



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, November 5, 2012

MEETING CALLED TO ORDER BY CHAIRMAN CURRAN AT 6:30 P.M.

ROLL CALL:

SELECTMEN:

Chairman, Michelle Curran

Selectman, Robert Gray

Vice Chairman, John Sherman

Selectman, Daniel Poliquin

Excused: Selectman, Charles Blinn

Town Manager, Sean Fitzgerald

NEXT ITEM - PLEDGE OF ALLEGIANCE:

All stood, faced the flag and said the Pledge of Allegiance.

NEXT ITEM – MINUTES OF OCTOBER 22, 2012:

Selectman Sherman motioned, Selectman Poliquin seconded, to approved the minutes of October 22, 2012.

So Voted. 4-0-0.

NEXT ITEM - PUBLIC COMMENT:

Sue Sherman approached the Board to provide them with information on the annual Senior Craft Fair to be held on Saturday, November 17th from 9 a.m. until 2 p.m. at the Fish and Game Club located on May Ray Avenue. She displayed two items that will be on sale this year – a newly designed, blue and gold, Christmas ornament with the word “Plaistow” on them. Also for sale for \$5.00 will be Plaistow Town Seal note cards. There are a limited number of these, so she suggested people purchase them quickly. Mrs. Sherman also noted that if people could not attend the fair, the XMAS tree on display in the lobby of the Town Hall will have them hanging on it. They and the note cards will be available for sale, both \$5.00, first come, first serve. They can also be pre-purchased by calling the Town Hall.

The Selectmen thanked Mrs. Sherman for the update.

NEXT ITEM – HALLOWEEN COLORING CONTEST WINNERS – CHRISTINA CRUZ:

Interim Recreation Director, Christina Cruz, was present to announce the winners of the annual Halloween coloring contest. She noted that overall, there are many good young artists in Plaistow. The following were called up and received a prize:

- 3 and 4 Year Olds: Jacob Marcotte
 James DeRoche
 Katie Pepper
- 5 and 6 Year Olds: Michael Savage
 Kyle Poliquin
 AJ DeRoche
- 7 and 8 Year Olds: Jacquelyn Fuller
 Robie Cartwright
 Heidi Ricker
- 9 and 10 Year Olds: Braiden Molley
 Billy Savage
 Clair Furburge
- 11 and 12 Year Olds: Heather Ricker
 Ricky Johnston
 Emma Molley

Following the presentations, a group picture was then taken.

NEXT ITEM - 2013 BUDGETS:

4411 – HEALTH: Health Officer Dennise Horrocks was present. Chairman Curran thanked Dennise for all of her support during the last storm (Hurricane Sandy). Dennise went on to say that all of her colleagues had worked hard and that it is difficult to know what a storm will bring. All in all, the storm was not as damaging as it possibly could have been.

Town Manager Fitzgerald also thanked Dennise for the great job that she did. He noted that with every storm, we are getting better and better at handling all of the responsibilities.

Dennise also took a moment to note the extensive work that was associated with the H1N1 Clinic, and, in July, the Hepatitis C Clinic that the NHDSS held due to the arrest of a technician at Exeter Hospital who was contaminating patients due to his use of syringes. Thousands of people had to be tested to determine if they had been infected.

The clinic held in Plaistow was a very challenging but successful event. Dennise also noted the excellent relationship that exists with the staff of the TRSD.

Chairman Curran noted here pride in having Dennise on staff.

Following this, Dennise reviewed each item of the 2013 Health Department Budget as follows:

Due to longevity, increase from \$250 to \$500.

Telephone line – unchanged.

Training line – unchanged.

Dues line – unchanged.

General Supply line – unchanged.

Postage line – unchanged.

Mileage line – unchanged.

Medical Services line – unchanged.

Water Testing line – unchanged. Selectman Sherman inquired as to whether the Hale Spring well owned by the Town is included in the testing. Dennise noted that it is not a part of the compliance testing, but is tested occasionally.

Mosquito Control line – unchanged. Dennise provided a brief overview of the Mosquito testing procedures including the 3 parts to the program. Selectman Sherman asked if it was now likely to be an annual expense. Dennise replied that she thought that it would due to the fact the mosquitos are a part of our life due to the region we live in. Selectman Sherman noted that based upon discussions held at Regional Selectmen Meetings, many other Towns are now following Plaistow's model and spending similar monies. Asked by Selectman Sherman if there was any way to get to the "root cause," Dennise noted that the strategy they employ is likely the best they can do. Selectman Poliquin noted the Town's standing water ordinance and that property owners are not allowed to have standing water on their property or could be fined. Dennise acknowledged, noting that while there have been some letters sent out, there has been very good compliance and that no one has been fined. This includes good compliance by financial institutions on properties that have been foreclosed on.

Selectman Gray inquired of Dennise about how much in fines they have received for not only standing water, but other health regulations. He also asked what the various nuisance inquiries are. Dennise said that they do not receive fine monies and as to the inquiries, they are typically Resource Inquiries, Nuisance Complaints, Public Health related issues such as mold, dead animals, etc...As to Selectman Grays question about if there are any problems with food establishments, Dennise said the she has never had any real reason to shut down an establishment, but that she does have to work with them on compliance requirements. Therefore, the \$8,300 received in Revenues are all fees collected.

Following Dennises' presentation on the 2013 Health Budget, Selectman Sherman motioned to accept the \$79,442 budget, Selectman Poliquin seconded.

So Voted. 4-0-0.

4550 – LIBRARY: Jennifer Cashish, Diane Garish, and Cathy Willis were all present. Jennifer gave a brief overview of the Library's performance, noting that the Library was being well promoted due to the new Library Director, Diane Garish. Their new "COHOS" Circulation System had been implemented and was working well. There was lots of training that was involved with this new system. Lieutenant Baldwin had inquired as to the Library becoming a "Heating and Cooling Center" and they are looking into purchasing a generator for this purpose. The Regional Library Cooperative was going very well, and overall, there is a lot more foot traffic at the Library.

Selectman Sherman inquired as to if there are more Towns in the cooperative? Jennifer said that it has stayed the same and that they wish to keep it small for now.

Next, Cathy Willis reviewed the 2013 Library Budget. Overall, there is a proposed increase of \$75,700 due to the proposed purchase of a generator and a \$15,000 increase in salaries. The Library currently has \$150,000 in the Library Fund which is currently invested at TD Bank North. Discussion ensued regarding the proposed increase in salaries, and the change in the staff organization due to the very recent retirement of the Assistant Director of Youth Services. There are 5 adults currently working right now. The Library is proposing an increase of 20 hours of staff time. They are not yet sure how this will all be worked out. Diane noted that they need additional evening and weekend coverage and that the Children's Programs currently have a big gap right now. In the evening right now, they have 1 adult and 1 high school student covering. Chairman Curran inquired as to the mandate for all employees to work evening and weekend hours. Diane responded that there is and that they rotate the one person who works on a Saturday. Diane noted that there are a lot more patrons coming to the Library overall, and, based upon a recent survey, people want increase programs and increased hours on Saturdays and Sundays. There is just so much more going on at the Library now. Chairman Curran and Selectman Poliquin queried Diane about the additional hours being requested and whether they will be assigned to the Assistant Director or if there would be a new position created. Cathy responded that they are just not sure at this time but would be evaluating it all in the coming weeks. Overall, it was noted that the Library is open 54 hours a week, and currently, it is hard to staff.

The next Library Budget lines were: Materials – level funded. On-line Resources – going up due to the success of the downloadable information and E-Books, etc... Diane noted she is adding to the downloadable databases, including Antiques, etc...

Supply line – level funded. Continuing Education line – increased by \$500.00 to provide for additional staff training and attendance at different meetings. Fuel line – it was noted that their calculations were based upon a lower rate than the Town's (50.5 cents versus 55 cents). Public Activities line – increased. Telephone – level funded. Postage – level funded. Overall, there are no real capital investments being proposed. The Library acquired a color printer/fax/scanner machine for the public to use costing \$1,800 about six months ago. Professional Dues – increasing because the actual costs have gone up. Technical Services – including wireless and hardware upgrades. The Library has a new

person to do IT work. Discussion ensued regarding collaboration with the Town on the IT work and the staffing for the work. Regarding the Print Management System – they have been able to resolve the problems with pornography, and any inappropriate materials being printed. Landscaping line – the Library will continue utilizing Lavallee Landscaping. Discussion ensued regarding the Town staff doing this work. Town Manager Fitzgerald noted that they had evaluated having the Town staff conducting the landscaping services at the Library, but thought the Library could do better on their own. Chairman Curran asked Finance Director, Janet Gallant, to send her the RFP from Lavallee. Janet reiterated what Town Manager Fitzgerald had said and that the Library was better off right now with their own Landscaping Services. Next, Legal Fees line – level funded. Liabilities line – this includes earned time, etc... Upon discussion, Town Manager Fitzgerald agreed to work with the Library on this issue.

Overall, Chairman Curran noted that she needed to feel comfortable about the additional \$15,000 being proposed for salaries and how it will be allocated. Cathy noted they would be holding a meeting on Thursday and that they are reviewing 5 or 6 staffing scenarios. Selectman Sherman thanked them for the programs they are providing at no cost/low cost. Regarding the Gas/Electricity line – Selectman Sherman asked if there will be savings on these accounts. Cathy noted they were being told that the gas could be increased by as much as 15% and the electric by as much as 5%.

Selectman Gray noted that he likes the new technology and the availability of E-Books. He would be interested in seeing a breakdown of patrons who take advantage of these. Diane noted she could provide this information.

Following the review of all Library budget line items and the overall budget, Selectman Sherman motioned, Selectman Gray seconded, to accept the 2013 Library Budget totaling \$494,150.

So Voted. 4-0-0.

4130 – EXECUTIVE: Town Manager Fitzgerald reviewed the 2013 Executive Budget. Regarding the Executive Part-Time Positions line – The Selectmen inquired as to the listing of the new phone service and Town Manager Fitzgerald said that he was supporting a new phone service with a new voice over system and that they will support a “hybrid” in-house position to support the new system. Overall, Town Manager Fitzgerald asked that the BOS give him more time to pursue this line item and that the funds in the 2012 budget will be encumbered. Selectman Poliquin said that he believed it is time to bring on an in-house technical support person in order to eliminate all of the other individual contracts that the various departments in Town have. Town Manager Fitzgerald will provide additional information on this line, including how he will utilize the use of encumbered funds. Next, the BOS Salary line was discussed. Town Manager Fitzgerald thinks that they should look at this item as it is very low considering the amount of time and energy required and as compared to other communities. Perhaps a committee should be appointed to evaluate the current Selectman salary and to make a

recommendation. Selectman Gray noted the last time they had received a raise was in 1969.

Following discussion of the 2013 Executive Budget, Selectman Sherman motioned, Selectman Poliquin seconded to accept the budget totaling \$271,309. This reflects about a \$1,000 decrease from 2012.

So Voted. 4-0-0.

4419 – PERSONNEL: Town Manager Fitzgerald presented the 2013 Personnel Budget which includes such items as FICA, NH Retirement, Health and Worker's Compensation Insurance. Selectman Gray questioned the breakdown of employees or plans that are presently being utilized. While specific employee names could not be revealed, Finance Officer Janet Gallant noted that there are 21 or 22 full-time employees who are utilizing health insurance. She provided a breakdown of the Full-Time versus Part-Time employee plans. Selectman Sherman requested a copy of this information and Janet noted she would provide this to the BOS.

Next, the Primex Premium Holiday was discussed. This will provide for a \$35,000 reduction. Likewise, the Worker's Compensation and Health Insurance Premium Holiday will provide for a \$20,000 reduction. Janet further noted that the NH Retirement System line had been underfunded for 2012, but that due to the Holidays previously described, this amount will be made up. She apologized for underestimating the 2012 budget figure.

Overall, there is a significant increase in the 2013 Personnel Budget from 2012 of \$148,803. Discussion ensued regarding possible means of reducing this increase.

Selectman Sherman motioned, Selectman Poliquin seconded, to accept the 2013 Personnel Budget totaling \$1,604,595.

So Voted. 4-0-0.

4197 – ADVERTISING & REG. ASSOC.: Town Manager Fitzgerald present this budget. The Notices and Publication line has a \$1.00 placeholder due to the fact they are not really spending from this line. The Town Report line is proposed at \$12,050. Chairman Curran thinks that the Town should considering printing less Town Reports this year.

Following the presentation of the 2013 Advertising and Regional Associations Budget, Selectman Sherman motioned, Selectman Gray seconded, to accept the Budget totaling \$25,102.

So Voted 4-0-0.

Finance Officer Gallant noted that all of the budgets have been reviewed by the BOS. She and Town Manager Fitzgerald now have to review all of the questions and requests for follow-up information and get back to the BOS. At the next BOS meeting, they will be reviewing Revenues.

NEXT ITEM – TOWN MANAGER’S REPORT: Town Manager Fitzgerald presented his report. Items reviewed included: Hurricane Sandy (*Selectman Sherman and other Selectman agreed that the issue of the loss of Power by Unutil Customers should be discussed at a Regional Selectman’s Meeting. Also agreed was that Town Manager Fitzgerald would follow-up on a recommendation to even further reduce the number of residents who lose power – this, despite the better results during Hurricane Sandy*); BOS Budget Review; Budget Committee; Overall 2013 Budget Review; Landfill; Town Hall ADA Parking Project and Ribbon Cutting Ceremony (*Selectmen would like a recommendation on possible other parking spaces around Town Hall that could be provided if the number out front and beside the Town Hall are reduced from 5 to 3*); Presidential/State Elections; Recreation Director (*Chairman Curran would like to be on the Selection Committee*); Highway Safety Committee; AT&T Cell Tower Contract; Police Contract Update; U.S. Senator Ayotte’s Proposed Constituent Services (*BOS agreed to allow hours on Nov. 28th*); Courthouse HVAC Replacement Project; Beede Abatement/BTLA Case (*Town Manager Fitzgerald and Selectman Gray will be attending the hearing on Thursday, November 8th*); Beede Technical Group Meetings; Rockingham Economic Development Committee (REDC) Comprehensive Economic Development Strategy (CEDS) Meeting (*Chairman Curran handed Town Manager Fitzgerald a copy of the REDC Letter of Request for Submitting New CEDS Projects*); RFP Water/Wastewater Feasibility; LGC Health Care Premium Holiday; Household Hazardous Waste Collection; Site Walk with Alden Palmer; Testa Corporation; Westville Road Bridge Replacement; Sewall Tax Map Updates and Cemetery Data Management System; Fire Department Training at the Old Shaw’s Plaza; Plaistow First Committee/Highway Garage Salt Shed Relocation; Review of Plaistow 1st Committee Recommendations for Three Surplus Town-Owned Properties; Safe Routes to School; Planning Board; 2013 Warrant Articles and NHDOT Route 125 Service Road Revised Plans Presentation Meeting.

NEXT ITEM – OTHER BUSINESS: Chairman Curran requested that Town Manager Fitzgerald contact the Beede Group regarding the use of Kelley Road/Fran Avenue of recent by several large trucks. They are using these roads to turn around.

NEXT ITEM – SIGNATURE FOLDER: Folder was routed.

NEXT ITEM – SELECTMEN’S REPORTS: Selectman Poliquin reported on the Recreation Commission’s Annual Pumpkin Lighting and how great it was. He also reported that he has an REDC CEDS Steering Committee meeting this Wednesday. Selectman Poliquin reported on the Highway Safety Committee and noted they had a meeting coming up at the end of this month. Selectman Poliquin reported on the Public Safety Committee and noted he was not sure when the next meeting was. Selectman Sherman reported on the Budget Committee and noted that their schedule was a little “out

of whack” due to the Holiday and Voting. Selectman Sherman reported on the Town Report Committee and noted that they hadn’t met in awhile but will do so again in early December. Selectman Sherman reported on the Plaistow 1st Committee and that they would be meeting on Wednesday, November 14th to talk about the Highway Garage/Salt Shed Relocation. Selectman Gray reported that tomorrow is election day and that he plans to be there all day. The voting hours are 7 a.m. until 8 p.m. He encourage all Selectmen to be there as much as possible. Selectman Gray noted that this Wednesday, due to a specific request from State Representative Norm Major, would be meeting with Steve Lewis and staff. Selectman Gray reported on the Planning Board and noted that on Wednesday they would be reviewing the Updated Recreation Chapter of the Master Plan, including a presentation by Sue Sherman. Selectman Gray reported on the Beede Committee and that this Thursday he would be going to Concord, NH with Town Manager Fitzgerald on the BTLA Hearing. Chairman Curran reported on Family Mediation and noted the they had just completed their budget and that there is another monthly meeting coming up. Chairman Curran noted that she would try to attend tomorrow’s meeting with NHDOT regarding the revised Service Road plans.

NEXT ITEM - NON PUBLIC SESSION RSA 91-A:3 II (a) PERSONNEL; (c) MATTERS OF REPUTATION;AND (d) NEGOTIATIONS.

Selectmen Gray motioned, Selectman Sherman seconded, to go into non-public session. A roll call was taken and all Selectmen voted to go into a non-public session beginning at 9:40 p.m. *So Voted. 4-0-0.*

NEXT ITEM - ADJOURNMENT:

The meeting was adjourned by Chairman Curran at 10:30 pm.

Respectfully Submitted,

Leigh G. Komornick, for Audrey DeProspero