



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 22, 2012

**MEETING CALLED TO ORDER:** 6:34 pm

**SELECTMEN:**

Chairman, Michelle Curran

Selectman, Charles Blinn

Selectman, Daniel Poliquin - arrived 6:38 pm

Vice Chairman, John Sherman

Selectman, Robert Gray

Town Manager, Sean Fitzgerald

**MINUTES:**

*Motion by J. Sherman to approve the Minutes of October 15, 2012 as written.*

*2nd by R. Gray.*

*Vote: 4-0-0 (D. Poliquin absent) Motion carries.*

**PUBLIC COMMENT:**

No one wishing to speak.

**REVIEW OF 2013 BUDGETS:**

**4520 - Recreation - Christina Cruz and Bill Coye, Friends of Rec & Rec Commission**

M. Curran thanked Christina for helping out with Recreation. She also thank the Rec Commission for their support.

M. Cruz discussed Recreation Budget:

- Recreation Salary stayed the same.

R. Gray inquired about the salary line.

S. Fitzgerald discussed Carli's leave of absence and the vacancy in the Recreation position noting this week he would be moving forward with filling the position.

*D. Poliquin arrived at 6:38 pm.*

S. Fitzgerald discussed Recreation Director Salary and background for persons who may apply for the position.

R. Gray expressed his concern for salary requirements. He suggested salaries of adjacent towns be compared.

- Part-Time Positions level funded at \$41,019; Overtime level funded; and Uniforms (long sleeve t-shirts will be removed) lowered by \$1,000.

J. Sherman noted the reduction was discussed at the Rec Commission and they agreed. It was noted that the Counselors seem to have plenty.

- The \$1,000 line item reduction will be moved to the Events line. Telephone, Electric at Fields, Director Training, Supplies & Equipment, Postage, Equipment Maintenance, Groundskeeping, Mileage & Expense Reimbursement, Summer Recreation Program, Summer Transportation, Community Trips, Community Transportation and Plaistow Pride all level funded.

J. Gallant discussed expenditures.

- Concerts level funded however they are looking into adding add two additional concerts. Additional concerts may be sponsored by businesses in the area. Senior Programs, Senior Trips, Senior Transportation and Community Events all level funded. Baseball Leagues increased because lines 861, 863 and 865 were combined to keep better track of the income.

J. Sherman supported the combination of lines.

- Little League Baseball decreased to zero; Youth Basketball stayed the same; Softball reduced to zero; Youth Disbursements stayed the same at \$1,500; Miscellaneous Town Events zeroed out because it was combined with Community Events; Ump Baseball/Softball/Bball stayed the same and Holiday Events zeroed out because it was combined with Community Events.

D. Poliquin noted the description for account 872 needed updating.

J. Sherman thanked Janet for the Revenue information. He noted the Rec Commission received the information and was able to review Revenue for 2011. The Recreation Department brought in \$80,000 of revenue which basically cuts the budget in half.

R. Gray inquired about combining the baseball and softball line. He thought the line item title should change.

J. Gallant noted it would read Baseball Leagues.

S. Fitzgerald noted it should be similar to the others.

Board agreed that it should read Baseball/Softball.

S. Fitzgerald noted he held a discussion with Bill Coye last week. The Commission wanted to increase a few items however the decision was for the budget to stay the same and to seek outside assistance for funding.

Motion by R. Gray to approve the Recreation Budget in the amount of \$210,920.

2nd by D. Poliquin.

J. Sherman requested to have longevity removed from the budget for a total of \$210,670.

Board discussed and agreed.

R. Gray retracted original motion.

S. Fitzgerald suggested to increase the Training line.

R. Gray requested to leave the Training line as it was and to bring information back to the Board.

D. Poliquin favored adding money to Training line.

***Motion by R. Gray to approve the Recreation Budget in the amount of \$210,670.***

*2nd by D. Poliquin.*

*Vote: 5-0-0. Motion carries.*

B. Coye thanked the Board for level funding the Recreation Budget. He noted Christina has been doing a great job. There are great activities going on and more participation in senior activities.

D. Poliquin noted the Rec Commission was always seeking help. Interested persons should contact Town Hall.

**Police & ACO Departments - Chief Steve Savage and Brian Farrell ACO Officer**

M. Curran discussed the Board reviewing the combined budget of both Police and ACO. The Board had been presented three budgets: 4210-Police, 4312-ACO and Police & ACO Departments.

S. Fitzgerald noted he and the Chief had discussed consolidating the ACO function into Police Budget.

R. Gray suggested the Police Chief only touch upon the changed items of the Police Budget.

J. Sherman noted the accounts in the combined budget were not in the same sequence as the separate budget accounts.

S. Savage discussed combined Police & ACO Departments Budget:

- Administrative Salaries level funded; Prosecutor increased for the Rockingham County Attorney's Office 3% COLA (from \$34,254 to \$35,282); Management Information Systems increased by \$250; Pre Employment Training, Training, Collective Bargaining Agreement Education, Dues & Subscriptions, Rentals & Leases all level funded; General Supplies level funded at \$10,000; K-9 Supplies level funded however it was overspent for the emergency surgery on K-9 Kraken; Office Supplies and Postage level funded; Equipment Maintenance/Repair increased for yearly radio console maintenance agreement; Jail Maintenance, Books & Periodicals, Equipment Purchase, Unanticipated Expenses, and Expense Reimbursement level funded; Officer Salaries lowered due to reduction from census changes; and Part Time Officers increased because this is where ACO is absorbed.

R. Gray inquired about the justification for the increase in hours. Was it because the amount of animals captured had increased or because the Chief needed the ACO to be on duty more.

S. Savage noted the justification was for both. The demands are more than they have been in the past and the ACO is also a Certified Part Time Officer that can write summons and appear in court.

M. Curran and S. Savage discussed ACO vacation coverage.

R. Gray inquired about the type of records kept by the ACO.

B. Farrell noted he printed off all the call logs.

R. Gray requested to be supplied with a list of Danville's numbers versus Plaistow's numbers to show how many calls were received.

- Officer Overtime level funded; Officer Uniforms decreased; Telephone & Communications increased by \$3,515 for cell phone services, monthly fees for the radio antenna at TRHS, and because of the inclusion of the ACO cell phone as part of the merger of the ACO Budget with

the Police Budget; Gasoline level funded; Vehicle Maintenance/Repair level funded (line absorbs ACO); Vehicle Maintenance/Repair level funded; Capital Equipment increased due to cost to set up new cruisers to the Ford Interceptor as Ford no longer makes the Crown Vic; School Crossing Guard decreased by \$125 because the Interpreter Stipend has been removed; Dispatch Salaries and Part Time Dispatch level funded; Dispatch Overtime decreased because of the reduction in overtime; Dispatch Uniforms decreased by \$100 due to census change for one dispatcher going from year 3 to year 4 of employment (per BA in year 3 they are given \$500 with no automatic use and in year 4 they are given only \$400 as necessary); Medical Service level funded at \$500; Wildlife Control level funded at \$150; Kennel Repair & Maintenance level funded at \$500; Wildlife Control, Part Time Positions, Uniforms, Rentals & Leases, Training, General Supplies, Gasoline, Vehicle Maintenance, and Mileage & Expense Reimbursement all zero because of combining both budgets for a total of \$1,860,016.

M. Curran inquired about Unanticipated Expenses.

S. Fitzgerald noted he had suggested to set up a finance team to track some of these expenses. He thought they could be addressed administratively and he would come up with a strategy to avoid these unnecessary charges.

J. Sherman discussed mileage sheet and vehicle rotation. He inquired if the Chief was anticipating driving fewer miles in 2013 or if there was a change in philosophy.

S. Savage noted the information was based on historical data. There are the same amount of patrols being done and the coverage is exactly the same. Nothing had changed dramatically, it was based on projections.

***Motion by J. Sherman to approve Police and ACO Department Budget in the amount of \$1,860,016. 2nd by D. Poliquin.***

R. Gray and S. Savage discussed replacement vehicles and upcoming replacement vehicles.

***Vote: 5-0-0. Motion carries.***

B. Farrell spoke about the ACO position and the kennel: there are no animals currently there however the kennel has been used in the past. The only current contract is with Danville and is working well.

### **REVIEW OF DRAFT SOCIAL MEDIA POLICY**

S. Fitzgerald noted a disclaimer was added to the Social Media Policy based on Bob Gray's concerns.

Board discussed Social Media Policy.

D. Poliquin noted persons need to be held responsible for what they post and say in public.

J. Sherman discussed purpose of this policy: to ensure people don't post anything inappropriately on a social media site and so that a town employee is not using a social media site during their work time. S. Fitzgerald thought the policy should be consistent with the Personnel Plan so people report themselves in a reasonable not malicious or offensive manner.

J. Sherman discussed Personnel Plan not applying to Town Officials. It is for employees. He suggested the policy to be placed in the Personnel Plan.

S. Fitzgerald suggested to have it as an addendum to the Personnel Plan.

J. Sherman suggested to also have Computer Use placed in the Personnel Plan.

S. Fitzgerald noted he was trying to advance both of the policies and to have each employee sign off on each one to enforce and to have a signed standard of conduct which persons would be held to.

M. Curran noted by using "employed", it would not apply to elected officials or committee members.

R. Gray discussed Conflict of Interest Policy.

M. Curran thought it should cover all individuals associated with the Town and their function with the Town if they are serving on a Board or Committee.

J. Sherman noted it was not written that way.

S. Fitzgerald noted they could start with employees and then add to it later. He discussed guidelines for those using their own personal computers and how they handle themselves.

M. Curran noted she would like a policy for committee members and town officials.

Board discussed opinion of Social Media Policy.

M. Curran noted she agreed with the policy.

## **TOWN MANAGER REPORT**

S. Fitzgerald discussed:

- Budget Committee continues to meet and review Budgets.
- Tour of the Town Forest and presentation of ARM Grant.

J. Sherman discussed map of existing trails and how much of the property it covered. There is a lot of room for more trails out there on the existing property.

- Beede Technical Group meeting conference call last week.
- Wednesday's meeting with a resident about his water line.
- Site walk at the cemetery. Met with an adjacent property owner.
- Westville Road bridge repair will be repaired in 2017. He would like to see the work brought back to 2015. No additional funding for widening the bridge required.
- Pulling information together for updating the tax maps.
- Meeting with Sumner Kalman regarding Testa.
- Plaistow First Committee met this past Wednesday regarding a suitable location for the Highway Garage.
- Safe Routes to School Parent and Student Surveys completed.
- Paving to start on Rustic Lane, Greystone, Sequioa, and Forrest.

- CIP continues to move forward. An updated PowerPoint was presented to the Budget Committee but not to the Board of Selectmen.
- Landfill is open this Saturday from 7am until 3pm.
- Work in front of Town Hall for the ADA parking is almost complete. He would like to have an official ribbon cutting next Monday.

S. Fitzgerald discussed brick given to him by the Historical Society and placing the brick in the new ADA area.

Consensus of the Board was to have one of those bricks placed in the newly erected ADA area.

- Household Hazardous Waste Day is scheduled for Saturday, October 27th from 9am until Noon at 178 Main Street, Kingston, NH (parking lot of old High School).
- Coloring Contest winners will be announced at Pumpkin Lighting on Friday.
- Plaistow's Pumpkin Lighting is Friday, October 26th on the Town Hall Green.
- Toddler Trick or Treat is Friday, October 26th from 10am until Noon.

## **OTHER BUSINESS**

J. Sherman noted the Plaistow Lions were conducting a food drive Saturday the 27th at Timberlane Plate Glass on 108 Main Street. They will be collecting non perishable items between 8am and noon for the food pantry.

## **SIGNATURE FOLDER**

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

## **SELECTMEN'S REPORTS**

C. Blinn:

- Conservation Commission took a tour of the Town Forest for the ARM Grant. It was a constructive evening that was very well attended. A good job was done. The Sight Review Committee was very impressed with the Town Forest.
- Attended Cable Committee Meeting on Wednesday. They reviewed their budget and suggested they should get involved with CIP.

D. Poliquin:

- Unable to attend Rec Commission meeting.
- Attended Highway Safety Committee meeting. They discussed Westville Road Bridge, truck traffic and speed. They had a brief discussion on Haines Blvd (behind the old Shaws) which use to be a two way street. It was made one way when they redid the plaza. They discussed reopening it for two way traffic. Highway Safety voted to recommend it to be two way traffic. Elm Street slip lane was discussed. He has received both good and bad feedback. They agreed to leave the barrels throughout the winter however the turn radius needed to be checked. A guardrail was not a positive option and would require two signs "road closed" and "do not enter". Safe Routes to School is moving along. They received information on the survey from Pollard School. The Highway Safety Committee has offered a letter of support for the project. Stop signs for East and West Pine Streets are being looked at for the State.

J. Sherman:

- Town Report Committee has not meet for awhile. Town Clerk was the first submission.

- Plaistow First met. They will not meet until November 14th. They discussed location of highway garage and are considering requirements and making decisions.
- Budget Committee became famous because part of their meeting was on Good Morning America because they met during the earthquake. Their meeting was suspended and the budgets will be picked up tomorrow night.
- Attended Rec Commission meeting as a substitute for Dan Poliquin. They looked at the budget for the coming year. Some expenditures were posted to wrong lines. The Rec Department in 2011 brought in \$80,000 of revenue. A large amount of the budget is offset by revenues. Levels of participation were discussed along with issues of billing for field usage.

R. Gray:

- Planning Board met last Wednesday. Both Ron Brown and Panera Bread came before the Board. There was a site plan for storage containers on Main Street. A barrier will be put up between the wetlands and the storage containers. No materials will be kept in the containers, they will just be stored there. Condo conversion on the Ron Brown project on Sweethill Road needs to be approved by the Attorney General's office. Panera was conditionally approved however there are items that they need to complete first. The next Planning Board meeting is November 7th.
- Cable show with Candidates running for NH Senate and House of Representatives is running on Channel 23.

M. Curran:

- Participated on the Beede Technical Conference call. The water lines are being put in. Things are moving in the right direction. Traffic has been handled well. 19 out of 22 water line hook ups have been completed.
- Family Mediation meeting met last Wednesday. They reviewed their budget which is level funded. They are changing some of their fee structures. They are trying to run their programs at little or no cost to the participants and are trying not to go to the Towns for the money either.
- Watched the on goings of the ADA parking. It is looking very nice. She hopes the residents are pleased with it.
- Zoning Board meets this week.
- Toddler Trick or Treat is this Friday.
- Pumpkin Lighting is this Friday at 5:30.
- Landfill is open this Saturday from 7am until 3pm.
- This is a Recycle Week.

J. Sherman requested the light out front of Town Hall to be looked at - the light is out.

**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 J. Sherman.***

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

Public Meeting adjourned at 8:49 pm.

Respectfully Submitted,  
Audrey DeProspero

October 15, 2012