



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 4, 2010

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

**SELECTMEN:**

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

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

**AGENDA:**

**MINUTES:**

*Motion by M. Curran to approve the minutes of September 27, 2010 as written.*

*2nd by R. Gray*

*Vote 2-0-2.*

*Abstain: C. Blinn & D. Poliquin*

*Motion carries.*

**PUBLIC COMMENT:**

No one present for comment.

**NOTIFICATION/ACCEPTANCE OF 2010 GRANT AWARD/RPC PLANNING ASSISTANCE/PLAISTOW MBTA PROJECT – TOWN MANAGER**

S. Fitzgerald discussed Plaistow Rail project and water resources noted Dan Poliquin signed grant application along with Tim Moore. The application has allowed the Town to receive close to \$30,000 in technical assistance funding and a vote of the Board of Selectmen is required.

*Motion by M. Curran to accept the Rockingham Planning Commission Grant in the amount of \$29,875.*

*2nd by C. Blinn.*

R. Gray discussed public hearing rules.

S. Fitzgerald discussed accepting grants and noted this was not a donation.

D. Poliquin discussed RPC grant and noted this was not a donation.

S. Fitzgerald discussed Board having to publically notice the information about the grant and the need for the Board to accept those funds.

*Vote 4-0-0.*

*Motion carries.*

S. Fitzgerald discussed aggressively pursuing grants to lessen the burden on tax payers.

**NOTIFICATION OF 2010 COPS GRANT AWARD – CHIEF SAVAGE**

S. Savage discussed application for federal grant; not doing well in round one; highly competitive grant; geographically located; expanding part time detective; hiring new officer; and trying to decide what was the best way.

S. Fitzgerald discussed full weight and measure of grant; conversation with Chief Savage regarding how many positions and what could be achieved; scheduling another meeting with the Chief to go over the grant; grant paperwork is extensive; detailed information; no commitment other than to fund the fourth year; provision if Town does not include those funds as part of the Town meeting then Town would not have to pay back those funds; Town attorney to look at and review information pertaining to grant; and Board of Selectmen being asked to accept these funds.

M. Curran requested more information on the fourth year, time and money invested to make sure it is used to the Town's best ability regarding the person being hired as temporary.

S. Savage discussed need to cut back, lay off, and reduction of forces.

S. Fitzgerald discussed investigating tactics regarding how to keep Plaistow safe and noted this was an extraordinary grant for the Town. He thanked the Board for their leadership in allowing Town staff to go after grants that are an improvement to the Town.

D. Poliquin thanked both Chief Savage and Sean for their help with this grant.

S. Fitzgerald discussed 90 days to accept funds; completing decision over the next 30 days; immediate needs; busy agenda; staffing adjustments; and strategy regarding community policing.

R. Gray discussed 3 years ago Police Chief presented staffing plan to Board regarding additional officers and inquired what was the change in call service from then to now.

S. Savage discussed overall calls have gone up; being at an okay level; from staffing point of view if things picked up on Route 125 then we would have to re examine as a group; more than satisfied with one hire; and comparison being close to Seabrook and Windham and the same with Raymond, NH.

R. Gray discussed actual money for the grant itself (\$231,000 over a 3 year period) and inquired when the money was delivered; if it was over a certain time frame, was it within our budget season or did the Town need to raise taxes.

S. Fitzgerald discussed not having to raise taxes; typically drawing down on accounts whereas you submit forms and comply with federal funding forms; needing a little more information from feds and fiduciary responsibilities.

## **PRESENTATION OF 2011 PLAISTOW POLICE & ACO DEPARTMENT BUDGETS – CHIEF SAVAGE**

### **Police Department Budget**

S. Savage discussed structure point of view not having changed over the years; Administrative Salaries were \$278,095 now recommended \$281,208; and increased Part Time Record Clerk's hours so detectives do not have to do as much of the administrative tasks.

D. Poliquin discussed Part Time Record Clerk at 24 hours; Chief initially came to Board for temporary position; and the Board never approved a Permanent Part Time position.

S. Savage discussed looking for more hours because of responsibilities and going from temporary to part time.

D. Poliquin inquired when the transition took place.

S. Savage thought the transition took place a couple a years ago.

Board and Chief discussed prior person leaving and how current records clerk came to be.

D. Poliquin inquired if Sean was comfortable with the increase of hours.

S. Fitzgerald discussed additional hours being justified and monitoring the newly requested hours.

M. Curran inquired if this position was under the benefit hours of 32 because if it was not then it would be an added expense.

S. Savage discussed Part Time Records Clerk position purposely designed to stay under that threshold.

S. Savage discussed 2% increase for Prosecutor; Management Information Systems; Pre Employment Screening not changed; Training not changed; searching for tuition courses; Collective Bargaining Agreement Education increased from \$500 to \$1,000 for college course reimbursement; Memberships in Associations; Rentals & Leases for postage and copies decreased because they are using electronic document transfers; and General Supplies remained the same.

S. Fitzgerald discussed balance in General Supplies of \$6,800 which he reviewed with the Chief. They look at ammunition at the end of the year and the Town usually sees a big hit. That line does get used heavily and supplies are core essentials for the department.

S. Savage discussed K9-Supplies at \$2,000 which had dropped due to private funding; Office Supplies remained the same; Postage dropped due to electronic document usage; Equipment Maintenance/Repair had increased; Jail Maintenance increased for use of County Jail persons; Books & Periodicals and Equipment Purchase stayed the same; Unanticipated Expenses budgeted at \$500 and recommended to stay the same; running close but keeping it the same; Expense Reimbursement budgeted at \$1,500 and looking to keep it the same for the coming year; and Officer Salaries for 16 officers increased.

Board discussed steps, amount budgeted, ETO buy back and new money.

S. Savage discussed Part Time Officers for one officer who was back from Kuwait and Officer Overtime which covers mandatory overtime at the academy.

R. Gray discussed mandatory officer overtime because of scheduled overtime and inquired if the Chief could use part time persons to fill in as part of their work.

S. Savage discussed depends on shifts; after hours; saving whether you have all day shift persons come; saving when you have it on the night shift; and dates and availability of people.

S. Savage discussed increased Officer Uniforms which covers uniforms for Officers promotional stipends, cleaning reimbursements and soft body armor replacements; Telephone & Communications covers E911 line, fax line, four telephone lines, and cell phone and was decreased; Gasoline was flat lined for this year; and Vehicle Maintenance/Repair stayed the same.

D. Poliquin inquired if the Town still did patrols with OHRVS.

S. Savage noting not as often as they use to because the State was not funding as much.

S. Savage discussed Capital Equipment the same as last year.

R. Gray inquired which cars the Chief planned on replacing.

S. Savage discussed car #9 & 14. Car 9 is canine vehicle. Plan is to take regular line car rotate it down to the 9 car and replace the 9 and 14 car rotating down car 14 and possibly car 12 but it depended on the mileage of the vehicle.

S. Savage discussed School Crossing Guard was for two Crossing Guards for TRMS, TRHS and Pollard which was recommended to stay the same at \$16,512; Dispatch Salary is for 5 Full Time Dispatchers and had a small increase because of the step increases for the end of the contract; 2010 budgeted \$214,989 and 2011 requesting \$215,325; Part Time Dispatcher remained the same; Dispatch Overtime budgeted the same but may need an increase due to staffing issue to find one part time person to cover the upcoming hours; and Dispatch Uniforms decreased due to longevity and one person leaving and one coming back.

M. Curran inquired if the Insurance rolled over into personal salaries.

S. Fitzgerald discussed Personal Budget.

R. Gray suggested removing Outside Special Detail. He discussed Part Time Dispatch situation and inquired if the Chief was recommending an additional part time person. He also discussed overtime spending for dispatch and hiring others.

S. Savage noted he would like to look for an additional dispatcher but was waiting for information from the full time person because things may change and the person may only be out for short period of time and not a long time.

R. Gray discussed previous budgets presented by the Police Chief and inquired if he thought a 4.5 increase was good for his department or did he think they could do better noting the Police Department budget had gone up over the average.

S. Savage discussed increases in the budget having been related to the dynamic geographical location of the area; the uniqueness of what they were handling for a small town; reasonable amount to be spending; coming off five year contract; when five year contract was penned they were locked; and 85 % of the budget was related to personnel.

S. Fitzgerald discussed significant increases in budget; 2009 budget; and actuals.

***Motion by R. Gray to approve the Police Department Budget in the amount of \$1,835,943.  
2nd by M. Curran.***

M. Curran discussed approving budgets and then revisiting; asking all to bring down budgets through the process; and the Board not blanketing amounts, they were just giving passes to the next level.

D. Poliquin discussed report in Eagle Tribune of police cruiser being burned to the ground.

S. Savage noted it was a misprint.

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

***Motion carries.***

### **ACO Budget**

S. Savage discussed slight decrease in bottom line; and Part Time Position On Call at \$11.82 hourly.

M. Curran discussed receiving several phone calls regarding availability of ACO during the day.

S. Savage discussed ACO not available until 5:00 pm; maximizing the Highway Department by asking them during the day; and if it truly was an emergency then he could always ask a mutual aid person for assistance. He discussed looking into another part time day person because of the serious issues with a lot of road kills.

D. Poliquin discussed conversation with long time Plaistow resident who was interested in a part time day position.

M. Curran discussed growing concern to availability of ACO. She noted current person does a great job.

D. Poliquin discussed receiving a phone call requesting someone to be sent to school property because three dogs were wondering around during the day and he suggested for them to call dispatch.

R. Gray inquired which budget rabies shots fell under.

M. Curran noted Fire Department.

S. Savage discussed working with Town Clerk and ACO needing rabies shots in the past.

R. Gray discussed expense and association to what budget.

S. Fitzgerald noted he would look into but thought it came from the Personnel budget.

S. Savage discussed Part Time Position, Uniforms, and Medical Services for Veterinarian remained the same; Kennel Repair and Maintenance was a new line for 2011 and was an increase; Rentals and Leases was reduced; Training was reduced; General Supplies remained the same; Gasoline remained the same; Vehicle Maintenance decreased; Vehicle Repairs decreased; and Mileage Expense Reimbursement remained the same.

M. Curran discussed rotating down vehicles such as the Building Maintenance vehicle going to the ACO like it had been done in the past.

S. Savage discussed decrease in ACO budget to \$15,060 from \$16,910 in 2010.

***Motion by R. Gray to approve the Animal Control Budget in the amount of \$15,060.***

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

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

***Motion carries.***

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

S. Fitzgerald discussed:

- Busy week with municipal budgets trying to keep on point with Budget Committee;
- Received word of successful COPS Grants and revisiting in a couple of weeks;
- Highway Safety Committee meeting;
- Budget Committee meeting; no changes but several points made by Committee that needed to be brought back to BOS (he read list);
- Cable Studio corrected broadcasting;
- Visit to Vic Geary by Chief McArdle;
- Regional Selectmen meeting this past Thursday;
- NH Dept of Environmental Protection Agency's access route;
- Collective Bargaining sessions;
- Wet weather testing in the Town of Plaistow;
- Leigh Komornick working with TRHS regarding water testing kits;
- Garden Road Bridge arch was installed last Wednesday;
- CIP Committee has finalized CIP spread sheet;
- Draft of Warrant Articles has been prepared;
- Fire Department's Fire Prevention Week Open House scheduled for Saturday, October 9th from 9am-10am at the Safety Complex;
- Non Metal Bulk Pick Up scheduled for the week of October 26;
- Household Hazardous Waste Day scheduled for Saturday, October 30th from 9am until noon in conjunction with Atkinson, Danville, Hampstead and Kingston and will be held at the Hampstead Fire Station (he read the list of acceptable items);
- Chief Savage requested to hold an Evidence "Silent" Auction in conjunction with the Fire Department's Open House and Chief McArdle has been consulted and agreed;
- Plaistow Economic Development meeting scheduled for Friday, October 29th at 11:30 am;
- Dog Kennel activity update;

- Annual Flu shot clinic held last week at Town Hall; and
- Update on Town Manager's Goals.

#### **OTHER BUSINESS:**

R. Gray discussed memo he received about Nicholas Road cul-de-sac and inquired if the Town was going to pave that road.

S. Fitzgerald discussed addressing concerns and Town's responsibilities.

R. Gray discussed BOS making a decision this evening because the resident regarding the cul-de-sac was coming in Wednesday night to the Planning Board for their approval.

S. Fitzgerald discussed holding a detailed discussion with Attorney Kalman regarding his memorandum and then presenting the Board with detailed recommendations from Attorney Kalman.

M. Curran noted she was not prepared to make a decision tonight.

S. Fitzgerald discussed Bob and himself meeting with Attorney Kalman to discuss and get a good handle on the situation.

R. Gray requested for Leigh Komornick to sit in on their meeting.

#### **SIGNATURE FOLDER:**

D. Poliquin discussed Signature Folder and Manifest going around.

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

C. Blinn discussed no Conservation Committee and no Cable Committee meeting. He inquired what was going on with the Cable Committee meeting because they have not been meeting.

S. Fitzgerald discussed looking to have a ribbon cutting for the studio.

R. Gray discussed Regional Selectmen meeting on Thursday night; his attendance; attended by most communities; support of \$1,000 for maintenance of courthouse; and some having questions whether or not the amount should be based on per capita.

M. Curran discussed \$48,000 loss.

S. Fitzgerald discussed simple token of support.

R. Gray discussed other items on the Regional Selectmen Agenda: frivolous law suits for decisions made in that community (Atkinson) and that town having a different form of government. Questions came up regarding access to town hall and rooms in town hall. The next Area meeting is scheduled in February because of budget season. This coming week he will be attending Budget Committee meeting for John Sherman because he is out of town.

D. Poliquin discussed Consensus of the Board was that Robert Gray would attend Budget Committee Meeting in John Sherman's absence because Michelle was unable to attend.

M. Curran thanked Bob for going to Budget Committee.

R. Gray noted the Planning Board meeting this Wednesday.

M. Curran noted she had nothing to report but thanked Bob Gray for accepting and being able to attend the upcoming Budget Committee meeting tomorrow night.

D. Poliquin attended Highway Safety Committee meeting last Friday; they discussed traffic calming measures on Main Street; raised sidewalks; costs between \$7,000 and \$8,000 per sidewalk; ramification for plowing and drainage; a little more to be looked into; and the permission from NHDOT is also needed.

M. Curran inquired if the Town had received information for the Preliminary study.

S. Fitzgerald noted he would get the Board a copy.

D. Poliquin noted the draft of the study was not ready as of yet.

D. Poliquin discussed other information from Highway Safety Committee:

- Discussions revolving crosswalk areas and an issue with people driving and visual aids being needed such as strobe LEDs;
- Possible funding for crosswalks;
- Safe Routes to Schools;
- Items to be presented to BOS - plan for removal of these raised crosswalks if these are done on a test level basis;
- Question required to be brought to BOS – would Board support a public hearing on this type of traffic calming in front of Town Hall and Pollard School;
- Temporary use;
- Public hearing;
- Possible crosswalk and possible section of sidewalk on Kelly Road and Old County and lighting the intersection and entrance to Carli Way which is not a Town owned road;
- Dan Garlington brought forward Crane Crossing Road and posting No Trucking in conjunction with Newton. In most cases that road is not conducive to large trucks or straight jobs (No through Trucking 12,000 lbs and over).

R. Gray discussed most dangerous road in Town, no traction on road either, and ice buildup.

C. Blinn discussed swapping road with State which Norm Major was working on. He discussed calming on Main Street and no trucking.

S. Fitzgerald discussed request for Representative Major and suggested to have Representative Major come in and discuss with the Board.

R. Gray discussed Representative Major working on his own bill after winning the election.

D. Poliquin discussed Representative Major previously wanting to add the street swapping to another bill but could not.



D. Poliquin discussed:

- Tree on Forest Street and Route 108 relatively dead and a safety issue; gentlemen from the State said they take care of removal of trees within the right away of State roads however if impeded upon with power lines they would not but he would look into this and get back to Dan Garlington. Dan Garlington was to speak to property owner to get a release.
- No other meetings attended last week.
- Open House at Safety Complex this weekend.
- Plaistow Trick or Treat is scheduled for Sunday, October 31 from 5:30 pm until 7:30 pm.
- Toddler Trick or Treat is scheduled for Friday, October 29th from 10 am until noon and persons must register with Carli Malette.
- Pumpkin Lighting is scheduled for Friday, October 29th at 6pm

**NON PUBLIC – RSA 91-A:3, II (e) Matters of Litigation and (a) Matters of Personnel**

***Motion by R. Gray to go into Non Public under RSA 91-A:3,II (e) Matters of Litigation and (a) Matters of Personnel.***

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

***Board members polled: D. Poliquin = yes; C. Blinn = yes; M. Curran = yes; and R. Gray = yes***

Public Meeting adjourned at 8:48 pm.

Respectfully Submitted,  
Audrey DeProspero