural**

S. Fitzgerald discussed conversation with Tami Smith from the Old Home Day Committee.

M. Curran discussed previous warrant article for fire works.

S. Fitzgerald noted he would look into and discuss with LGC.

M. Curran suggested looking at the language in the warrant article.

***Motion by J. Sherman to approve the Cultural Budget for \$21,619.***

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

J. Sherman noted the Old Home Day Committee did a great job.

R. Gray agreed.

***Vote 3-0-0.***

***Motion passes.***

### **Patriotic**

S. Fitzgerald noted that the Patriotic Budget was level funded.

***Motion by J. Sherman to approve the Patriotic Budget for \$1,000.***

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

***Vote 3-0-0.***

***Motion passes.***

### **Election and Registration**

S. Fitzgerald discussed Election and Registration Budget.

R. Gray inquired about the Supervisors of the Checklist looking like it was not budgeted for and suggested to postpone until Barry Sargent could come in and discuss.

### **Legal**

S. Fitzgerald discussed the current legal fees going on and his dollar amount being based on the current challenges, happenings, and trends.

J. Sherman discussed EPA issue and inquired if it would be in 2010.

S. Fitzgerald discussed litigation, deposition, discovery and the technical assistance needed to best protect the Town and deferring legal costs and hiring counsel to protect the interest of the community.

R. Gray noted that he would like to further the conversation of the Administrative Order.

***Motion by J. Sherman to approve the Legal Budget in the amount of \$52,000.***

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

***Vote 3-0-0.***

***Motion passes.***

### **Cable Studio**

S. Fitzgerald noted that he had level funded the Cable Studio Budget.

R. Gray discussed the move of Cable Studio and rent and suggested to postpone the budget until a future date.

### **Conflict of Interest**

***Motion by J. Sherman to approve the Conflict of Interest Budget for \$97.***

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

J. Sherman noted that the Conflict of Interest Budget was level funded.

***Vote 3-0-0.***

***Motion passes.***

### **Insurance**

S. Fitzgerald discussed the Insurance Budget and noted it was a two line budget. Property Liability and Deductible Property Liability.

***Motion by J. Sherman to approve the Insurance Budget in the amount of \$71,000.***

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

***Vote 3-0-0.***

***Motion passes.***

### **TOWN MANAGER REPORT:**

S. Fitzgerald discussed:

- EPA meeting on Tuesday, September 22 with Kathleen Woodward, EPA Attorney and Andrew Spejewski, EPA Enforcement Officer, Tim Moore, Planning Board Chairman and Rich Masters of Normandeau Associates. Discussed was the Administrative Order, gold standards in meeting meet storm water management requirements, timeline, compliance, and defining relationships with colleagues from EPA.
- Meeting at NHDOT in Concord on Monday, September 21. In attendance was Deputy Commissioner, Christopher Clement, Kit Morgan, Administrator of the Bureau of Rail and Public Transportation, Cliff Sinnott, Executive Director of Rockingham Planning Commission, Jim Jajuga, Prsident of the Greater Haverhill Chamber of Commerce and former Senator, Tim Moore, and Selectmen Buzzy Blinn. Discussion was regarding layover facility location, station requirements and site review process.
- Garden Road bridge special Town Meeting which is tentatively scheduled for Tuesday, November 17.
- Highway Safety Committee meeting whereas David Walker, Senior Transportation Planner from Rockingham Planning Commission discussed Traffic Calming strategies.
- Refinery in Kingston which the Plaistow Town Planner discussed with the Kingston Town Planner, Glenn Greenwood, and found there are no plans for any type of development in that area.
- NH Municipal Energy Assistance Program. 2009 application has been completed for a collaborative effort involving three existing NH entities funded through the NH Public Utilities Commission. The Town can take advantage of free service to help better conserve energy but the application needs a vote of the BOS to be formally completed.

***Motion by J. Sherman to approve the town of Plaistow's 2009 Municipal Energy Assistance Program Application.***

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

***Vote 3-0-0.***

***Motion passes.***

- Thursday meeting regarding the Basic Law of Budgeting given by LGC in Lincoln, NH. He found it informative, received book on budget process and made copies for both BOS and Budget Committee members. The book looks similar to the 2008 book.

- Work being conducted on Pollard Road that was scoped out earlier in the spring when they met with neighbors from Wildbrook. Trees have been removed and a loader and crane will be there picking them up. Many sign offs on the rite away had been given.

#### **OTHER BUSINESS:**

No Other Business discussed.

#### **SIGNATURE FOLDER:**

R. Gray noted that the Signature Folder had gone around and there was one particular item that was not signed off on which was a conscious decision of the Board not to sign off on it.

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

M. Curran discussed:

- Highway Safety Committee meeting which she missed due to time notification.
- Upcoming meeting of the Greater Chamber at 3pm at Town Hall.
- Thursday meeting regarding the holiday event scheduled for Saturday, December 5th.

M. Curran and R. Gray discussed a Planning Board issue and the email she received on Westville Road and the possibility of the Board waiving sidewalks.

J. Sherman discussed:

- Budget Committee meeting last Tuesday which will continue on every Tuesday, went over the first few budgets for this year. Tax Collector Budget submitted a number that was off a couple hundred dollars so the Board of Selectmen will revisit that budget at a later date.
- Fall Festival took place yesterday, had a great time. It was held on the Town Green and sponsored by Friends of Recreation. Wonderful time, great turn out, more than they expected and the weather certainly helped. He thanked the volunteers: Ed and Kristen Aziz, Wendy Moley, Pat Buckley, Shauna Manthorn, Kate DeRoche, Sue Sherman, Joanna Hoch, Lauren Catino, Lisa Gardella, Leona Stevens, Kristin Lewis-Savage, and all the families members of Friends of Rec specifically John Stevens, Steve Savage, Jason Hoch, Lee and Dick Hawkins and especially the children of the Friends of Rec who put up with a lot for their parents to pull off these events. One of the children got dragged to Wal Mart 6 times in less than 36 hours while others dragged coolers, buns and plates to help set up. He thanked the First Baptist Church Youth Group for volunteering community service to help run events, Westville Grand Rental for donating discounted bounceys and music, Larry's Clam Bar for donating ice, Skip Summer (Nissen) for donating the rolls, Plaistow Police Association for donating wooden airplanes and money toward this event, Dominos for discounted pizzas, Lorraine DeSalvo of Sign Design, Rachel Barrett for volunteering and doing extraordinary face painting, and Pete's Sewer for donating discounted port-a-pottys. The food that was collected was donated to Holy Angels Food Panty and the left-over food was donated to Emmaus House - both organizations were extremely thankful for the donations. He extended his thanks to all who brought items for that purpose too. He noted they appreciated the cooperation from the wedding planners of the event that occurred immediately before the Fall Festival which allowed everything to run smoothly. The wedding was held on the Town Hall



Green right before festival. He extended thanks to Carli the Rec Director and Dennise the Health Director who helped prepare all for the day.

R. Gray discussed:

- Working with the Town Manager revising the budget presentation schedule to get the Board of Selectmen ahead of the curve of the Budget Committee.

J. Sherman discussed:

- Email from Jerry Lovett, President and Head Coach of the Timberlane Tornadoes. One of the players sustained a potentially serious injury last Saturday night and was flown directly by helicopter from Timberlane to Mass General Hospital and thankfully it has been found that his injuries sustained were less serious than thought. However he wanted to thank both the Fire and Police Department for their quick response, specifically Deputy Fire Chief Jon Lovett and Lieutenant Scott Vezina for not only volunteering their time at the games but for their outstanding care and treatment of the player. Their professionalism and dedication to the job is something that all of us living in Plaistow should be proud of.
- Saturday, October 10 is Fire Prevention day at the Safety Complex; From 10am-2pm there will be food, games and learning tools.

R. Gray discussed the employees at Town Hall will be getting their flu shots on Tuesday.

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

R. Gray and S. Fitzgerald discussed the need for the second non public and decided no additional Non Public meeting was necessary.

Public Meeting adjourned at 9:50 pm.

Respectfully Submitted,  
Audrey DeProspero