



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, October 1, 2012

**MEETING CALLED TO ORDER:** 6:30 pm

**SELECTMEN:**

Chairman, Michelle Curran - excused

Selectman, Charles Blinn

Selectman, Daniel Poliquin - arrived 6:39 pm

Vice Chairman, John Sherman

Selectman, Robert Gray

Town Manager, Sean Fitzgerald

**AGENDA:**

**MINUTES:**

*Motion by R. Gray to approve the Minutes of September 24, 2012 as written.*

*2nd by C. Blinn.*

*Vote: 3-0-0 (Absent: M. Curran and D. Poliquin)*

*Motion carries.*

**PUBLIC COMMENT:**

R. Jeffrey:

- Behind the Selectmen is the Town Flag with the correct blue color (reflex blue).
- Veterans Park's Service Flags now have yellow ribbons on them and the ribbons will be changed as the season changes.
- Area in front of Safety Complex has been cleaned up and looks nice. Chief Savage erected a monument for the heroic dogs which have served the Town of Plaistow. Roy has placed a bench engraved "In memory of Miss Muffin" with her picture - it was his dog for many years.
- The orange barrels blocking the slip lane look ugly and he suggested for them to be removed.

J. Sherman noted the barrels were a temporary situation that the Town erected.

S. Fitzgerald noted the Highway Safety Committee recommended the barrels because the slip lane is a dangerous intersection. They are looking at a number of issues that support pedestrian safety which will reconfigure the area.

R. Jeffrey thought the barrels were ugly and suggested putting up jersey barriers instead.

S. Fitzgerald noted they used the barrels because they were easily installed and jersey barriers are not.

*D. Poliquin arrived at 6:39 pm.*

### **ARM GRANT - JILL SENTER**

J. Senter discussed update on the ARM Grant (Aquatic Resource Mitigation Grant). Conservation Commission and Town have applied for the grant. The Department of Environmental Services are in the second stage of the grant process and on October 18 they are doing site walks of the site areas of all applicants (there are 30 applicants and Plaistow is the last walk on their tour). The meeting is a walking, talking site walk and all are asked to meet at the Town Forest at 5pm. The Forest easement has a large parcel that DOT took thru the work they were doing and there is a meeting tomorrow morning regarding the area. They are thinking about giving the parcel to the Town as an easement. It is approximately 10 acres and is an important part of the Forest. ConCom wants the parcel in the Town's name so they can put it in the easement. There are three other parcels that they are still working on where the ownership is in question. They are all land locked properties in the Town Forest. An estimate of cost for the participation to title is forthcoming and she was hoping to get the ARM grant which will cover most of the expenses.

S. Fitzgerald offered to open Town Hall if needed to further their meeting.

J. Senter noted two new trails have been established in the Town Forest: Orange Trail and Yellow trail. The Yellow Trail has a suspension bridge.

S. Fitzgerald has asked Maintenance Supervisor Dave Bowles to walk the perimeter of the Town Forest parking area to make sure there is no additional debris built up. The Town will also work with ConCom to have the area taken care of.

### **REVIEW OF 2013 BUDGETS:**

#### **ELECTIONS - TOWN MODERATOR BOB HARB & SUPERVISOR OF CHECKLIST NANCY JACKMAN**

B. Harb:

- Reviewed Elections & Registration Budget workbook for 2013. There were four elections in 2012 however 2013 will only have the Town election. The Budget for 2013 is more in line with the 2011 Budget. There is an increase in the budget for new outdoor voter signs.

N. Jackman:

- Only one election in 2013. They have budgeted for 3 Supervisors and a working session.

J. Sherman inquired if the hours for the polls were working out.

N. Jackman noted hours were long but accommodated the people who were working and travelling.

B. Harb noted they kept an hourly tab of those that entered and they were not making any recommendations to change the hours. They will stay at 7am until 8pm.

R. Gray inquired about the hourly rate for Supervisors.

N. Jackman noted \$11 per hour.

R. Gray suggested to update the description.

J. Sherman inquired why Ballot Printing and Checklist was overspent this year.

B. Harb noted the machines needed more calibration and checking.

***Motion by R. Gray to approve the Elections and Registration Budget in the amount of \$12,612.  
2nd by C. Blinn.***

***Vote: 4-0-0.***

***Motion carries.***

J. Sherman announced that the Board was being visited this evening by Webelos I and II (Troop 118). The Troop was present to earn an Achievement Badge by attending a Government meeting. Each Scout approached the Board of Selectmen and introduced themselves.

**4240 - INSPECTIONS - MIKE DORMAN**

M. Dorman:

- Permanent Positions, Back up Inspector, and Telephone level funded; Data Processing increased because of BMSI; Training & Conference level funded; Dues & Subscriptions decreased because Mike does not need to be certified this year but will be certified in 2015; Supplies and Postage level funded; Gasoline decreased - total based on average usage; Vehicle Maintenance Supplies decreased; Vehicle Repair level funded for unanticipated repairs to truck; Books & Periodicals level funded; Equipment Purchase left at \$1 - there is no anticipation for purchasing new equipment in the coming year; Consultant-Plumbing increased by \$500; Consultant-Electrical level funded; and Revenue is \$2,000 more than it was at the end of September.

***Motion by R. Gray to approve the Building Inspection Budget in the amount of \$107,381.  
2nd by C. Blinn.***

J. Sherman noted Mike Dorman supported other activities such as Plaistow First and was a very valuable resource.

***Vote: 4-0-0.***

***Motion carries.***

**4323 - SOLID WASTE COLLECTION/SANITATION- SEAN FITZGERALD**

S. Fitzgerald:

- Recommended to level fund the Solid Waste Budget. There have been a number of reductions to the lines over the past years. Recycling has increased because of the two barrel limit and there has been a reduction in tonnage being thrown away. If the Town went to weekly recycling pick up there would be additional costs of up to \$80,000 however it would not increase recycling in Town. He did not think the increased cost was beneficial to the Town. The current contract with JRM has a two year extension clause and based on their service record and value they have in the contract the Town has an opportunity to negotiate tipping fees and more favorable terms.

J. Sherman discussed expenditures through July and inquired why the budget was being level funded if in fact they were saving the Town money.

S. Fitzgerald discussed the Town not having an average on collections, variations in winter months and the fuel cost impact to the budget.

J. Gallant noted the new contract ended in July. She discussed tonnage and explained how she came to the current numbers in the budget noting she was going to look at a couple more months and then bring the information back to the Board of Selectmen.

J. Sherman requested calculations be sent to each Selectmen so they could see them.

S. Fitzgerald discussed going out for RFP. He thought the current company was a very good company who has helped the Town save significant dollars.

Board does not agree with level funding the Solid Waste Collection/Sanitation budget.

S. Fitzgerald discussed negotiations and current contract running out in June of 2013.

R. Gray suggested adjusting the budget at later date either up or down. He did not think they needed to level fund the budget at \$540,000. He would like to see the line reduced to \$500,000 and to revisit it again at a later date.

S. Fitzgerald noted the budget had a lot of variables and he wanted the Board to take anomalies into consideration that could occur with the weather. He suggested to invite a representative from JRM in to the Board to further discuss.

D. Poliquin inquired if there was any speculations as to why there was such a drop off in May.

S. Fitzgerald noted it could have to do with weather however he would look into it.

D. Poliquin noted JRM has been doing a great job.

S. Fitzgerald reminded the Board that when they did their contract with JRM they agreed to a 3 year with a 2 year escalator.

***Motion by R. Gray to approve the Solid Waste Collection Budget in the amount of \$515,000. This is taking \$25,000 from the first line item (\$525,000 minus \$25,000 equals \$500,000 plus the \$15,000 for Hazardous Household Waste).***

***2nd by C. Blinn***

R. Gray noted he was willing to revisit the budget in the future after Janet provides the Board with more data.

***Vote: 3-1-0.***

***Nay: D. Poliquin.***

***Motion carries.***

#### **4316- STREET LIGHTS - SEAN FITZGERALD**

S. Fitzgerald:

- There are over 400 street lights in Town and there has been a significant increase in kilowatts. The Town has been able to take advantage of bulk purchase rates however they have not seen a significant amount of savings.

***Motion by R. Gray to approve the Street Lights Budget in the amount of \$97,000.  
2nd by C. Blinn.***

R. Gray noted there were still a lot of areas in Town that he thought were still very dark.

J. Sherman suggested to bring the information to the Highway Safety Committee for them to look into.

***Vote: 4-0-0.***

***Motion carries.***

### **CIP - TIM MOORE**

T. Moore discussed Capital Improvement Program Projects for 2013-2018 and 2013-2018 CIP Update Memorandum dated September 25, 2012:

- Highway Department: Replace Westville Road Bridge. \$40,000 put in to do preliminary study work. The State completed an inspection recently and found the bridge to not be red listed but found it to be degrading. The hope is to take some of the sharp S turn out of the road and straighten it a bit and add a sidewalk to the bridge. Hazard Mitigation Plan Projects. The intent is to go through the plan in more detail and look at projects that are in there and then decide when it would make sense to schedule them. \$60,000 for Drainage project. \$225,000 for Road Surface Management (computerized program that tells the Town the cost to bring roads up to certain levels). \$81,000 Capital Reserve. Reserve withdrawals.
- Fire Department: No change in Capital Reserve. This year there are no fire vehicles to be replaced however new to CIP is replace Cardiac Monitors and AED Units and Thermal Imaging Camera.
- Police Department: Increased cost of cruiser replacement from \$66 to \$70 to account for normal inflation. New this year is Replace Mobile Radios, Portable Radios, Less-Lethal Weapons, and Emergency Community Notification System.
- Town Buildings: Safety Complex: \$25,000 for Architectural Cost Studies for the new expansion; Replace roof on Safety Complex \$80,000; and Replace Concrete Apron \$25,000.

D. Poliquin and S. Fitzgerald discussed current roof situation (leaks to substructure).

- Library: Install Emergency Generator.
- Cable: No items made it into CIP.
- Highway: Salt Shed \$186,000 Bond for 2013 and Highway Garage \$800,000 Bond.
- Courthouse: Replaced heating ventilation, replaced air-conditioning and completed painting last year. Two new items to replace in 2015 are the windows and in 2013 is to Repave Walkways around Courthouse.
- Cemetery: Replace Fence and Sign \$30,000 proposed for 2013.
- Historical Society: Replace HVAC System proposed in 2013 at \$23,000. New is painting Historical Building but not scheduled until 2016.
- Town Hall: Paving around Pollard Park work scheduled for \$25,000 for 2014 and new item this year is to replace gutters and downspouts - some have already been done.
- Beede Superfund Site Reuse Plan.

Board discussed Beede situation, future plans and feelings.

- Cell Tower: Not proposing to do maintenance to cell tower this year.
- Recreation: Recreation Building at PARC - just a new listing for this section.
- Capital Reserve Account: Building Capital Reserve account has the intent of having money in the account if something unscheduled came about.
- Town Hall Services: Replace Building Inspection Truck not scheduled until 2016.
- Water Department: Wrapping up a lot of the fire suppression expansion. The next session is to widen between East Road and Old Road. \$400,000 is the estimated cost and the construction project is scheduled to start 2014 fiscal (July 2013 to June of 2014). Pump and Pump House needs to be replaced in 2015 at \$350,000. Replace Water Department Truck in 2014, update Fenton Keys study and withdrawals from various funds to offset costs.
- Conservation and Recreation: Conservation Fund; Acquisition of Land adjacent to the Park areas; and once plan is in place they will talk about how to fund the activity. Shelter at PARC \$150,000; Skateboard park relocation scheduled for 2014 for \$20,000; Resurface Basketball Court at Ingalls Terrace scheduled to be done in 2017; Splash Park is new item for next year; and Rec Commission working on Strategic Plan to be incorporated into the CIP.

J. Sherman inquired if the next step would be for the Planning Board to review and accept the plan.

R. Gray noted there was a workshop scheduled for the next Planning Board meeting so they would not review the CIP at their next meeting.

T. Moore noted they plan on presenting the CIP to the Budget Committee on October 9.

J. Sherman noted the CIP was a terrific document.

S. Fitzgerald wished Tim Moore a Happy Birthday.

Board thanked Tim for being present.

T. Moore noted Wednesday night at the Planning Board meeting they were looking for public input on Plan NH as well as Main Street Traffic Calming.

#### **RSA 91-A:3 II (d) NEGOTIATIONS - DISCUSSION REGARDING POLICE CONTRACT**

S. Fitzgerald suggested to hold off on Non Public until there were five members of the Board present.

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

J. Sherman suggested to hold off on the Social Media Policy review until there was a full Board.

S. Fitzgerald noted he received emailed suggestions and incorporated some of the suggestions from the Board of Selectmen into the Social Media Policy.

R. Gray discussed his suggested change (being able to link a vimeo link to his personal facebook page)

Board discussed suggestions.

J. Sherman suggested to put on next week's agenda to finalize the details.

## **TOWN MANAGER REPORT**

S. Fitzgerald discussed:

- Highway Safety Committee meets Thursday, October 4th.
- Beede Waste Oil Superfund Site Informational meeting is Wednesday, October 3rd at the Vic Geary and open to the public.
- Beede Technical Group meeting is Thursday, October 18th at 10:30 am.
- City of Haverhill Staff and Plaistow Town Hall Staff met on Thursday, September 27th to discuss the proposed Panera Bread.
- Planning Board meets Wednesday, October 3rd.
- Elder Affairs meets Tuesday, October 2nd for a debrief and reflection of their 2012 Senior Affairs' Summit.

J. Sherman noted a number of people went through and a lot of agencies were found talking to each other discussing how they could benefit each other.

- Budget Committee will begin a review of their Budgets tomorrow. They will review: Tax Collector, Town Clerk, Finance, Assessing, Treasurer/Trustee/BudCom and Debt. The Board of Selectmen reviewed these budgets last week.
- Town Report Committee met Thursday, September 27th.
- Sewall Tax map Updates/Online Services.
- Plaistow First Committee is scheduled to meet at 8am on Wednesday, October 3rd.
- Flu Shots were given out last week at Town Hall.
- Halloween Party at Fish and Game on October 20th from 7pm until midnight.

## **OTHER BUSINESS**

No other Business discussed.

## **SIGNATURE FOLDER**

J. Sherman noted the Signature Folder and Manifest were going around.

## **SELECTMEN'S REPORTS**

C. Blinn:

- No meetings last week.

D. Poliquin:

- No meetings last week.
- Highway Safety is this Thursday
- Rec Commission meeting is a week from Wednesday.
- Plans to attend EPA and Planning Board meeting this week.

R. Gray:

- Planning Board meeting this week.
- Invitations mailed out for Candidates Night. He has received four replies back. He was contacted by the Atkinson Women's Auxiliary Club - they are willing to help out with refreshments. Senator Morse is attending and both candidates for Senate seat and District 34 will be attending.

J. Sherman:

- Budget Committee meets Tuesday.
- Conservation Commission meets Thursday.
- Tuesday morning is Senior painting at Michelle's Creative Expressions. It has been a very successful event. He has heard good things about it.
- Town Report Advisory Committee met. They spoke about the schedule of when things will be due and when the Chair's letter would go out. Things are in good shape and there are no open issues.
- CIP is done for the season.
- The Board of Selectmen will not meet next Monday (October 8th) because it is Columbus Day.
- Glad the Webelos were able to attend tonight. They were quiet and courteous. They are a well managed group with good leaders.
- The Board will not meet next week but will return in two weeks.

**NON PUBLIC RSA 91-A:3 II (a) PERSONNEL MATTERS**

S. Fitzgerald noted the Non Public would be differed until next week when there is a full Board.

Public Meeting adjourned at 9:37 pm.

Respectfully Submitted,  
Audrey DeProspero