



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, December 20, 2010

MEETING CALLED TO ORDER: 6:38 pm

SELECTMEN:

Chairman, Daniel Poliquin
Selectman, Michelle Curran
Selectman, John Sherman

Vice Chairman, Charles Blinn
Selectman, Robert Gray
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of December 13, 2010 as written.

2nd by R. Gray.

Vote: 3-0-2.

Abstain: M. Curran and D. Poliquin.

Motion carries.

PUBLIC COMMENT:

No one wishing to speak during Public Comment.

BOSTON POST CANE RECIPIENT – DENA CARBONE

Diann Robinson of the Historical Society read Dena Carbone's biography.

Dena Carbone was presented with the Boston Post Cane, flowers, and a Citation from the Board of Selectmen. All congratulated Dena.

Dena Carbone thanked the Board of Selectmen.

RECREATION COLORING CONTEST WINNERS

Carli Malette, John Sherman and Robert Gray presented prizes to winners of coloring contest.

Most Creative Catagory: Georgia Groudas and Mia Groudas. **Coloring Contest Winners:** **Age 3:** Alexa Hoch; **Age 4:** 1st A.J. DeRoche and 2nd Michael Savage; **Age 5 and 6:** 1st Misha Cross, 2nd BreezeDennis, and 3rd Mia Groudas; **Age 7 and 8:** 1st Erin Matthews, 2nd Brayden Moley and 3rd Ethan Nicherson; **Age 9:** 1st Chloe Groudas, 2nd Victoria Johnston, and 3rd Robert Morin; and **Ages 10 and 11:** 1st Emma Moley, 2nd Georgia Groudas and 3rd Place Tie: Samantha C and Gwen Manro.

Contest winners sang Christmas Carols and wished Tom Cullen a happy Birthday.

VETERAN DISCUSSION – BILL HALLAHAN, TOM CULLEN & ROY JEFFREY

D. Poliquin noted Tom Cullen was brought to Board of Selectman under false pretense. He was actually invited so they could celebrate his birthday. All wished Mr. Cullen a Happy Birthday.

Representative Major discussed Tom Cullen's relationship with the Town. He wished Tom Cullen a Happy Birthday.

D. Poliquin read Tom Cullen's Birthday Citation.

C. Blinn presented Tom Cullen with cupcakes.

T. Cullen discussed prior experiences and thanked all.

RECOMMENDATIONS FROM BOB HARB, CHAIR PLAISTOW FIRST

B. Harb was present on behalf of the Plaistow First Committee. He discussed Needs, Use and Disposition reports; Town Warrant deadlines; interim recommendation and possible consideration for Warrants. He read Recommendations and reasons for each. He thanked all Committee members.

D. Poliquin thanked Bob Harb and Committee members for their work.

D. Poliquin noted the Board would address recommendations later in the evening.

AMERICAN RED CROSS – MARIA WHITE, REGIONAL CEO

Maria White, Regional CEO and Richard Francazio, Board member of Great Bay Chapter and Seacoast Area Representative were present to discuss the \$500 request by the American Red Cross.

M. White discussed \$500 donation to the Red Cross to help with humanitarian aid; emergencies; work with armed forces; refugees; and municipal donation based on history and population.

R. Francazio discussed improving life of folks during major emergencies; persons under stress during house fires; working with communities; blood drives; not being able to say when emergencies are going to occur; and just having the service available.

D. Poliquin requested numbers of persons helped and information regarding donation.

M. White presented Board with regarding original request; letter from American Red Cross; and financial information. She noted 91 cents of every dollar goes to humanitarian aid and there was no cost during humanitarian aid services.

M. Curran discussed Red Cross back charging; not for profit organization; financial structure; where money is allocated; and how it is allocated.

M. White discussed not charging back for services during or after disaster; service cost provided are \$1,300 per family; shelter, clothing, and food for three days; and national financials and organization.

M. Curran discussed different organizations; Human Services budget; and inquired what the \$500 would do for the Red Cross.

R. Francazio discussed dollars going into emergency pool of money; money being kept in the Great Bay Chapter Region and used for the 41 communities.

J. Sherman inquired if they asked all 41 communities for a donation.

M. White noted yes they did.

J. Sherman inquired if the request was new.

M. White noted it was new to the area; based on the work of the Red Cross and actual services provided; and the cost was approximately 45 cents per person per town.

J. Sherman inquired how the Red Cross was notified and brought into a town during a disaster.

R. Francazio discussed typical notification by Fire Chief.

M. White discussed Red Cross contacting volunteers after they have been contacted by the town and the families being able to decide whether they want the help from the Red Cross or not.

J. Sherman discussed prior ice storm and inquired how the Red Cross helped.

M. White discussed Red Cross opened up 15 shelters regionally and worked hand in hand with FEMA and Homeland Security.

R. Francazio discussed Red Cross work during initial emergency; activities; and how they support the communities during emergencies.

S. Fitzgerald noted he supported the Red Cross organization.

J. Sherman inquired where the rest of the \$700,000 funding came from and how it was designated to Great Bay.

M. White discussed corporate donations; fundraising; individual gifts; municipalities and being specified by persons donating and by local donations.

J. Sherman discussed other services provided by American Red Cross and inquired how the Town would engage in having other services/classes provided.

M. White discussed contacting local Red Cross; fees for services; costs depends on services; Red Cross responsibility to inform Town of programs; Community Outreach Programs; working on their outreach program; and working with different groups and their needs.

D. Poliquin discussed Fire Department and American Red Cross instructors; beginners first aid and CPR; and Fire Department putting on class under Red Cross banner.

R. Gray discussed services to the armed services and inquired if there were fees for this service.

M. White discussed no cost - service was free.

\$2,440 GRANT CHECK FROM PRIMEX FOR FIRE DEPARTMENT

S. Fitzgerald discussed Fire Chief McArdle's work on the Primex Municipal grant; the grant itself; no matching funds for the grant; and the money to be used for the purchase of Hydrogen Cyanide detector and portable LED emergency scene lights.

*Motion by R. Gray to accept the grant from Primex in the amount of \$2,440 for the purchase of a Hydrogen Cyanide detector and Portable LED emergency scene lights.
2nd by J. Sherman.*

R. Gray thanked the Fire Chief.

Vote 5-0-0.

Motion carries.

**\$3,000 DONATION FROM THE PLAISTOW LIONS CLUB (BILLY BARTLETT)
TOWARDS SHELTER AT PARC**

Board discussed item removed from agenda, will be done at a later date.

PAN HANDLING ORDINANCE FOR TOWN

S. Fitzgerald discussed no current ordinance; no local ordinance that the Town could support; Town staff looking into this matter; and pulling items together.

D. Poliquin discussed protecting local tag days.

M. Curran discussed tag days; members of community being comfortable with Town's solicitation; safety factor; notification by Police Department; information to both Fire and Police; safety concern; and temporary wording to help Police do their job.

S. Fitzgerald discussed inviting Chief Savage and Attorney Kalman to a BOS meeting to discuss.

MICKIE CONTE – APPOINTMENT TO CABLE COMMITTEE

D. Poliquin discussed persons usually come in and hold discussion with BOS.

S. Fitzgerald discussed Mickie's unavailability this evening but noted she was willing to come in at a later date if the Board saw fit.

J. Sherman discussed being okay with the reappointment.

C. Blinn discussed being okay with the appointment; very happy to have her on the Committee; and having her sign up again for the Cable Committee.

M. Curran noted Mickie was on the School Budget Committee, Town Budget Committee; and the Cable Committee.

Board discussed Mickie's first request for a 6 month term due to her time constraints.

D. Poliquin noted the consensus of the Board was that it was okay to reappoint Mickie to her full three year term.

*Motion by R. Gray to appoint Mickie Conte to a three year term on the Cable Committee.
2nd by C. Blinn.*

M. Curran discussed term expiration.

Vote 5-0-0.

Motion carries.

WARRANT ARTICLE & BUDGET REVIEW

S. Fitzgerald discussed Budget Committee meeting last week; suggested changes to Warrant Articles; and Budget adjustments.

D. Poliquin discussed 2011 Budget Adjustments and read Emergency Building Repairs description.

Motion by J. Sherman to direct the Town Manager to expend \$10,790 from the Building Capital Reserve Fund to offset the unanticipated repairs to Town Buildings and systems as presented on Monday, December 20.

2nd by R. Gray.

R. Gray requested to go through each expense description.

Board discussed Gutters on front of Town Hall; work needed; work completed; budget and monies for this expenditure.

S. Fitzgerald discussed absorbing costs for unanticipated and unexpected repairs.

D. Poliquin discussed issue with expense for reworking heat in basement for Cable Studio as an unanticipated expense. He thought it should have been included in the Cable Studio renovation.

J. Sherman discussed wording of Building Capital Reserve Fund and not specified wording of unanticipated.

R. Gray discussed voting no.

J. Sherman discussed budgeting for items and doing things at the right time.

R. Gray discussed unanticipated expenses such as elevator repair and Town Hall alarm panel failure; reworking the heat not an unanticipated expense; and voting in favor but making recommendation to reduce amount to keep in the fund.

M. Curran discussed not being in favor of this; agreeing with R. Gray; Sean being frugal; Sean doing a great job this year with the budget; budget supporting of these items; and appropriating funds.

S. Fitzgerald discussed Board looking at this budget in previous years and the importance for the Board to make a determination

Vote 4-1-0.

Opposed: M. Curran.

Motion carries.

D. Poliquin read Gasoline Adjustment.

S. Fitzgerald discussed the creep of gasoline and the current budget for gasoline.

D. Poliquin discussed total adjustment and read breakdown of each line item.

Motion by J. Sherman to approve the gasoline adjustments as presented by the Town Manager on December 20th to increase the bottom line by \$4,790.

2nd by R. Gray.

Vote 5-0-0.

Motion carries.

J. Sherman discussed voting yes reluctantly due to price of gas.

D. Poliquin discussed no adjustments to Electrical Utility and Gas Utility.

S. Fitzgerald discussed background on the electrical and gas utility economic indicators and stable projections.

D. Poliquin discussed salary adjustments for Town Staff not affiliated with current union negotiations.

M. Curran discussed current listing and longevity.

S. Fitzgerald discussed merit increases awarded to employees within budget and performance review.

M. Curran discussed merit and performance; one time bonus; not necessarily a raise that would effect us; anticipation of reviews to come out of the \$30,000; one time item; looking at overall picture; over and above what was given last year; and seeing merit increase as something else.

S. Fitzgerald discussed using the \$30,000; providing employees with merit increase; and base salary adjustment and merit increase.

D. Poliquin discussed utilizing bonus; and one time deal to individual employees that the Town Manager sees fit.

R. Gray inquired when the changes would take effect.

S. Fitzgerald discussed July 1, 2010.

R. Gray inquired if this was paying back retroactively.

S. Fitzgerald noted that was correct.

R. Gray discussed real strange area; not wanting to get involved with managing employees; managing employees is Sean's job; BOS's job is to approve money for the budget; supporting increase because it is the Town Manager's job to manage the employees; and performance based merit based increase.

S. Fitzgerald discussed not recommending all employees receive same increase; the hope to have had this established this past June; employees have done terrific job; good performance system; challenges of collective bargaining process; pushing items off; and recommending that these adjustments be supported by the Board.

D. Poliquin discussed most increases should be performance based; issue with back dating until July 2010; \$13,357; and coverage until July 2011.

Board discussed first position listed; amount being carried in the line; money to be spent in 2011; revised salaries; possible additional increase; adjustment; one time adjustment; \$30,000; budgeting for performance evaluations; performance salary increase; retroactive; and merit coming out of another line.

Motion by J. Sherman to change the salaries for January 1st, 2011 as per Section V on the Town Manager memo dated December 20th, 2010.

2nd by R. Gray.

M. Curran inquired if these were for all non bargaining unit persons.

S. Fitzgerald noted that was correct.

Vote 5-0-0.

Motion carries.

Motion by J. Sherman to increase the FICA, Medicare, and NH Retirement per Section V per the memo dated December 20th.

2nd by R. Gray.

Vote 5-0-0.

Motion carries.

R. Gray discussed Operating Budget and \$30,000 budget and inquired what Sean recommended.

S. Fitzgerald suggested to further discuss details in Non Public.

D. Poliquin discussed bottom number of the budget.

M. Curran and S. Fitzgerald discussed Town Manager salary increase.

J. Sherman discussed Operating Budget; Finance Administration Budget: first line item; and proposed a \$5,000 decrease in the line item. The line is for the new position in Finance and the number is currently at the top of the range so he suggested to budget midrange rather than at the top. He suggested a reduction by \$5,000 from \$55,000 to \$50,000.

Motion by J. Sherman to change Finance Administration account 4150-10-110 reduce by \$5,000.
2nd by C. Blinn.

S. Fitzgerald thought that was low but noted at \$50,000 they should be able to attract someone to that position but was concerned about the salary level.

J. Sherman discussed justification for salary range and original discussion of range from \$50-\$55.

Board discussed applications; candidacy; and salary range.

Vote: 5-0-0.

Motion carries.

J. Sherman discussed Planning Budget; fourth line down; Description: Mapping; reducing line item; long range plan for GIS; wonderful tool; currently used but should use more.

S. Fitzgerald discussed Master Plan update and Plaistow First Committee; opportunities in Town; potentials; analysis; and supporting geographical locations.

J. Sherman and S. Fitzgerald discussed technology plan by end of year to justify GIS mapping.

J. Sherman noted he would defer one more meeting before he suggests to reduce the line.

J. Sherman discussed Cultural Budget; Old Home Day event; fireworks; and proposals sent out for \$10,000.

D. Poliquin discussed fireworks discussion at Rec Commission and possible proposal.

Motion by J. Sherman to reduce line 4589-10-855 (Cultural Budget) by \$5,000.

2nd by M. Curran.

Vote 5-0-0.

Motion carries.

M. Curran discussed being in favor of current person in the Health position; terrific job by person; not about the person, it is about the position; adding 5 hours to the current part time position making it full time; making this a permanent position; increasing additional 5 hours; administrative duties; shift in staffing; and concerns with administrative duties added to the job.

S. Fitzgerald discussed additional administrative duties; additional hours are for pandemic; ever emerging items for health issues; important position; broader health programs; different emergency response programs; mosquito control programs; public information; resource for helping to update website; more public outreach able to be done in the community; community defined programs; support for public information; advance public health outreach; emergency management and pandemic; recent scare with bird flu and public health threats; and regional planning.

D. Poliquin discussed current hours; additional hours; and development reduction throughout Town.

M. Curran discussed not increasing the hours at this time; keeping the hours at 32; and decision based on position not on person.

Motion by M. Curran to reduce from the recommended 40 hours back to the 35 hours per week to \$34,609 (Health Officer Position).

2nd by C. Blinn.

J. Sherman inquired what the total reduction would be.

S. Fitzgerald noted the reduction was \$4,787.

Vote 3-2-0.

Opposed: R. Gray and J. Sherman.
Motion carries.

R. Gray discussed Tax Anticipation Notes; carrying \$26,000 in the line; relationship with the school; how we actually expend money; and inquired if the Town really needed to carry the \$26,000.

S. Fitzgerald discussed carrying this amount; prudent thing to do; helping to manage the organization; and cash flow responsibilities.

J. Sherman discussed things being too unstable.

M. Curran discussed new Budget Summary handout; difference of \$7,000; and Personnel Administration reduction.

S. Fitzgerald discussed recommendation by Budget Committee and the BOS and reducing back to original submission.

WARRANT ARTICLES

S. Fitzgerald discussed Warrant Article changes listed in his Town Manager Report.

E. Public Safety Expansion Feasibility Study

Motion by J. Sherman to remove the word “best” in front of “determined” and add a semi colon after “Safety Complex”.

2nd by M. Curran.

Vote 5-0-0.

Motion carries

D. Poliquin read Article K.

K. Improvements at Recreation Facilities

Motion by J. Sherman to delete “including but not limited to picnic tables, benches and bike racks at the PARC, and a Sand Volleyball Court and Skate Park at Ingalls Terrace”. Also to correct the spelling of “funfing” to “funding”.

2nd by M. Curran.

Vote 5-0-0.

Motion carries.

M. Curran inquired about the wording for articles L and M.

S. Fitzgerald discussed conversation with attorney Kalman; actual vote has to be displayed but recommended does not need to be listed; and just the vote is required.

L. Raise for the Tax Collector/M. Raise for the Town Clerk

J. Sherman discussed changing the Intent on both Article L and M and information discussed at Budget Committee.

Board took five minute break from 10:25 pm to 10:30 pm.

***Motion by M. Curran to delete the word “requested” from both Articles and to post L and M to the Warrant as “posted to the Warrant by the Board of Selectmen” and to record the vote.
2nd by C. Blinn.***

R. Gray discussed not giving performance based raises to Tax Collector and Town Clerk and suggested for Sean to do Salary Survey.

J. Sherman thought the vote should reflect recommended or not.

D. Poliquin noted this does not have to do with persons in the position just the position itself.

Vote 4-1-0.

Opposed: J. Sherman.

Motion carries.

Above Motion is for both L & M Warrants.

Motion by R. Gray to change the wording of the Intent for both Articles L and M for both the Tax Collector and the Town Clerk – add the word “position” after “Tax Collector” and after “Town Clerk”.

2nd by C. Blinn.

Vote 5-0-0.

Motion carries.

P. Human Services – American Red Cross

J. Sherman discussed Article P and recommendation by the Budget Committee noting it should say not recommend.

J. Sherman discussed information Board received; terrific organization; and he was comfortable supporting their request for \$500.

Vote 4-1-0.

Opposed: M. Curran.

Motion carries.

R. Gray discussed Article F and suggested changing the fund.

D. Poliquin discussed last year sustaining at a minimum of \$25,000.

J. Sherman discussed being okay with leaving it at \$10,000.

R. Gray discussed reducing the amount listed for the raise and appropriate amount.

Motion by R. Gray to change the Building Systems Capital Reserve Fund Deposit from \$10,000 to \$4,600.

2nd by M. Curran.

J. Sherman discussed \$25,000 being a better number but he wasn't voting against, he was in favor of the fund and replenishing the fund.

Vote 5-0-0.

Motion carries.

PLAISTOW FIRST COMMITTEE'S RECOMMENDATION

Recommendation Number 1)

"That the Board of Selectmen contact and negotiate with the abutter(s) to the Public Safety Complex and the Cemetery regarding the possible land acquisition or use of that land or property."

***Motion by R. Gray to adopt Recommendation Number 1 of the Plaistow First Committee.
2nd by J. Sherman.***

R. Gray directed Town Manager to contact said abutter to come before Board of Selectmen to have a Non Public discussion.

J. Sherman discussed Safety Complex relocation/expansion and suggested holding a discussion about looking at the adjacent property before Town meeting.

Vote 5-0-0.

Motion carries.

D. Poliquin read Recommendation Nnumber 2 by Plasitow First Committee.

Recommendation Number 2)

"That the Board of Selectmen direct Town Staff to conduct a feasibility study of the possible acquisition and/or use of parcel of land identified as Tax Map 40, Lot 61 which abuts Town owned Lot 40-60 at the end of Davis Park and to ensure clear Town ownership of the parcel identified as Tax Map 40, Lot 60."

***Motion by M. Curran to adopt Recommendation #2.
2nd by R. Gray.***

Vote 5-0-0.

Motion carries.

D. Poliquin read Recommendation Number 3 by Plaistow First Committee.

Recommendation Number 3)

"That the Board of Selectmen establish a capital reserve fund for the acquisition of land and/or buildings; and that the income from the disposition of Town-owned lands and/or buildings be deposited into this fund."

M. Curran discussed purchasing and disposing of property.

J. Sherman discussed Capital Reserve fund for this purpose; acquisitions; and 148 Main Street.

R. Gray discussed additional need for recreational land.

Board discussed acquisition; Capital Reserve fund; recommendation; Warrant Article; and requirements.

***Motion by J. Sherman to adopt Recommendation #3.
2nd by R. Gray.***

J. Sherman suggested to draft a Warrant Article and get it on with the other Warrant Articles.

***Opposed: M. Curran.
Vote 4-1-0.
Motion carries.***

J. Sherman discussed Recommendation #4.

D. Poliquin read Recommendation Number 4 by Plaistow First Committee.

Recommendation Number 4)

“That the Board of Selectmen confirm that the Town has clear record title to parcels Tax Map 6, Lot 3, Tax Map 7, Lot 1 and Tax Map 18-14 and that they be added to the Town Forest subject to clear title.”

***Motion by M. Curren to adopt Recommendation #4.
2nd by R. Gray.
Vote 5-0-0.
Motion carries.***

TOWN MANAGER’S REPORT:

S. Fitzgerald discussed:

- Land swap with NH DOT for Hazeltine and Route 121A; moving forward; inquiry as to name; and suggested to hold discussion at a later date.

J. Shemran discussed calling it Boarder Street.

S. Fitzgerald discussed naming it in honor of someone.

- Beede meeting.
- Last weeks meeting with Wal Mart representative, Attorney Imse.
- Mayor Lozeau’s attendance at January 10th BOS meeting to discuss Pennichuck acquisition.
- Town kennel 90% complete.
- Playscape delivered.
- Ice rink is in progress.
- Wonderful toy drive by Lions.
- Santa was in Town yesterday.

OTHER BUSINESS:

No other business.

R. Gray inquired about the Town hall generator.

S. Fitzgerald discussed Mike working with required persons.

D. Poliquin reminded all: Committee Sign Ups are January 19-28 and Town Hall is closed on Friday, December 24th and Monday, December 27th - after Christmas.

SIGNATURE FOLDER:

Signature Folder and Manifest were going around.

SELECTMEN'S REPORTS:

M. Curran discussed Santa went by her house; Gizmo and her greeted Santa; her opportunity to go over to the Senior Center on Saturday for Breakfast with Santa which was sponsored by the Lions Club and Wal Mart. They raffled off a quilt and the money raised is used to support their activities.

C. Blinn discussed cancellation of Conservation Committee meeting at the last minute and he saw Santa go by his house.

J. Sherman discussed Budget Committee meeting tomorrow; Town Report meeting tomorrow at 5:30; and Plaitow First Committee will meet on January 5th at 3:30. He wished everyone Merry Christmas.

R. Gray discussed Planning Board meeting last week; information in Sean's report; and Town Report Committee to meet tomorrow at 5:30. He wished all a Merry Christmas and Happy New Year.

D. Poliquin discussed Rec Commission meeting: playscape stored; summer rec hiring; policies to be forwarded to Town Manager which may come before the BOS; items they want to see in the Master Plan and CIP; 40 x 80 skating rink in place at new field; and signs ordered and are being put in place.

M. Curran discussed concern regarding public skating and a hockey game being started.

D. Poliquin discussed everyone cooperating - no different than skating behind Historical Society.

D. Poliquin discussed Beeded meeting with Sean, Robert Gray, Representative Major and Weyler and Senator Morse at DES; progress made; the opening that the Town needed; and attendance at Family Mediation which was really a non meeting.

Public Meeting adjourned at 11:30 pm.

Respectfully Submitted,
Audrey DeProspero