



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, September 13, 2010

**MEETING CALLED TO ORDER:** 6:36 pm

**SELECTMEN:**

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

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

**AGENDA:**

**MINUTES:**

*Minutes will be reviewed at the next BOS meeting.*

**PUBLIC COMMENT:**

David English of 19 Marianne Drive discussed recent layover station comments in Lawrence Eagle Tribune newspaper.

C. Blinn arrived 6:37 pm.

D. English discussed layover station having a direct impact on where he lives; spot picked not being an appropriate spot for layover station; his concerns with the layover station; the people off of East Road being set away from Town because of Route 125 and the cement barrier that divides the road; other areas in Plaistow being a better choice for the layover station location - Process Engineering; persons and wet lands being impacted; volume of people coming into Town being from surrounding area; Plaistow being dramatically impacted; and Haverhill's layover station problems with engines running and fumes settling to the ground creating smog and pollution.

D. Poliquin discussed upcoming public hearings; not having answers at present time; eco friendly stations and Bradford station being in a valley.

D. English discussed information in papers being negative and his concerns.

J. Sherman inquired if Mr. English would be present for Wednesday's public hearing and how long he had lived in Plaistow.

D. English discussed living at Marianne Drive for 40 years and living in Westville not Plaistow when Westville had its own zip code. He noted he would be at Wednesday's meeting.

Ray Barboza of Marianne Drive discussed Home Depot trucks coming in after hours making more noise than Westville Homes; train layover and fumes not being a great idea for Plaistow; his idea of being able to have his son live in Plaistow like he has; his call to the MBTA to complain about the 3 am horn blowing of the train and his request to make it stop which has been done.

D. Poliquin inquired if Mr. Barboza would be attending Wednesday's meeting.

R. Barboza noted he would be in attendance.

S. Fitzgerald asked Don and Judy Sargent to approach the Board of Selectmen.

D. Sargent and J. Sargent extended their greetings to the Board members.

S. Fitzgerald presented Don and Judy Sargent with a Citation of Appreciation for their combined 30 years of dedicated service as Animal Control Officers to the citizens of the Town of Plaistow.

All Board members congratulated both Don and Judy.

### **CARLI / LIONS CLUB**

Carli Malette and Pete Johnson were present to discuss and accept monies raised by Summer Rec.

C. Malette discussed the \$149.58 donation raised by the Summer Rec program from their penny drive and bake sale noting the money was to go to children less fortunate.

C. Malette gave the donation money to Lions Club representative, Pete Johnson.

M. Curran discussed her attendance at the bake sale for the Summer Rec program and noted there were many sugar buzzed children that day. She extended her gratitude toward the Lion's members for their hard work and dedicated service.

S. Fitzgerald discussed Wal Mart grand reopening and their donation of \$1,000 to support some of the Vic Geary programs for the holiday and educational programs and noted the Town needed an official vote from the Board of Selectmen to accept the \$1,000 donation.

C. Malette discussed Wal Mart donating money every year at the end of the year to help with Christmas and health educational programs for the Vic Geary.

***Motion by R. Gray to receive a check in the amount of \$1,000 from Wal Mart to be use to support holiday and educational programs at the Vic Geary.***

***2nd by J. Sherman.***

M. Curran thanked Carli and the Lion's Club members.

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

***Motion carries.***

### **BUDGET REVIEWS**

#### **Tax (TAX COLLECTOR'S OFFICE)**

Rosemarie Bayek presented the Tax Collector's Office budget.

R. Bayek discussed her budget and noted it had not really changed that much. There was only an \$18 difference (increase) this year from last year.

J. Sherman suggested that the third line down TX Deputy (Deputy Tax Collector) be removed because it was all zeros.

S. Fitzgerald noted the line could be removed.

D. Poliquin inquired if the Tax Collector's office had seen a dramatic drop off of people paying.

R. Bayek discussed banks seem to be getting after the owners a lot sooner than they previously and a lot of foreclosures are being postponed by the banks.

J. Sherman discussed last line (TX-Research Unknown TC Deeds) of \$2,500 for Unknown Owners and inquired how many there were.

S. Fitzgerald discussed recent research which found 4 relatively small properties. This line helps the Town do legal research to help collect revenue owed on those properties.

J. Sherman inquired if \$2,500 was enough money to do all four properties.

R. Bayek noted it depended on how much research was needed. The last 4 researched cost over \$6,000.

J. Sherman noted he was in favor of doing whatever we could to get it cleaned up.

***Motion by J. Sherman to approve the Tax Collector's Budget for \$49,844.***

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

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

***Motion passes.***

#### **Finance (FINANCE ADMINISTRATION)**

S. Fitzgerald discussed Salary including Longevity; Stipends for Trustees of Trust Funds and two Auditors for \$4,954; Data Processing which included upgrades to BMSI software support and new programs for \$5,300; additional funds included in Training line for \$800; Office Supplies included additional printing needs of the office and an aged printer for \$1,000; Mileage Reimbursement was level funded for \$100; and the most significant increase was cost associated with audit which the Town would be going out to bid this year for \$25,000.

J. Sherman inquired when the Town would be going out to bid - in 2011.

S. Fitzgerald discussed later this fall. He had prepared a bid for financial services for auditing and it would go out in the next couple of weeks.

J. Sherman inquired if they may know the real number by the end of this year.

S. Fitzgerald noted yes they might.

J. Sherman and S. Fitzgerald discussed the current auditors and services.

R. Gray discussed software update and inquired if the number was firm or would they know a little bit more in the fall.

S. Fitzgerald noted they would know better in the fall.

R. Gray discussed the printer and inquired if the Finance operation could run their information through the current copier/printer downstairs.

S. Fitzgerald noted they could however; Finance prints confidential information about employees and to best manage confidentiality would be to have one in their office.

***Motion by J. Sherman to approve the Finance Administration Budget in the amount of \$ 80,154. 2<sup>nd</sup> by R. Gray.***

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

***Motion passes.***

#### **Assessing (ASSESSOR'S OFFICE)**

S. Fitzgerald discussed the hourly rate of \$14.79 and \$175 for longevity.

J. Sherman discussed longevity and suggested to remove from that line if a new person was being put in that position.

S. Fitzgerald agreed and noted the number may change and he wanted to be able to bring this information back to the Board at a later date.

S. Fitzgerald discussed additional training classes; level funded Assessor's Contract; Tax Map Updates; bringing maps into precise standards; proposal from firm to update the maps; figure being a little bit more than previously carried; updates for software increased; upgrades included \$950 service charge which includes installation on Town server; bill payment in a fiscal year cycle; some costs part of prior years; Dues stayed the same; General Supplies stayed the same; a new printer for personal desk top printing was needed; Revaluation/Update Notices stayed the same; Valuation Book was level funded at \$490 and Travel Reimbursement was increased due to necessary training.

J. Sherman discussed goal of making it easier for tax payers to see their property information on line and inquired if there was something in this budget that allows that to happen and the cost for such.

S. Fitzgerald discussed cost and ability to contract with firm that would allow for individual property tax cards to be on line. He noted he could provide the Board with some proposals he's received.

J. Sherman noted he would like to see some numbers regarding the cost and requested to have the Board updated with some of the goals.

***Motion by J. Sherman to approve the Assessors Office Budget for \$141,421 subtracting out the \$175 longevity.***

J. Sherman noted he understood that there may be more changes to this account however given what they know it didn't make sense to include longevity.

D. Poliquin reminded all that the Board could revisit these budgets.

*2nd by R. Gray.*

*Vote 5-0-0.*

*Motion passes.*

**Treasurer/Trustee/BudCom (FINANCIAL ACCOUNTING)**

S. Fitzgerald discussed budget having increased slightly for training.

*Motion by M. Curran to approve the Treasures Budget for \$8,414.*

*2nd by C. Blinn.*

J. Sherman noted for clarification this was the budget with the title of Financial Accounting.

*Vote 5-0-0.*

*Motion carries.*

**DEBT (INTEREST/TAN/PRINCIPAL)**

S. Fitzgerald discussed budget being level funded.

*Motion by R. Gray to approve Debt Services in the amount of \$26,000.*

*2nd by J. Sherman.*

D. Poliquin noted the Town does not have any current long term debt.

J. Sherman discussed Town's sources for revenue wait until the last minute to when items are due. For example the Department of Revenue submits their money owed at the last day of the year. His point was that it makes it more difficult to manage the day to day cash flow. He noted it was great that the Town did not have to take a TAN.

S. Fitzgerald and R. Gray discussed American Recovery Act reimbursements.

*Vote 5-0-0.*

*Motion carries.*

**REVENUE**

S. Fitzgerald discussed Revenue from Taxes; Revenue worksheets from BMSI; highlighted numbers; MS4 for DRA; Interest and Penalties in the amount of \$70,000; projecting to meet \$70,000; estimate of approximately \$74,000 to be taken in; \$15,000 Interest taken in for Past Taxes; Revenue from Town Clerk being down slightly; Inspection Fees dropped slightly over the years; Police License Permits and Fees included in the Inspection Fees; Town Clerk Licenses, Fees and Permit estimated at \$40,000 and year to date at \$40,985; this year being a little higher than previous; Dog License Fees; Boat Registrations; Governmental Revenues estimated at \$30,000 essentially for Victim/Witness Advocates; Revenue from the State of New Hampshire; NH Rooms and Meals projected at \$326,310; Highway Block Grant projected at \$135,232; and prior year Revenue for District Court Rental which Town no longer receives.

M. Curran inquired if the other communities agreed to pickup the cost for maintenance associated with the upkeep of the court.

S. Fitzgerald discussed sharing some of the costs and noted he would follow up with Chief Savage who was working with the other area Chiefs.

S. Fitzgerald discussed Other Revenue from Other Governments; \$34,000 budgeted with Atkinson Dispatching Services; School Crossing Guard and Resource Officer Reimbursement that Town has with the School District; Revenues from Departments; Summer Rec completed however the registrations were less than usual; targeting some of those revenues and those being a result of the economy; adjustment in Cable Franchise Fees made to generate a few more dollars to the Town; negotiating additional subscribers for the cell tower under Leased Land and Revenues from miscellaneous sources are going to meet their target.

M. Curran inquired if the Police grant with Banknorth had expired.

S. Fitzgerald noted he believed it had but would follow up on it.

S. Fitzgerald discussed Operating Transfer funds; transfer in from other funds; funds that Town appropriates; transfers in; projecting \$2,662,542 to come in; tight budgets; significant reductions; and supporting budgets, functions and services to Plaistow residents in a conservative budget.

R. Gray requested Sean to add a cell/column regarding what the Town budgeted last year.

J. Sherman discussed 2010 already being noted on the sheet and showed the location.

R. Gray noted that was what he wanted.

S. Fitzgerald discussed meeting with DRA and DRA setting the tax rate not the Town. He noted he could add a column titled "Projected Estimate for 2011".

J. Sherman discussed budget schedule and noted it was a good schedule. The BOS is one week ahead of the Budget Committee now but gets off track in October because the BOS does not meet on Columbus Day. He suggested adding a second meeting in October to get back on track or moving some budgets to other dates.

S. Fitzgerald suggested adding a couple of budgets to other dates.

J. Sherman discussed November 2<sup>nd</sup> Budget Committee not meeting and suggested asking them to meet on that date.

S. Fitzgerald suggested adding a couple of budget reviews.

R. Gray was concerned with upcoming fall events and projects and suggested to ask the Budget Committee to meet on November 2.

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

S. Fitzgerald discussed:

- Friday's Memorial Service which commemorated the 9th anniversary of the attack on the World Trade Center and the Pentagon. Claudia and Janet Flyzik were present along with Representative Norm Major and a number of students from the Pollard School. It was taped and will air on channel 17. Next year the Town plans to hold the service on a Sunday which will be the 10 year anniversary.
- Public informational meeting to be held on this Wednesday regarding the rail project.
- Friends of Rec will be holding their Fall Festival on Saturday, September 25th from 2-6 on the Town Hall Green.
- Tax Collector's recommendation to not deed five properties and the motion needed by the Board.

***Motion by R. Gray not to deed the five properties listed in the Town Manager's report of 9/13/10. 2<sup>nd</sup> by J. Sherman.***

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

***Motion carries.***

- MBTA – Letter received from Cliff Sinnot regarding the Notice of Grant Award – Plaistow/MBTA Commuter Rail Extension Planning Services. A Public Notice would need to be posted regarding those funds and then the Board can accept them at their next meeting.

R. Gray inquired where the money was coming from.

S. Fitzgerald discussed \$2,000 identified in the Planning Budget for technical assistance and the remaining would be due in 2011 and Town would budget for those funds.

S. Fitzgerald discussed:

- Town Hall Staff have started a Healthy Work Place Program by LGC.
- Plaistow First Committee is meeting this Wednesday.
- Meeting with Steven Leavitt to recognize his significant work accomplishments and services.
- Follow up to Selectman Curran's inquiries:
  - Rose Ave. It is not a Town Road however the Town has done cold patching on it to help maintain it. It is a private way.
  - Water line with Rockingham Athletic Club.
  - Line striping on Pollard Road were some areas did have dirt covered areas due to some landscaping that washed down
- Tomorrow is Town election the polls are open from 7am to 8pm at the Pollard School.

J. Sherman reminded Selectmen of the required presence to seal the ballots.

S. Fitzgerald discussed Goals.

J. Sherman inquired if the Smith property was listed as a Goal to research property only.

## **OTHER BUSINESS:**

No Other Business discussed.

**SIGNATURE FOLDER:**

D. Poliquin discussed Signature Folder and Manifest going around.

**SELECTMEN'S REPORTS:**

C. Blinn noted he had no reports.

J. Sherman discussed:

- Budget Committee meetings start tomorrow night and go every Tuesday. Glad the BOS reviewed the budgets this evening to get them to Budcom.
- Plaistow First meets Wednesday. Very optimistic as to what this committee can accomplish.
- His attendance at 9/11 memorial services. Glad to speak, really glad there was participation from Pollard School students. It was terrific. There is not a lot of foot traffic because the memorials are outback of Town Hall.
- Wednesday night's Public Informational session which he plans on attending. The meeting is scheduled to start at 7pm after the regular Planning Board meeting.

R. Gray discussed:

- Tomorrow is Election Day and he would be in and out all day.
- Planning Board meeting on Wednesday night regarding lot line adjustment which was looked at on Friday but it is not really cut and dry.
- The 7pm Informational meeting may be a little later because it may take a little more than a half hour for the Planning Board to go through their agenda.

M. Curran discussed Family Mediation meeting on Wednesday and trying to make it to the Informational meeting on Wednesday regarding the MBTA.

D. Poliquin discussed no other meetings since last Thursday; his possible attendance at Wednesday's meeting if he gets back in Town in time; and Wednesday's meeting being a Public Informational meeting on the MBTA Commuter Rail Project including the Status of Project, Status of Funding Requests (Grant Applications) and an Open Forum for Questions and Answers. The meeting is supposed to start at 7 pm but may be a little later due to the Planning Board agenda. He asked all to come forward and air their concerns to help the Board make their decisions.

J. Sherman reminded all that no decisions were going to be made at Wednesday's Informational meeting of the MBTA it was just an informational meeting.

D. Poliquin noted that this was not an actual meeting of the BOS it was posted just in case 3 or more members show up on Wednesday.

M. Curran noted Conservation Commission had posted also just in case 3 or more of their members showed up as well.

R. Gray discussed Planning Board will adjourn their meeting and then Tim More will hold the informational meeting regarding the rail station.

D Poliquin reminded residents: this is a recycle week; the Landfill is open Saturday from 7am until 3pm and Saturday there is a concert in the Park from 12-6 (The Power Station).



S. Fitzgerald noted there was to discuss EPA.

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

Respectfully Submitted,  
Audrey DeProspero