



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, September 27, 2010

MEETING CALLED TO ORDER: 6:37 pm

SELECTMEN:

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

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

AGENDA:

MINUTES:

Motion by R. Gray to approve minutes of September 20 with changes to pages 3, 7, and 8.

2nd by J. Sherman.

Vote 3-0-0.

Vote carries.

PUBLIC COMMENT:

No one present for comment.

BUDGET REVIEWS

Library

Jennifer Kiarsis, Laurie Houlihan and Catherine Willis presented Library Budget.

J. Kiarsis discussed Laurie Houlihan's retirement in November.

C. Willis discussed Library Budget Total Gross Expenditures for \$474,693; Library Funds Expenditures \$37,500; and Net from Taxation \$437,193.

Motion by J. Sherman to approve the Library Budget in the amount of \$474,693.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

Highway Administration

Dan Garlington discussed Highway Administration Budget being mostly level funded. The increased line was Highway Salaries because of longevity for all four employees.

Motion by J. Sherman to approve Highway Administration for \$267,843.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

Highways & Streets

D. Garlington discussed General Supplies level funded; Vehicle Maintenance increased; Vehicle Repairs increased; Equipment Purchase increased; Traffic Supplies, Crushed Stone, Drainage Improvements, Pavement Management; Rentals & Leases, Street Sweeping, Culverts & Catch Basins, Salt & Sand, and Snow Plowing all level funded; Tree Removal decreased; and Grounds Maintenance/Fertilizer/Sprinkler increased.

Motion by R. Gray to approve Highways & Streets for \$542,590.

2nd by J. Sherman.

Vote 3-0-0.

Vote carries.

Solid Waste Clean-Up/Landfill

S. Fitzgerald discussed level funded Solid Waste Disposal.

Motion by J. Sherman to approve the Solid Waste Disposal Budget for \$46,000.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

CIP

Leigh Komornick and Tim Moore presented CIP (Capital Improvements Program).

L. Komornick discussed memo created by Sean that described introduction and purpose of CIP. The attachments to the CIP will give a better overview and purpose of the items requested.

Planning

L. Komornick presented Planning Budget; Permanent Positions increased due to longevity; Overtime decreased; Engineering/Consultant Fees increased; Mapping, Attorney Fees, Telephone, Data Processing, Education & Training, and Notices & Publications all decreased; Dues level funded; Office Supplies level funded; Postage, Equipment & Repairs, and Books & Periodicals all decreased; Equipment Purchase, Mileage & Expense Reimbursement, and Recording Fees all level funded; Master Plan Update increased; and Impact Fee Update level funded.

Motion by J. Sherman to approve the Planning Budget in the amount of \$76,337.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

Government Buildings

David Bowles discussed Permanent Positions increased; Part Time Positions increased; Custodian Overtime, Uniforms, and Telephone/Communication level funded; Custodian Training increased for computer training; General Supplies level funded; Gasoline increased; Grounds Maintenance level funded; Vehicle Maintenance and Vehicle Repair decreased because maintenance truck has been sold; Maintenance Equipment increased for request of tractor with snow blower attachment; Mileage Reimbursement increased; Tech Svc Contract increased; Town Hall Electric, Heat and Maintenance all level funded; Town Hall Repairs increased because chimney needs to be lined; Safety Complex Electric, Heat and Repairs level funded; Museum Telephone level funded; Museum Electric

decreased; Museum Heat and Maintenance level funded; Museum Repairs decreased; Courthouse Maintenance increased because building in need of paint; and Courthouse Repairs level funded.

***Motion by J. Sherman to approve Government Buildings Budget in the amount \$183,215.
2nd by R. Gray.***

J. Sherman discussed how he decided upon \$183,215 for a bottom number. \$183,215 was a reduction of \$713 from \$183,928 due to change in first line (Permanent Positions) from \$37,197 to \$36,484 which was due to correction in calculations of numbers listed (40 hours times 52 weeks times \$17.30 plus \$500 equals \$36,484).

Vote 3-0-0.

Vote carries.

Inspections

Mike Dorman discussed Building Inspection Budget; Permanent Positions increased; Back Up Inspector, Telephone, Data Processing, Training & Conference all level funded; Dues & Subscriptions decreased; Supplies increased; Postage level funded; Gasoline decreased; Vehicle Maintenance Supplies level funded; Vehicle Repair, Books & Periodicals both decreased; Equipment Purchase, Consultant-Plumbing and Consultant-Electrical all level funded.

J. Sherman suggested changing second column heading from 2009 Balance to 2010 Balance.

***Motion by J. Sherman to approve Building Inspection Budget in the amount of \$107,721.
2nd by R. Gray.***

Vote 3-0-0.

Vote carries.

Zoning

S. Fitzgerald discussed Zoning Board of Adjustment Budget; and Part Time Positions.

M. Curran and S. Fitzgerald held a discussion regarding Part-Time Positions pertaining to past practices, change and current situation.

S. Fitzgerald discussed Legal increased slightly; Training increased by \$100 because of new members; and Notices & Publications level funded.

S. Fitzgerald and M. Curran discussed Expense Reimbursement regarding past practices, change and current situation.

M. Curran requested details for the \$100 in Expense Reimbursement.

S. Fitzgerald noted he would look into both Part-Time Positions and Expense Reimbursement and report back.

***Motion by J. Sherman to approve the Zoning Board Budget in the amount of \$10,567.
2nd by R. Gray***

Vote 3-0-0.

Vote carries.

Solid Waste Collection/Sanitation

S. Fitzgerald discussed \$50,000 reduction in Sanitation/Waste Disposal; new contract with JRM; and Hazardous Household Waste level funded.

Motion by J. Sherman to approve the Solid Waste Collection Budget for \$565,000.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

Street Lights

S. Fitzgerald discussed level funded Street Lights.

Motion by R. Gray to approve Street Lights Budget in the amount of \$85,000.

2nd by J. Sherman.

Vote 3-0-0.

Vote carries.

REVISED BUDGETS

Assessing

S. Fitzgerald discussed Assessor's Office Budget in the amount of \$141,421 and noted it was only there for BOS budget packets.

Town Clerk

S. Fitzgerald discussed Town Clerk Budget in the amount of \$102,697 and noted the budget was in the BOS folders.

Motion by J. Sherman to approve the Town Clerk Budget in the amount of \$102,697.

2nd by R. Gray.

Vote 3-0-0.

Vote carries.

Financial Accounting

J. Sherman discussed Financial Accounting Budget and noted BudCom requested a \$200 reduction rather than \$400 based on the fact that they could get some savings in the Training line for a bottom line of \$8,214.

Motion by J. Sherman to approve the Financial Accounting Budget in the amount of \$8,214.

2nd by R. Gray.

R. Gray requested waiting until the end of the budget reviews to review changed budgets instead of right afterwards when the BudCom approves budgets at a different number.

J. Sherman disagreed with R. Gray.

Vote 3-0-0.

Vote carries.

TOWN MANAGER'S REPORT:

S. Fitzgerald discussed:

- Meeting regarding Hillcrest Estates;
- Main Street Traffic Study Draft which was presented to the Highway Safety Committee;
- Stormwater Management;
- Upcoming Budget Committee meeting;
- Capital Improvement Meeting scheduled for Tuesday, September 28;
- Regional Selectmen Meeting scheduled for Thursday, September 30th at 7pm in Hampstead;
- Invitation by Mayor Donna Holaday of Newburyport for BOS to visit Newburyport's layover station and train station around 3:30 am to hear the start up of the trains;
- Elderly Housing Project denial by Planning Board due to time frame of application, court case and final application;
- Garden Road Bridge footings;
- Friday, September 24th's Collective Bargaining Session
- Highway Safety Committee meeting scheduled for October 1st; and
- Police Chief's recommendation to hold Halloween Trick or Treat on Sunday, October 31.

Motion by J. Sherman to support the Police Chief's recommendation to conduct Halloween on Sunday, October 31 from 5:30 pm to 7:30 pm.

2nd by R. Gray.

Board discussed putting this information on the outside board of Town Hall, Town web site and Town's Channel 17 cable scroll.

Vote 3-0-0.

Vote carries.

OTHER BUSINESS:

R. Gray discussed Goals, cell tower and meeting with Metro PCS and requested some sort of maintenance plan for footings and painting of cell tower.

J. Sherman discussed cell tower and CIP.

R. Gray discussed Planning Board requested BOS to take action on sidewalk issue on Main Street and suggested to hold off on discussion until the BOS has a full Board.

SIGNATURE FOLDER:

M. Curran discussed Signature Folder and Manifest going around.

SELECTMEN'S REPORTS:

J. Sherman discussed:

- CIP meeting tomorrow night; CIP almost finalized; and text document to go along with plan is great.
- Budget Committee met last week; went over budgets; and reported back to Board changes we spoke about.

- Travelling next Monday and will not be in attendance for BOS nor Budcom. He needs someone to cover for him at Tuesday's BudCom meeting and noted Michelle Curran was the Alternate for BudCom.

M. Curran noted she would try to arrange her schedule for attendance at BudCom.

J. Sherman wasn't sure if he would be back in time for the Area Selectmen meeting but would let the Board know.

R. Gray discussed quiet week last week; traveling; but would be back for the Regional Selectmen meeting on Thursday.

M. Curran discussed:

- Old Home Day meeting 6:30 on Tuesday;
- CIP meeting Tuesday at 6:00;
- BudCom at 6:30 on Tuesday;
- Zoning Board this Thursday at 7:00 pm; and
- Landfill opens Saturday from 7:00 am until 3:00 pm.

J. Sherman discussed Friends of Rec's Fall Festival on the Town Hall Green; terrific event; lots of terrific things to do; face painting; bouncy house; food to pay for such as hot dogs and sausage sandwich; good turn out; wonderful weather; the plans to have an annual event every fall; and low cost activities for the whole family.

M. Curran discussed Friends of Rec's Event was about giving back to the community; the food drive was successful; appreciated by the Town; and the good old fashion family fun activities.

M. Curran and S. Fitzgerald discussed a Non Public not being needed.

M. Curran discussed concerns for applicant in the Signature Folder; why Department Heads had not yet signed; the increased numbers from last year; and inquired how the first showing went. She requested to hold off on signing this evening and to revisit at a later date.

R. Gray discussed payment postponement not normally done before signing, payment usually taken prior to signatures.

J. Sherman inquired if the Town heard from the EPA regarding the access route to Beede.

S. Fitzgerald noted no, we have not, however he did have a call in to Jim Brown.

M. Curran discussed little activity at site however temporary access route had been used by ATVs.

Public Meeting adjourned 9:12 pm.

Respectfully Submitted,
Audrey DeProspero