



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 25, 2010

**MEETING CALLED TO ORDER:** 6:34 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 October 18, 2010 with correction to last paragraph on page 1 (spelling of T. Cullan to be corrected to T. Cullen).*

*2nd by R. Gray.*

*Vote 4-0-1.*

*Motion carries.*

**COLORING CONTEST**

Buzzy Blinn, Michelle Curran and Carli Malette presented prizes to winners of coloring contest.

Most Creative: Age Category 4 – Michael Savage; Age Category 6 and 7 – Billy Savage; Age Category 8 and 9 - Chloa Groudass; Age Category 10 thru 12 – Tie - Padraic Moley and Emma Moley.

Regular Coloring Contest: Ages 2-3: 2nd Place Tie - Alexa Hoch and Allison Gauthier; First Place - Nicholas Sinotte; Ages 4 and 5: Third Place - Laney Parker; Second Place - Leger Russell; First Place - Shayna Leger; Age 6 Years Old: Third Place - Misha Cross; Second Place - Cameron Leger; First Place - Mya Russel; Ages 7 and 8: Third Place – Billy Savage; Second Place – Ashley Brown; First Place – Matt Lajoie; Age 9: Third Place – Emily Heffernan; Second Place - Samantha Carrigan; Third Place - Cloe Groudass; Ages 10 thru 12: Third Place - Padraic Moley; Second Place - Georgia Groudass; and Third Place - Emma Moley.

**PUBLIC COMMENT:**

No one present for comment.

**CASA (Court Appointed Special Advocates) Kathy Vachon**

Patricia Fillio attended in place of Kathy Vachon.

P. Fillio discussed CASA; started in 1977 for abused and neglected children; solely to represent the best interest of the children so their voice would be heard in court; community volunteers that

represent all children; nationwide; came to NH in 1987; 400 trained volunteers; last year volunteers worked with 1,170 children; they work in the best interest of the children; they write reports and speak in court; 21 paid staff in NH - supervisors, staff attorney and trainers; Plaistow operates out of Brentwood Family Court; difficult to determine how many children helped were actually from Plaistow; Brentwood services the surrounding communities; 44 children serviced out of Brentwood Family Court so far; and donation is to help support their paid staff.

R. Gray inquired what would happen if Town did not choose to fund the program.

P. Fillio discussed children not having a volunteer to help them but would get a court appointed attorney paid by the state.

J. Sherman inquired if CASA was asking all communities in the state, how many currently contribute, was each community being asked to contribute the same amount, and did any other agencies offer a similar item.

P. Fillio discussed funding: 67% from State of NH, 25% from individual donors, 7% from private, and 1% from businesses; lawyers appointed; Guardians ad Litem; appointed by the judge.

J. Sherman and P. Fillio discussed how CASA works.

Board requested number of children from Plaistow.

P. Fillio noted number could not be determined, children from all over, not specific to Plaistow.

S. Savage discussed organization being viable and supported by the Police Chief's Organization.

S. Fitzgerald discussed regional school district; seeing a great deal of young adults in our community; financial difficulties in the home; and CASA being a good asset for community children.

J. Sherman discussed how new agencies were added to Human Services - Warrant Articles.

D. Poliquin thanked Patricia for coming.

### **MAIN STREET STUDY**

Dave Walker from RPC was present to discuss the Main Street Study.

D. Walker discussed working with the Town via the Highway Safety Committee on the traffic study done on Main Street; data processing; turn counters; automated traffic recorder; volume data; interaction with Highway Safety Committee; feedback from Highway Safety Committee; speed data; general overview of what traffic calming is; recommendations; charts; graphics; southbound weekday traffic volumes; varying levels of traffic; truck data; and direction of volumes.

J. Sherman inquired if there were any conclusions to this information or just fact finding.

D. Walker discussed conclusion drawn - more convenient to use Main Street instead of Route 125.

R. Gray discussed road/street swap and possible change in traffic.

J. Sherman inquired as to what was considered a heavy truck.

D. Walker noted everything that has 4 axles or more.

D. Walker discussed roundabout on Main Street; approach to Main Street; intersections; very low speed; and the many benefits to a roundabout.

J. Sherman discussed slowing traffic before it gets to school.

D. Walker showed and discussed general images and examples of things that could be done: buffer zones; bus pull outs; landscaping; lighting; designs for raised cross walks on Main Street; DOT not being favorable to raised crosswalks; and getting vehicles to slow down for pedestrians.

J. Sherman and D. Walker discussed replacing island on Main Street with roundabout and trees; esthetic precedence, providing shade and a buffer between roadway and pedestrians.

D. Walker noted Plaistow's roundabout was modeled after the one in Rye.

J. Sherman noted the goal was to drive the motorists from Main Street back to Route 125.

D. Walker agreed with J. Sherman.

S. Fitzgerald discussed speed study helping to define where traffic really does pick up.

R. Gray discussed making Main Street less desirable to drive than Route 125.

BOS discussed crossing Main Street.

D. Poliquin discussed bump outs with plantings and people stepping off them.

S. Savage discussed design, visibility and parking - both head in and parallel.

D. Walker discussed low plantings and canopies.

D. Poliquin inquired if the area was wide enough for parallel parking.

D. Walker discussed Pollard School area being wide enough to accommodate.

R. Gray and D. Walker discussed lighting issue; roundabouts being more lighted; pedestrian crossings being well lit; and warning signs for curve coming.

J. Sherman read paragraph on page two of handout and asked David Walker to elaborate on it.

D. Walker discussed traditional Main Street communities.

S. Savage discussed lighting along Main Street corridor and suggested using different lighting.

L. Komornick discussed village center; overlay district; first step to mixed use; and struggling with allowing residential and commercial use.

R. Gray discussed being zoned for C2; and someone living in a home and having a business.

M. Curran discussed pre existing businesses; allowing persons to live; and to encourage those small mom and pop businesses.

S. Fitzgerald discussed future use of Chart property; transit authority; mixed use properties; signs pointing to village district; Pollard School; conservation land on Main Street; defining pedestrian pathways; creative economy; and vision for Main Street.

Board discussed owning the road and no thru trucking.

J. Sherman discussed graphs presented; Southbound traffic with single peak; persons commuting to work in MA; and State of NH not doing enough to attract jobs to NH so persons don't have to commute to MA for work.

D. Walker discussed census numbers; information received; number of persons commuting to MA increased but number of persons decreased; pattern as regional whole was that fewer were commuting to ME; and more people were commuting to Manchester and Nashua.

J. Sherman discussed second graph being all persons coming back that commuted in the morning and all others were coming to shop.

D. Poliquin thanked David Walker for coming to Plaistow and making his presentation.

## **BUDGET REVIEWS**

### **Health**

Dennise Horrocks presented Health Department Budget.

D. Horrocks discussed food establishments in Plaistow; temporary food establishments; child care establishments; public schools; inquiries regarding water quality, health issues, and nuisance complaints; revenues collected; Permanent Position increased due to increase in hours per week;

S. Fitzgerald discussed key municipal voice; additional evolving issues; justified increase in hours; utilizing additional hours; and meeting most important responsibilities of keeping families safe.

D. Poliquin agreed with Sean and inquired if the Board was allowed to make the change in hours from 35 to 40 under the new structural bargaining unit.

S. Fitzgerald noted he could ask legal counsel.

R. Gray inquired about reasons for five hour increase.

D. Horrocks discussed emergency management; unsanitary housing issues; hoarding issues; looking into a hoarding task force; involvement from outside agencies; struggles of people; and working toward other goals such as updating the Town's web site.

D. Poliquin discussed emergency management and inquired if elderly affairs fell under Health.

S. Fitzgerald discussed elderly affairs not falling directly under Health's control; community policy for elder affairs; Rec Director; and team involvement by Health Officer.

D. Horrocks discussed development of emergency assistance card for seniors at Vic Geary.

R. Gray discussed concern with Health Officer doing Town web site if it is not in job description. Sees Sean's point as being helpful to the Town in assisting with postings for emergency issues however putting minutes on the web page is clearly an IT person's function.

S. Fitzgerald discussed Dennise not being key IT person; redundancy; coordinating with other staff to post minutes to web; utilizing technology; continuing staff development; Dennise is a tremendous resource; few part time and full time staff; and additional hours help support interdevelopment.

R. Gray inquired if the Town was to replace her then would this be part of her job description.

S. Fitzgerald discussed helping others; various means of technology; and web administration not being a core function of the Health Officer's job.

M. Curran discussed Dennise being an asset to the Town; making a full part time position to a full time position; and just looking for clarification of the additional five hours.

R. Gray requested copy of Health Officer's description. He noted if the Health Officer needed more administrative hours then he could see supplying those hours however he had a hard time understanding the need for the additional five hours requested.

S. Fitzgerald discussed Health Officer's position evolving over the last few years and Town being recognized as a regional leader.

D. Horrocks discussed Telephone increased due to addition of blackberry; Training and Dues remained unchanged; and General Supplies increased because State adopting FDA food code which will change inspections rules and the way of doing inspections.

J. Sherman and D. Horrocks discussed the number of food establishments in Plaistow (54).

D. Horrocks discussed Office Supplies, Postage, and Mileage remained unchanged; Medical Services is flu shots for Town Hall Staff, Library and Elected Officials and remained unchanged; Water Testing level funded; and Mosquito Control remained unchanged.

J. Sherman and D. Horrocks discussed Mosquito Control.

D. Horrocks noted there was no end in sight for need to continue to budget money.

***Motion by J. Sherman to approve the Health Department Budget in the amount of \$84,171.  
2<sup>nd</sup> by M. Curran.***

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

***Motion carries.***

Recreation

S. Fitzgerald noted he was notified late that Carli was unable to present the Rec Budget and was willing to present.

J. Sherman and D. Poliquin were in agreement for Sean to present Recreation Budget.

S. Fitzgerald requested that Lori present Welfare Budgets first.

Board agreed.

Human Services

Lori Sadewicz presented Human Service Budget.

L. Sadewicz discussed Human Services Agencies: level funded Family Mediation, Rockingham Visiting Nurses Association, Rockingham Community Action Program, Sexual Assault Support, Crisis Pregnancy Center, A Safe Place, and Child Advocacy Center. Center for Life Management requested an increase of \$1,500 and Sad Café was level funded.

M. Curran requested to see application from Sad café.

L. Sadewicz agreed to send her a copy.

L. Sadewicz discussed level funded: Retired Senior Volunteer Programs, Greater Salem Caregivers and Vic Geary Center. Lamprey Health requested an increase; SeaCare Health level funded; Rockingham Nutrition & Meals on Wheels requested increase of \$1,552; and Community Health Services was level funded.

***Motion by J. Sherman to approve Human Services Budget in the amount of \$73,008.  
2<sup>nd</sup> by R. Gray.***

R. Gray inquired about withdrawals requested by agencies and if it put the Town in money harm.

L. Sadewicz discussed being careful of paying out requests and allotments required to be requested but not arbitrarily sent out.

M. Curran and L. Sadewicz discussed supporting current agencies and Warrant Articles for new.

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

***Motion carries.***

Human Services Administration (Welfare Administration)

L. Sadewicz discussed level funded: Welfare Director's Salary, Training, Dues, Office Supplies, and Mileage/Travel.

***Motion by J. Sherman to approve the Welfare Administration Budget in the amount of \$840.  
2<sup>nd</sup> by M. Curran.***

R. Gray suggested removing the Welfare Director's Salary line.

M. Curran discussed leaving the line and wanting to keep that line open for future developments.

S. Fitzgerald discussed line being zeroed for the past few years and the ability to remove.

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

***Motion carries.***

**Human Services Assistance (Welfare Direct Assistance)**

L. Sadewicz discussed RSA and expending funds as necessary; Shelter/Rent level funded; Food/Markets suggested to change line to just Food because Town does not issue vouchers to Markets; also suggested supporting the food pantry or keeping a small supply of dry goods in the welfare office for emergencies; Telephone Service level funded for emergency basis if someone needs phone service; Unitil Electric level funded - assisted some however individuals are encouraged to get on a payment plan with Unitil; Heat level funding at \$5,000; Medical at \$2,500 because Town has found other sources - discounts for medicines and other avenues to send people to; Miscellaneous Assistance increased by \$250 because persons who come in do not have personal items such as bus fair, cab fair, or personal products and current supply is diminished; and Funeral Assistance level funded.

***Motion by J. Sherman to approve the Welfare-Direct Assistance Budget in the amount of \$53,600.  
2<sup>nd</sup> by M. Curran.***

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

***Motion carries.***

D. Poliquin turned the meeting over to Buzzy Blinn at 9:30 pm.

**Recreation**

S. Fitzgerald discussed Recreation Budget. He noted Carli took ill tonight however he had sat down with her earlier and discussed this budget previously. He discussed funding for tents not included in the budget; building a shelter for 2010; encumbered funds; lease to own tents; seeks Board's support for different strategies to meet financial costs for operating out at PARC; many lines have been level funded; Director Salary covers 2,080 hours at \$18.73 for \$39,208; Part Time level funded for Summer Director, Assistant Director and 14 staff members; Overtime level funded; Uniforms increased by \$500 for campers, staff and CIT T-shirts, hats and sweatshirts; Telephone increased by \$400 for the cost of cell phones and land line at PARC, Ingalls Terrace and Town Hall; Electric for fields and Director Training level funded; and Supplies and Equipment increased for a lap top computer for supporting the rec program to allow Carli to be mobile but to keep track of data. This line also supports the cost for 6 picnic tables.

J. Sherman and S. Fitzgerald discussed benches; cost; and anchoring them down.

R. Gray and S. Fitzgerald discussed tables moved from Smith Field to PARC; two tables moved back to Smith Field; and the purchase of 6 new tables for PARC.

S. Fitzgerald discussed Postage level funded; and Equipment Maintenance decreased.

J. Sherman inquired if the Equipment Maintenance line was for tennis courts.

J. Sherman and S. Fitzgerald discussed the phasing out of the tennis courts; people using the ones at the high school; and possibly replacing with boche ball and/or volleyball courts.

S. Fitzgerald discussed Groundskeeping level funded since Highway Department assumed most of the work; Mileage & Expense Reimbursement decreased by \$100; Summer Recreation Program level funded; potential increase for a 7<sup>th</sup> week of summer rec; seeking thoughts from the Board; Summer Transportation decreased – thought was to make more use of PARC; Community Trips level funded; Community Transportation decreased; Plaistow Pride level funded; Concerts increased \$1,000 to support additional concert on the Green; Senior Programs increased; Senior Trips level funded; Senior Transportation level funded; Special Events increased; Baseball Leagues reduced by \$529; Little League Baseball level funded; Softball decreased by \$445; Youth Disbursements decreased \$250; Miscellaneous Town Events level funded; Umpires Baseball/Softball decreased; and Holiday Events level funded for a total bottom line of \$201,872 which is a reduction of \$1,907.

***Motion by R. Gray to approve the Recreation Bdget in the amount of \$201,872.***

***2<sup>nd</sup> by M. Curran.***

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

***Motion carries.***

#### EPA Access Route Discussion

S. Fitzgerald discussed update for BOS; conversation with Robert Varney former EPA Administrator for Region I; advice; conversation; meeting with Attorney Kalman and Board; conversation with Representative Major who suggested waiting until after November 2 due to election season and officials being busy; conversation with Doug Gutruj, Assistant to Administrator of Region 1; understanding Town's concerns and looking for direction from the Board.

M. Curran noted she was not here last week and discussed articles in newspaper; how residents were contacted; conversation with resident that indicated BOS was on board with this decision, ongoing and was in agreement. She informed person that BOS were not informed and noted she was very displeased with the way things were done.

***Motion by R. Gray to direct the Town Manager to contact Mr. Varney and Attorney Kalman to set up a meeting at the end of this week and to futher to continue pursuing meeting with Region 1 Administrators in Boston.***

***2<sup>nd</sup> by J. Sherman.***

S. Fitzgerald noted he would like to have Tim Moore attend however Tim is out of Town.

R. Gray noted if they were going to go into business with Mr. Varney then he was not sure if Tim could attend but he was in favor of having Tim present.

S. Fitzgerald noted he would speak to Attorney Kalman regarding this matter.

J. Sherman inquired if this was going to be a posted meeting with mintues.



S. Fitzgerald noted this would be a meeting for BOS and legal counsel only.

M. Curran inquired about attendees.

S. Fitzgerald noted BOS and possibly Representative Major.

J. Sherman discussed EPA newsletter and contradictions:

- potential traffic signal at Danville Road and Main Street – in some areas it was noted that it is permanent and then other places potential – wants confirmation as to which it is;
- talks about 30% plan – the PRPs will be developing the 30% plan not the EPA;
- now the PRP group is referred to as PSD (Performing Settling Defendants);
- they talk about avoiding operations during school busing hours – looking for more specifics as to what that means.

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

***Motion carries.***

#### **TOWN MANAGER'S REPORT:**

S. Fitzgerald discussed:

- EPA.
- Budget Committee meeting; table included to show changes; and inquired if the Board wanted to do the review this evening.

J. Sherman noted he was in favor of going over the reviews this evening.

#### Planning Budget

S. Fitzgerald discussed Planning Budget - longevity was not included, the right number was Budget Committee number (\$76,087).

***Motion by J. Sherman to approve the Planning Budget in the amount of \$76,087 just to correct longevity, and be in sync with the Budget Committee.***

***2<sup>nd</sup> by M. Curran.***

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

***Motion passes.***

#### General Government Buildings

S. Fitzgerald discussed correct bottom line of \$181,710 as approved by Budget Committee – error in salary line and longevity.

***Motion by J. Sherman to approve General Government Buildings in the amount of \$181,710.***

***2<sup>nd</sup> M. Curran.***

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

***Motion carries.***

#### Police Department Budget

S. Fitzgerald discussed Chief Savage not having correct number for prosecutor, additional \$841 requested, and increase in maintenance contract for monitoring device.

***Motion by J. Sherman to approve the Police Department Budget in the amount of \$1,836,939.  
2<sup>nd</sup> R. Gray.***

R. Gray and S. Fitzgerald discussed prosecutor's increase; decision for 4%; and County Attorney setting salary not Police Chiefs.

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

***Motion carries.***

**Building Inspection**

S. Fitzgerald discussed Building Inspection longevity miscalculation of \$250.

***Motion by J. Sherman to approve Building Inspections Budget in the amount of \$107,971.  
2<sup>nd</sup> by R. Gray.***

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

***Motion carries.***

S. Fitzgerald discussed:

- Coming to the end of the Budget season; staying on track with the budgets; and Budget Committee and Town staff have done a great job.
- CASA was here this evening to request funds from the Town.
- Cable Studio repairs continue to move forward; live feed from the Library; and Library can now broadcast live.
- Fire Department has received some funding and Fire Chief will come in to speak to BOS.
- Gazebo permit in the Selectmen Signature Folder.
- Larry Gil has been appointed to Planning Board.
- Garden Road bridge moving forward; finalizing sidewalks; bridge dedication; and mock up of plaque in Selectmen's folders.
- Complaint regarding Pro Bark; visit to the site with Inspector Dorman; larger volume of mulch; and looking to meet with owner to review site plan.

Board discussed Pro Bark issues: smells, noise and operating beyond their hours of operations.

S. Fitzgerald discussed:

- Copies of Rec Commission's recent updates on Baseball policies in Selectmen's folders.
- Tomorrow is fire prevention day at Vic Geary and raffle for carbon monoxide detector.
- Toddler Trick or Treat is this Friday from 10am until noon.
- Pumpkin lighting is scheduled for Friday on the Town Green.
- Trick or Treat is Sunday from 5:30 to 7:30 pm.
- Disappointing news for Plaistow – Plaistow did not receive money for Tiger funding.

J. Sherman inquired what was next.

S. Fitzgerald discussed CMAQ; strategies; capitalizing on lessons learned; and federal reauthorization act.

J. Sherman and S. Fitzgerald discussed effort; time frame; and meeting goals.

J. Sherman and S. Fitzgerald discussed if Town was awarded funds then BOS would have to accept those funds.

S. Fitzgerald discussed had Town received funds then they would be in a better position to win state and federal funds; earmarking grant; additional allocation; and additional funding support through other programs.

J. Sherman noted he was disappointed that no Selectmen were interviewed for the newspaper.

S. Fitzgerald discussed LGC Convention scheduled for November 17-19.

### **OTHER BUSINESS:**

R. Gray discussed traffic safety concern: End of Forrest Street and Main Street, across from the bank, the road kind of curves as you go north on Main Street - on the left hand side of the double line there is a white line which looks like you would use the white line to stop but in order to use that line you need to go into the left hand lane and if there was someone coming you would be in their lane.

### **SIGNATURE FOLDER:**

Signature Folder and Manifest were going around.

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

J. Sherman discussed:

- BudCom met last week; they are on schedule; and you can see from Sean's report that they are in sync with the BOS.
- Plaistow First has a meeting Wednesday afternoon of this week; going well; gathering information; he is on the Usage Sub Committee; Sean provided information for them; and he is trying to get the Sub Committee together before Wednesday.
- CIP is done.

S. Fitzgerald discussed Economic Development Committee meeting this Friday at 11:30 at Town Hall. Members of the small business community are invited along with the Selectmen.

R. Gray discussed:

- Planning Board met last week; only a couple of things to report; Ron Brown served the Town with a law suit; he applied for 144 units for work force housing and the Planning Board directed Leigh to return the application fee. He served the Town and is planning on taking them to Superior Court.
- Notice in FYI folder regarding warrants for upcoming elections on Planning Board issues; notice of first public hearing is in mid November; and BOS to see Planning Board Warrant Articles.
- Meeting last Tues with Historical Society; pretty eye opening experience; spoke with Sean regarding meeting; Society pointed out several deficiencies in their building; not brought to the Board because they were afraid the Board would kick them out of the building if they became a nuisance; and suggested to have a Selectmen representative attend that society.

M. Curran discussed leasing the Society the building and defining their rolls a little bit better.

S. Fitzgerald discussed window that needed to be repaired; Facility Manager to tour building and work on items in need of maintenance; and conversation to be had with Society regarding not bringing items of concern to the Board.

R. Gray discussed:

- Meeting with Bob Harb tomorrow to review their findings and generate a report.
- Plaistow First Committee meeting Wednesday afternoon.
- Finished training on line for certification through the Secretary of State for the Election Laws.

M. Curran discussed attendance at Fire Fighter/EMT John Wood's benefit; great turn out of Town's people and Town staff.

C. Blinn discussed Conservation meeting: they discussed Smith Property, 148 Main Street and Tiger Grant.

**NON PUBLIC – RSA 91-A:3, II (e) Legal Matters**

C. Blinn inquired if a Non Public was needed.

S. Fitzgerald noted one was not.

M. Curran requested holding a Non Public prior to the beginning of next weeks meeting regarding contract negotiations and personnel.

Public Meeting adjourned at 11:20 pm.

Respectfully Submitted,  
Audrey DeProspero