

PLAISTOW STREETLIGHT POLICY

Adopted: April 26, 2021

Last Modified:

Plaistow contracted with Affinity to do an inventory of all town-owned streetlights and to recommend a replacement strategy. That effort was completed in 2019 with a few discrepancies resolved. The actual replacement of the 450 streetlights was completed in 2020 with a majority of the streetlights being replaced with 25-watt, 3000°K LED lamps and fixtures. There were a few exceptions where a higher wattage lamp was recommended and installed. Although Plaistow owns the LED fixtures, Unitil will continue to provide maintenance of them when they need to be replaced. In the first year of operation two fixtures needed to be replaced. Because the fixtures were still under the 1-year total coverage warranty there was no charge for the replacement. A third fixture needed replacement due to damage caused by wildlife; this type of damage is not covered by the warranty, and Plaistow had to buy a replacement fixture. The replacement fixtures cost \$153 each. There was also a cost of \$115.00 to have Unitil install the replacement fixture.

Affinity has recommended that Plaistow maintain a replacement inventory of 6 LED fixtures. The fixtures come 3 to a tote and therefore the recommendation is to maintain 2 totes. Since the Plaistow installation of the 25-watt lamps, Affinity has developed an 18-watt lamp that provides the same number of lumens and has recommended that the replacement inventory be comprised of the 18-watt lamps. Having replacement fixtures available will not only facilitate replacement response time but will hedge against any future price increases. Affinity will inspect any broken fixtures to judge if it is repairable and the cost. If it is repairable, and the cost is lower than replacement, it can be put back into the Town's inventory. This replacement policy has been adopted by the Plaistow Selectboard.

As traffic patterns and neighborhoods change there is often recognition by residents that the existing set of streetlights need to be modified. To date the procedure for a resident to make such a request is not well documented and often not understood or misunderstood. This policy document is meant to clearly document how any resident or town official may request a change be made to the existing set of streetlights. The change may be to add a new streetlight, remove a streetlight or increase/decrease the wattage of an existing streetlight. Attached to the policy text is a simple form that is to be used to request streetlight changes.

Step 1: Download the Streetlight Change Request Form from Energy Committee's Page of the Town website or request a hard copy of the form from the Planning Department.

Step 2: All submitted Streetlight Change Requests will be submitted to the Highway Safety Committee for their review and comment. This review shall take place at a regularly scheduled Highway Safety Committee meeting, but in no case longer than 35 days from the date of submittal by the requester. The Highway Safety Committee review should include at least the following elements: Police, Fire, Highway Department comments. The question "Would the requested change increase, decrease, or have no change on public safety, and how?"

Step 3: The Highway Safety Committee will then forward the request to the Energy Committee for their review and comment. This review shall take place at a regularly scheduled meeting of the Energy Committee, but in no case longer than 90 days from the date of submittal.

Step 4: The Energy Committee will then forward the request with all comments and recommendations from both committees to the Selectboard for their discussion and ultimate approval/disapproval of the request. The Selectboard may then make a decision based on comments from the Highway Safety and Energy Committees or request more information from one or both committees. The requester of the change shall be notified in writing of the Selectboard's decision. The notification should include all comments from all committees and boards. Should the Selectboard decide to disapprove of the request, the requester may request a meeting with the Selectboard, at a regularly scheduled meeting, to appeal their decision. At such a meeting the requester should be prepared to state why the decision should be reversed.

All committees and boards should endeavor to process the requests in an expeditious manner. It is not expected that 90 or more days would expire before a decision is reached. However, meeting schedules, holidays, weather conditions, etc. may require the longer processing intervals.

STREETLIGHT CHANGE REQUEST FORM

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| Name of person requesting a change: | | | |
| Address of person requesting a change: | | | |
| Daytime phone number: | | Evening phone number: | |
| Date of Request Submittal: | | Email address: | |
| Nature of change (check applicable box): | | | |
| Add a new streetlight: | | Remove an existing streetlight: | |
| Increase the wattage of an existing streetlight: | | Decrease the wattage of an existing streetlight: | |
| Other: | | | |
| Reason for change: Additional may be submitted on page 2 of this form if the space below is not sufficient. | | | |
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| For Highway Safety Committee (HSC) Use Only: | | | |
| Date Reviewed: | | Recommendation with explanation: | |
| HSC Chair Signature & Date: | | | |
| | | | |
| For Energy Committee (EC) Use Only: | | | |
| Date Reviewed: | | Recommendation with explanation: | |
| EC Chair Signature & Date: | | | |
| | | | |
| For Selectboard (SB) Use Only: | | | |
| Date Reviewed: | Approved: | Conditionally Approved: | Disapproved: |
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|---------------------------------------|--|
| SB Chair Signature & Date: | Reason for Approval/Disapproval/Conditional Approval: |
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| Reason for change request (additional text): |
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| Highway Safety recommendation (additional text): |
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| Energy Committee recommendation (additional text): |
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Select Board approval/conditional approval/disapproval (additional text):