



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, November 19, 2012

MEETING CALLED TO ORDER: 6:32 pm

SELECTMEN:

Chairman, Michelle Curran

Selectman, Charles Blinn

Selectman, Daniel Poliquin - arrived 6:37 pm

Vice Chairman, John Sherman

Selectman, Robert Gray

Town Manager, Sean Fitzgerald

MINUTES:

Motion by J. Sherman to approve the Minutes of November 5, 2012 with changes to 2nd by R. Gray.

Vote: 3-0-1. (Abstain: C. Blinn)

Motion carries.

PUBLIC COMMENT:

M. Curran:

- LGC notified the Town that Plaistow resident, Sue Sherman was nominated as Volunteer of the Year in NH. She publically thanked and congratulated Sue for her activities. It is an honor to receive this recognition and a privilege to have Sue as a resident of Plaistow.

Dan Poliquin arrived at 6:37 pm.

COMMANDER DAVID MEANEY, SR. - PLAISTOW POST 34

D. Meaney thanked the Town of Plaistow for their recent Veteran's Day celebration. He expressed gratitude for Sean and John's attendance and speeches during the celebration.

S. Fitzgerald thanked Commander Meaney for his service and time invested at the Post.

D. Meaney discussed his background and noted he was a 23 year Veteran. He spoke of President Obama's suggestion for a commemoration for the 50 year anniversary of the Vietnam War. He requested to partner with the Town of Plaistow for a celebration. Veterans were not treated very well when they returned and he would like to change that by holding an anniversary celebration. The Program objectives are to thank and honor Vietnam Veterans. He read the proclamation from the President of the United States.

TOWN FOREST EASEMENT - JILL SENTER

J. Senter noted the Town was still in the running for the ARM Grant but would not hear until December. They are working on partitions for quiet titles and would like to continue to work with Southeast Land Trust. Partitions for quiet titles cost approximately \$15,000 (\$3,000 each parcel). Conservation voted to have Southeast Land Trust continue the work however in the past it has been done by Sumner Kalman. They would like to go with Charlie Tucker but seek the Board's advice.

D. Poliquin discussed partitions for quiet titles and secondary attorneys being used. He suggested Sumner be the secondary attorney and use the current attorney. He favored using the suggestion of the Conservation Commission (Charlie Tucker).

J. Sherman agreed. He did not see the need to go out for three separate bids and the cost seemed reasonable. He inquired where the money would come from.

J. Senter noted there was enough money in Conservation and if they received the ARM Grant it would be reimbursed, and there would be no impact to taxes.

J. Sherman favored expanding the Town Forest to make it an even better facility than it was. He favored keeping it the same and not going out for three separate bids.

S. Fitzgerald discussed properties and participation to acquire titles and release of rights.

J. Senter discussed parcels and possible need for warrant articles.

R. Gray was not in favor of using the word of sole sourcing however he agreed with Jill's assessment that the person has done all the work and favors the person to pursue the continuation of work.

Motion by J. Sherman to allow the Conservation Commission to work with Town Manager to sole source attorney the decision to quiet title for parcels up to \$ 15,000 with Charlie Tucker from Southeast Land Trust.

J. Sherman noted he typically was not in favor of sole sourcing but Mr. Tucker has done a lot of work and he thinks it should continue.

R. Gray noted he was not in favor.

Vote: 4-1-0

Nay: R. Gray.

J. Senter discussed ConCom drawing up two separate warrant articles for the purchase of parcels to add to the Town Forest.

J. Sherman agreed based on precedence. He favored getting the information in front of the voters so they could make their own decision.

D. Poliquin noted he would like more information to be discussed in non public.

J. Sherman suggested Jill work on draft warrant article.

J. Senter discussed possibility of receiving land from DOT/McGirr that would require a Public Hearing. They would only need to cover the transfer of title fees which would be minimal. The money would be coming from the ConCom fund and if the ARM grant is given to Plaistow then that money would be covered by the Grant. They should know about the grant in early December.

Consensus was for Jill to draft a warrant article in case it is needed.

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2013 BUDGET REVIEW & WARRANT ARTICLES

S. Fitzgerald discussed MS-7 (estimated Revenue):

- Interest & Penalties on Delinquent Taxes revenue thru October \$106,168 estimated revenue \$122,000; License, Permits & Fees: Business License & Permits revenue thru October \$1,785 estimated revenue \$2,000; Motor Vehicle Permit Fees revenue thru October \$964,701 estimated \$1,150,000; Building Permits estimated \$89,000 thru October \$73,773; Other Licenses, Permits & Fees we are at \$46,908 estimated \$50,000; From Federal Government: Meals & Rooms Tax Distribution \$339,873 currently zero; Highway Block Grant estimated \$135,479 received \$95,762 year to date; Other (Governments Grants) estimated \$6,000 revenue thru October \$29,030; and From Other Governments estimated \$125,550 received \$35,324 year to date.

R. Gray requested breakdown for each department.

- Interest on Investments estimated \$11,000 revenue thru October \$8,178; Other (miscellaneous) estimated \$313,000 revenue thru October \$277,000; Water is estimated at \$35,000 and Capital Reserve Funds estimated at \$583,000. Estimate is about \$30,000 less than estimated last year.

J. Sherman inquired about the projected revenues for next year.

S. Fitzgerald noted they would have them sometime next week.

R. Gray inquired when the Town would be meeting with DRA to set the tax rate.

S. Fitzgerald noted the tax is set between October and the end of November.

R. Gray inquired if a meeting has been set.

S. Fitzgerald hoped to meet next week, no later than 10 days. He has spoken to Jeanie Samms.

R. Gray noted during the budget hearings the Board asked several questions and he request Sean to prepare a spreadsheet with those questions and where they stand.

J. Gallant showed spreadsheet and noted she was working on them and would be addressing and completing them next week.

S. Fitzgerald reviewed Warrant Articles:

- Article P-13-02: Operating Budget;
- Article P-13-03: Highway Department Equipment Capital Reserve Fund Deposit;
- Article P-13-04: Replacement of the 2006 F350 Ford Pick-Up Truck (supervisor's truck that has undergone many repairs and is in need of replacement)

D. Poliquin recommended to change the picture and put the correct truck picture.

J. Sherman recommended to remove balance of this capital reserve fund.

- Article P-13-05: Fire Department Capital Reserve Fund Deposit (similar to the highway capital reserve fund) to set aside money to help replace aged apparatus at the Fire Department.
- Article P-13-06: Establishment of a Public Safety Complex Communication Radio Dispatching System Capital Reserve Account and Associated Deposit (this is not a necessity).

D. Poliquin noted they updated some of the equipment in the dispatch center and there are currently some transmission and receiving issues. He noted an upgrade was needed regardless.

J. Sherman inquired if they were talking about hardware or software.

S. Fitzgerald noted hardware.

J. Sherman noted he would like to leave it on the list. He discussed procedure going forward and rolling it into the new building.

- Article P-13-07: Replace Police Department Mobile Radios (discussed during CIP development);

J. Sherman suggested to change the start of the Intent and to standardize the wording.

- Article P-13-08: Public Safety Complex Architectural/Cost Study;
- Article P-13-09: Replacement of Roof on the Public Safety Complex (this section of the roof is 20 years old and has reached its life cycle). This is an important article.;
- Article P-13-10: Engineering for Concrete Apron at Fire Department and Repair of Portion of the Parking Lot by the Police Department Sally Port One Time Capital Project;

J. Sherman suggested to remove "one time capital project" from the title.

R. Gray requested Sean's opinion regarding rolling the item into the budget.

S. Fitzgerald discussed onetime items and purchases and not inflating the bottom number of the budget.

J. Sherman suggested to change the wording of Intent "To replace an approximate....".

- Article P-13-11: Emergency Generator for the Library;

D. Poliquin and S. Fitzgerald discussed generator details.

- Article P-13-12: Replace Salt Shed (currently being worked on by Plaistow First Committee);
- Article P-13-13: Replace Highway Garage;

J. Sherman inquired if a deadline was set for the Plaistow First Committee by the Board of Selectmen.

R. Gray discussed putting the residents on notice regarding aging infrastructure items in Town.

M. Curran inquired if the Committee had some idea of how long this would take.

J. Sherman discussed two more meetings for a deadline (December 17).

- Article P-13-14: Replace Windows at Court House;

R. Gray suggested to add to the Intent how much revenue is received from the State.

J. Sherman was not sure if replacing the windows were a priority item.

S. Fitzgerald discussed seeking grant funding.

- Article P-13-15: Replace Remaining Gutters & Downspouts at the Town Hall (Town hall has copper gutters around town hall that have never been replaced and have worn thin, the \$14,000 would cover the replacement - small project but an important one);
- Article P-13-16: Cell Tower Maintenance Capital Reserve Fund Deposit;

J. Sherman noted it seemed like a lot of money. He suggested the Intent should include amount of revenue the Town is getting from the cell tower.

- Article P-13-17: Building Systems Capital Reserve Fund Deposit (emergency repair fund for the Town which allows the Town to support the capital/emergency repairs which would not affect the budget);
- Article P-13-18: Installation of Fire Suppression Waterline on Route 125 from East Road to Old Road (Associated with the HDOT Widening Project);

J. Sherman suggested to delete the parenthetical phrase from the title.

J. Sherman suggested to add to the Intent what is in the balance of the Capital Reserve Account and the Water User Fee Account.

- Article P-13-19: Water Department - Fire Suppression Pump and Pump House Capital Reserve Fund;

J. Sherman noted the beginning of the Intent was redundant and suggested to update.

- Article P-13-20: Water Department Truck;

R. Gray suggested to update the picture - change from oil truck to water truck.

- Article P-13-21: Fire Suppression System Conversion Feasibility Study (discussed with Pennichuck);

R. Gray noted this Warrant Article was not high on his priority list. He thought it would benefit the commercial portion of the Town more than the residential portion.

D. Poliquin noted the reason behind feasibility study was not only to accommodate persons out there but it looks as if it would help in turn rejuvenate the water and waste water out there.

M. Curran inquired if the money could come out of impact fees.

S. Fitzgerald thought perhaps it could.

- Article P-13-22: Conservation Fund Deposit;
- Article P-13-23: Shelter at the Old County Road Recreation (PARC) Facility;
- Article P-13-24: Human Services - Support for the American Red Cross.

TOWN MANAGER REPORT

S. Fitzgerald discussed:

- Budgets - utilities: electricity and gas.
- Tax Rate.
- Veteran's Day Ceremony held Sunday, November 11th.
- Presidential Election - Maryellen Pelletier, Town Clerk was very pleased with the day.
- Truck Companies meeting has been rescheduled to Thursday, December 13th at 9am at the Safety Complex.
- Part-Time Administrative Assistant posting has brought in 19 resumes.
- Peter Bealo and Superintendent of Schools Dr. Earl Metzler will be at the Board of Selectmen's meeting on November 26th.
- Ratio Report is in the Assessing folder.
- ACO Brian Farrell has graduated on November 16th from the NH Police Standards and Training Part-Time Officer Academy.
- Full-Time Officer Edward Lukas will be graduating on December 21st from Full-Time Officer Academy at the Arthur D. Kehas Law Enforcement Training Facility and Campus in Concord.
- He and Bob Gray attended the BTLA case regarding Beede on November 8th.
- Courthouse HVAC project has been successfully completed.
- A Safe Place has recognized April Aucoin for her advocacy and support for victims of domestic violence and sexual assault.
- Attended meeting with Dan Poliquin regarding the Comprehensive Economic Development
- Chief McArdle has secured a Washer and Dryer through the Defense Logistics Agency.
- Annual LGC Conference held November 14th and 15th.
- Attended NH Water Symposium with Tim Moore on November 9th.
- ADA Parking ribbon cutting was held November 5th.
- Applications for the vacancy of Recreation Director are now being accepted.
- Beede Technical Group teleconference was held Thursday, November 15th.

Board held discussion regarding status of access road and trucks on Kelley Road moving hazardous piles.

- Next Beede meeting to be held in Plaistow to discuss the plume, extent of off-site contamination and general status report on activities.
- Tax Maps will be completed and available in December.
- The Town continues to work on (SRTS) Safe Routes to School.
- Planning Board met November 7th.

- Budget Committee met on Tuesday, November 13th and will meet again tomorrow.
- A meeting was held November 6th regarding the revised plans for the Service Road.
- Craft Fair was held November 17th at the Fish and Game.
- Senator Ayotte's office will be holding constituents services on November 28th from 1:30 until 2:30 at Town Hall.
- Landfill's last open date was this past Saturday.

OTHER BUSINESS

No Other Business discussed.

SIGNATURE FOLDER

M. Curran noted the Signature Folder and Manifest were going around.

SELECTMEN'S REPORTS

J. Sherman:

- Budget Committee met last week. They will be meeting tomorrow night which is not a regularly scheduled meeting but they need to catch up on Budgets.
- Plaistow First met to discuss location of the Highway Garage and Salt Shed.
- Town Report Advisory Committee is meeting before the Budget Committee on December 4th at 5:30. It is a regular meeting to discuss pictures for the Town Report.
- Attended Veterans Ceremony event. He was pleased to speak. He discussed the proclamation read earlier regarding Vietnam and noted it was appropriate, they certainly were not treated fairly when they returned. He did not serve because he flunked the physical however his brother did serve as a Marine in that era. He encouraged all to get involved with the ceremonies that will be upcoming.

R. Gray:

- Attended Election Day. He had one suggestion: to have absentee ballots have a separate log to simplify the process. The process for the absentee ballots took a great deal of time and needs to be adjusted. He did not hear any complaints about long lines. He was pleased with the 82% turnout which he thought was fantastic.
- Attended BTLA hearing and saluted Wil and Sean for their testimony.
- Had a meeting regarding Mr. Lewis' elder affairs project. Mr. Lewis wants to meet with the Board of Selectmen.

D. Poliquin was not interested in having Mr. Lewis come before the Board of Selectmen.

M. Curran suggested to get something in paper form (writing) to present to the Board of Selectmen first before Mr. Lewis comes before the Board.

- No Planning Board meeting this week due to the Thanksgiving Day Holiday. He wished all a Happy Thanksgiving.
- Publically recognized Sue Sherman for receiving her Volunteer of the Year Award.

C. Blinn attended Conservation Commission meeting. They discussed the ARM grant and Warrant Articles.

D. Poliquin:

- Attended CEDS Steering Committee meeting. He and Sean put forth a couple of suggestions that Plaistow would like to have put on the priority list.
- Rec Commission met last Wednesday however he was out of Town and was unable to attend.

M. Curran:

- Did not attend Family Mediation.
- Congratulated Christina Cruz on the Senior Craft Fair at the new venue. Elderly Affairs had a table set up, there was a white elephant table and a lot of homemade items. She thanked the Plaistow Fish and Game Club for letting them use their facility.
- This Friday at 1pm the Town Hall will be hosting their second Festival of Trees. She thanked Christina and Carli for their time donated. Staff is decorating their office doors. Sunday, December 2 there will be a Santa parade and a tree lighting at Town Hall. The trees for the Festival are donated from non profits and citizens. The information is on line and on cable channel.
- Recycling week.
- Trivia - Abraham Lincoln is responsible for us having the day that we have for Thanksgiving. He was responsible during the Civil War for choosing the date.

NON PUBLIC RSA 91-A:3 II (a) PERSONNEL MATTERS AND (d) NEGOTIATIONS

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

(d) Negotiations and (e) Legal.

2nd by J. Sherman.

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

Public Meeting adjourned at 9:30 pm.

Respectfully Submitted,
Audrey DeProspero