



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, October 15, 2012

MEETING CALLED TO ORDER: 6:30 pm

SELECTMEN:

Chairman, Michelle Curran
Selectman, Charles Blinn
Selectman, Daniel Poliquin

Vice Chairman, John Sherman
Selectman, Robert Gray
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the Minutes of October 1, 2012 with spelling corrections.

2nd by D. Poliquin.

Vote: 3-0-1. (Abstain: M. Curran)

Motion carries.

PUBLIC COMMENT:

R. Jeffrey:

- Tuesday - Sean and Roy went to the Hannah Dustin Nursing Home to visit Bill Hallahan. Bill is scheduled to come home today.
- Wednesday - Hobo Railroad trip however Roy missed the bus. Roy was in the wrong location and hopes that this mishap does not happen again.

S. Fitzgerald noted the pickup location of the bus was incorrectly posted on the Town's web but going forward all persons that sign up for the Senior trips will receive a phone call about the trip and meeting location. The Town has learned from this mistake.

- Thursday - Sean, Audrey and Roy were at Story Hour at the Library with the preschoolers and read along on the newly donated TV. Roy donated a TV to the Library which was placed on the wall in the Children's Room. The kids presented Roy with a Thank You card and 15 year old Meriwether Kimball drew the card.

S. Fitzgerald noted there were a number of parents in attendance for the event. The new TV is a wonderful resource for the Library. They will be looking at books and being able to read along with books on the TV.

- Saturday was the Open House at the Safety Complex for fire prevention week. He thanked Chief McArdle, Chief Savage and all the men and women that serve the Town.
- Also on Saturday - 6,600 American Flags were set out at the Rockingham Church on 90 Newton Road. Every Flag bears the name of a fallen hero from Iraq or Afghanistan. The Flags will be left up for all to see from October 15 until December 1st.

- Orange and black bows have been placed on the Veterans Park poles to keep up with the season.

REVIEW OF 2013 BUDGETS:

Emergency Management - Lieutenant William Baldwin

W. Baldwin discussed Emergency Management Budget:

- Extremely proud of the Emergency Management Committee for all their hard work. He hoped to have the Emergency Management Plan Grant completed by the end of the year. They are currently in Part II of the Mobile EOC Grant and are getting ready to move forward with a (CERT) Citizens Emergency Response Team. The citizen's group will help with various emergencies or disasters either at the EOC or in Town.
- Stipend remained the same for the Emergency Director and two Deputy Directors; Telephone level funded; Training decreased by \$500 however depending on the needs it may go up or down in the future; Dues level funded at zero; Office Supplies level funded; Postage increased to \$500 because of upcoming solicitation for volunteers; Equipment Maintenance level funded at \$150; Miscellaneous level funded at \$500 for unforeseen needs during emergency; and Equipment Purchase increased by \$2,000 to \$6,000 for the purchase of new radios.

Board suggested to find out if the laptop and printer/fax/scanner money had been encumbered.

J. Gallant noted she would look into this and get the information for the Board.

- Mileage/Travel level funded.

R. Gray inquired why the Training line was reduced but the Mileage/Travel line was level funded.

S. Fitzgerald noted the line items would be used for CERT (Citizen Emergency Response Team), the citizens would need training and would have to travel to their training events. In house training would be done however travel would also be involved. The Emergency Management Director and one Deputy Emergency Management Director have Town vehicles however the other Deputy Emergency Management Director does not have a Town vehicle.

Motion by J. Sherman to approve the Emergency Management Budget in the amount of \$19,994. 2nd by D. Poliquin.

J. Sherman inquired if Emergency Management worked with other local town's emergency management functions.

W. Baldwin discussed his communication with Nashua. He did not communicate much with local towns but would like to have an open house for emergency management.

J. Sherman discussed bringing this information up at the next Regional Selectmen Meeting.

Vote: 5-0-0.

Motion carries.

(Welfare Administration) Human Services - Admin - Lori Sadewicz

L. Sadewicz discussed Human Services Administration Budget:

- Training, Dues and Offices Supplies level funded. Mileage/Travel reduced because of the use of Webinars.

Motion by J. Sherman to approve the Human Services - Admin Budget in the amount of \$740.

2nd by D. Poliquin.

Vote: 5-0-0.

Motion carries.

(Welfare-Direct Assistance) Human Services Assistance - Lori Sadewicz

L. Sadewicz discussed Human Services Assistance Budget:

- Shelter/Rent level funded because she has been tapping other resources and groups; Food level funded; Telephone Services level funded - telephone is not a necessity unless it is for medical reasons; Unitil (Electric) increased; Heat level funded; Medical reduced to \$1,000 because she has been utilizing other assistance from other agencies; Miscellaneous Assistance and Funeral Assistance level funded. Residents come to the Town seeking assistance and the Town does provide assistance however the Town first looks to other agencies for their assistance.

Motion by J. Sherman to approve the Human Services Assistance Budget in the amount of \$37,350.

2nd by R. Gray.

Vote: 5-0-0.

Motion carries.

Human Services - Agencies - Lori Sadewicz

L. Sadewicz discussed Human Services Agencies Budget:

- Family Mediation (resources for families) requested level funding; Rockingham Visiting Nurses Association did not request funding; Rockingham Community Action requested level funding - they provide assistance with fuel and other crisis; Sexual Assault Support level funded (they ask for their funding at the end of the year); Crisis Pregnancy Center level funded; A Safe Place requested an increase of \$500 because they have seen more victims; Child Advocacy Center did not serve as many as they did last year so they reduced their request by \$250; Center for Life Management (CLM) requested an increase by \$500 however they have served less Plaistow residents but served more units of service (she supports the increase but is seeking more information from CLM); and Sad Cafe is level funded - they have had an increase in the number of teens that attended various functions.

M. Curran discussed the Sad Cafe's rent situation and cost they pay for rent.

- Retired Senior Volunteer Programs level funded at \$850; Greater Salem Caregivers decreased by \$600 (not because they do not service the persons in Plaistow but because they are not able to provide assistance due to the lack of volunteers in Plaistow so they asked for a reduction); Vic Geary Center level funded; Lamprey Health \$90 increase because more people have been sent there and they have provided more rides and health services; SeaCare Health, Rockingham Nutrition & Meals on Wheels, Community Health Services and Child and Family Services all level funded.

***Motion by R. Gray to approve the Human Services - Agencies Budget in the amount of \$66,362.
2nd by J. Sherman.***

Vote: 5-0-0.

Motion carries.

R. Gray inquired about the submitted form regarding rates for assistance of Human Services.

L. Sadewicz noted the rates have not been updated since 2008 however she wanted to make the Board aware and have them review the rates.

J. Sherman requested the information be sent to the Budget Committee members.

L. Sadewicz noted she was sending the information electronically to the Budget Committee.

Fire - Chief John McArdle

J. McArdle discussed Fire Department Budget:

- Salary level funded; Uniforms increased because of the On Call Firefighters uniforms; Telephone increased due to switch over to private frequency; Data level funded; Medical increased so CDL holders can get physical; Dues decreased \$50 because they are now members of the Seacoast Chiefs Association and now know the correct cost for dues; Supplies increased; Books & Periodicals level funded; Unanticipated increased for storm or training food purpose; Mileages & Expense decreased because of mileage reimbursement for FFII class which will now be hosted in house; Events & Activities increased \$50 for expenditures on Pay Night Support (annual dinner); Permanent Position-FF increased because of the additional full time person and having the position covered during the year for vacations; P-T Call Firefighters increased because of base hourly rate (increased from \$14.20 to \$14.70); Overtime-Firefighters increased because of the one additional staff member; Building Maintenance level funded (for minor repairs); Training decreased because of recertification; Dues-Hazmat level funded (based on population census); Equipment Maintenance decreased because of cyclical inspections; Gasoline level funded; Vehicle Maintenance/Supplies increased because of outside allowance established this year; Vehicle Repairs decreased due to new vehicle coming in; Equipment increased for two new nozzles needed for the new truck, new fittings for other truck and for purchasing thermal imaging camera; Equipment-Bunker Gear decreased; Books & Periodicals decreased (last year overspent); General Supplies decreased because oxygen is now being done on leased use; and Part-Time Forest Fire level funded. Total Budget of \$525,618. The highest budget he has presented as a Chief. He thought it had to do with the hiring of a new full time employee and the oncoming of a new vehicle.

***Motion by J. Sherman to approve the Fire Budget in the amount of \$525,618.
2nd by R. Gray.***

J. Sherman noted he asks the same question every year "you are presenting a budget that ensures that the men and women on the Fire Department are safe when they conduct their work".

J. McArdle noted yes.

Vote: 5-0-0.

Motion carries.

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Water - Chief John McArdle

J. McArdle discussed Water Distribution Budget:

- Payroll decreased because hours have been removed; Uniforms level funded; Engineering decreased \$10,000 because of cycle review; Telephone level funded; Electric increased; Heating at zero because the gas heat has been disconnected (location TESTA); General Supplies level funded (will expend by the end of the year); and Mileage decreased \$11.

J. Sherman requested mileage reimbursement rate to be corrected in description field.

J. Gallant noted she would correct.

- Waterline Repairs decreased; Equipment Repairs decreased based on historical use; Equipment Maintenance and Fuel level funded; Vehicle Maintenance decreased because of replacement vehicle; and Equipment Purchase decreased \$1,000 because the Knox Box System update has been ordered. Total Budget \$56,057.

***Motion by R. Gray to approve the Water Distribution Budget in the amount of \$56,057.
2nd by J. Sherman.***

J. Sherman suggested to have a "BudCom approved" column added to the worksheets.

J. Gallant noted she would include, she was giving the Board more of a viewing area.

Vote: 5-0-0.

Motion carries.

Highway Admin - Dan Garlington, Highway Supervisor

D. Garlington discussed Highway Administration Budget:

- Highway Salaries, Highway Temporary Labor and Highway Overtime level funded; Uniforms increased \$1,000 for purchase of safety shoes because they are mandated to be worn; Engineering decreased; Telephone level funded for cell phones and office phone; Data Processing increased for computer and internet service; Electric increased based on average; Heating decreased (reduction based on diesel furnace); Building Repairs, Training/Conferences and Dues level funded; General Supplies, Office Supplies and Equipment Maintenance increased; and Gas & Oil level funded for a total of \$274,107.

***Motion by J. Sherman to approve the Highway Administration Budget in the amount of \$274,107.
2nd by D. Poliquin.***

J. Sherman inquired if the kennel costs were rolled into the Highway Administration Budget.

S. Fitzgerald noted the utilities were.

Vote: 5-0-0.

Motion carries.

Highway Streets/Public Works - Dan Garlington, Highway Supervisor

D. Garlington discussed Highway Streets/Public Works Budget:

- General Supplies is for marking paint and is decreased; Vehicle Maintenance is for in house services to maintain equipment and is level funded; Vehicle Repairs is used on CAT equipment and level funded; Equipment Purchase decreased \$1,000; Traffic Supplies level funded for street signs and safety lines; Crushed Stone level funded; Drainage Improvements level funded for drainage work and dredging some outfalls; Pavement Management level funded for pavement; Rentals & Leases for chippers level funded; Street Sweeping decreased \$1,000 (roads swept once a year and then before paving); Culverts & Catch Basins level funded at \$7,700 (catch basin cleaning started today); Salt & Sand level funded - cost of salt did not go up this year; Snow Plowing level funded \$150,000; Tree Removal increased \$1,000 for hazardous trees - bids go out this time of year; and Grounds Maintenance/Fertilizer/Sprinkler level funded at \$14,000 for a total of \$574,940.

Board discussed Highway Block Grant money and usage.

Motion by J. Sherman to approve Highway Streets/Public Works Budget in the amount of \$574,940. 2nd by C. Blinn.

R. Gray inquired if he has taken into consideration the care and work that will be required for the islands installed on Route 125 by the State.

D. Garlington noted he had not.

S. Fitzgerald noted the Town will have to take care of the islands as they are the responsibility of the Town.

J. Sherman inquired if they should think about funding for 2013.

S. Fitzgerald noted they could look at funding and maintenance after the horticultural takes bloom.

J. Sherman inquired about the mix of fleet equipment the Highway Garage has (pick up, small dump truck, 2 large dump trucks) and wondered if it was the right balance.

D. Garlington noted the fleet was based on personnel and what they have room for. He discussed the current trucks being conversions and able to go from summer to winter easily.

Vote: 5-0-0.

Motion carries.

M. Curran noted the Board would like the amount of the Highway Block Grant money that is encumbered every year.

S. Fitzgerald discussed combining the Cemetery Budget and the Highway Budget.

D. Poliquin inquired if the administrative portion would be included.

S. Fitzgerald noted the maintenance and custodial aspect would be supported by Dan and the Town would support the administrative duties.

D. Garlington discussed selling of the lots, overseeing the lots and meeting with the families.

R. Gray was concerned with the sensitivity and dealing with the family members.

J. Gallant discussed consolidation of the two budgets. Most duties are already covered by the Highway budget. The tools, labor and equipment are already funded by the Highway Budget and the wear and tear is being done to the Highway Department equipment.

R. Gray inquired if the stipend hours for the Sexton would be rolled into the Highway budget.

S. Fitzgerald noted he would like to sit down with the Board and discuss the Sexton function and payment. He thought the consolidation of \$5,000 could be discussed and agreed upon this evening.

M. Curran favored adding the line items but wanted to hold off on the Sexton decision.

J. Sherman was ok with the attempt to combine the two. He would like to see what the combined budgets would look like. He understood the stipend to be included in the combination of budgets.

S. Fitzgerald would like to sit down with Danny and then bring the information back to the Board.

R. Gray requested a copy of the Sexton position description.

J. Sherman was ok with combining and then having it represented to the Board of Selectmen.

M. Curran noted Danny was doing a great job and she did not want to overburden Danny with additional roles and responsibilities.

J. Gallant reminded all that the Highway budget goes before the Budget Committee tomorrow.

Solid Waste Clean-Up/Landfill - Dan Garlington, Highway Supervisor

D. Garlington discussed Solid Waste Clean-Up/Landfill Budget:

- Landfill Overtime is for Saturdays and Wednesdays that they are open - level funded at \$8,000; Engineering is for landfill water monitoring which is mandated by NHDES - level funded at \$29,000; and Grounds keeping is for CAP maintenance and level funded at \$10,000.

Motion by J. Sherman to approve Solid Waste Clean-Up/Landfill Budget in the amount of \$47,000. 2nd by R. Gray.

M. Curran requested the total years and cost of the CAP maintenance line that has not been expended.

Vote: 5-0-0.

Motion carries.

RECOMMENDATION OF ELM STREET SLIP LANE - CHIEF SAVAGE

S. Savage discussed Highway Safety Committee's recommendation for the barrels blocking the slip lane to Elm Street to remain up all winter.

S. Fitzgerald noted Police, Fire, Highway, NHDOT District 6 and Rockingham Planning have discussed the merits of keeping the barrels up all winter. However, the barrels may need to be moved
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back slightly if they interfere with plowing. The Town is going to evaluate the turning radius of trucks turning on to Elm Street from Main Street. A turning template will be placed on Main Street to better evaluate the angles involved when a truck takes a right hand turn onto Elm Street.

S. Savage has met with the local trucking companies. A great deal of enforcement has been done on the local roads and there has been a significant drop in truck traffic. He has identified that the local companies are the ones making numerous trips on Main Street. The truck company owners have requested to meet with the Board of Selectmen.

S. Fitzgerald suggested the Board vote to have the barrels remain and to place the template.

D. Poliquin suggested that an engineering firm do an initial measurement of the area.

***Motion by J. Sherman to direct the Town Manager to proceed to continue with leaving the barrels on the Elm Street/Main Street slip lane and to work with the State to satisfy their requirements.
2nd by D. Poliquin.***

Board discussed concerns with radius and areas of Kingston Road.

R. Gray was happy about the barrel situation and has heard overwhelming support regarding keeping the barrels in place.

Vote: 5-0-0.

Motion carries.

Consensus of the Board was to have a meeting with the truck owners.

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 and (d) Negotiations.

2nd by C. Blinn.

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

Board discussed going into Non Public and not returning to Public Session.

Consensus of the Board was to go into Non Public and not return.

M. Curran:

- This is not a recycling week.
- Household Hazardous Waste Day is Saturday, October 27 hosted by Kingston
- Thursday is Town Forest Site Walk

REVIEW OF SOCIAL MEDIA POLICY

Postponed until next meeting.

TOWN MANAGER REPORT

Not reviewed.

OTHER BUSINESS

None discussed.

SIGNATURE FOLDER

Signature and Manifest were passed around.

SELECTMEN'S REPORTS

Not reviewed.

Public Meeting adjourned at 9:12 pm.

Respectfully Submitted,
Audrey DeProspero