



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** September 30, 2013

**MEETING CALLED TO ORDER:** 6:32 PM

**SELECTMEN:**

Chairman, Robert Gray

Selectman, Michelle Curran

Selectman, Daniel Poliquin – arrived 7:16 pm

Vice Chairman, John Sherman

Selectman, Joyce Ingerson

Town Manager, Sean Fitzgerald

**AGENDA:**

**MINUTES:**

*Motion by J. Sherman to approve the minutes of September 23, 2013 as written.*

*2<sup>nd</sup> by M. Curran*

*Vote:4-0-0*

*Motion carries.*

**PUBLIC COMMENT:**

Robert Harb; Town Moderator - Representing the Plaistow Exchange Club. Reviewed activities of the club including, passing out American flags for Old Home Day Parade, giving trees to the 1<sup>st</sup> graders at the Pollard School. Giving Teddy Bears to the Police and Fire Departments when they have emergencies with children. Stating that, those are just a few of the things we do. He thanked the public for their support. He invited the public to attend a Flapjack & Bacon Fund Raiser, to be held at Applebee's in Haverhill from 8 to 10 am. on Sunday, October 6<sup>th</sup>. Tickets are available at the door, \$10.00 for adults and \$7.00 for children under 12. The funds raised will go to support the programs they sponsor.

**REVIEW OF 2014 BUDGETS**

**4140 – ELECTIONS – ROBERT HARB**

R. Harb; Town Moderator – Spoke regarding the increase of \$6000.00. The election will entail triple the work since there are more elections upcoming than there were in the previous year. The staff will be at the same rate of pay. We anticipate an additional expense of \$1500.00 in next years budget for voting machine supplements. This years budget does not reflect that. Most items are level funded aside from the costs associated with the additional elections.

***Motion by J. Sherman to approve the Elections and Registration Budget***  
***2<sup>nd</sup> M. Curran***  
***Vote 4-0-0***  
***Motion carries.***

**4150 – HUMAN RESOURCES / ASSESSING SERVICES – LORI SADEWICZ**

L. Sadewicz - Spoke stating Salary and Training lines are level funded. Mapping is level funded. Data Processing has decreased. Dues is level funded. Supplies are reduced, postage is level funded. Books and Periodicals has increased and Mileage is reduced.

***Motion by J. Sherman to Approve the Human Resource/Assessing Services Budget***  
***2<sup>nd</sup> J. Ingerson***  
***Vote: 4-0-0***  
***Motion carries.***

**4198 – CABLE STUDIO – DEAN ZANELLO**

D. Zanello – Stated the only change is that we are participating in the CIP. The expenditure is for transmitter equipment upgrades. The CIP item is for 2014. This is not outlined in the regular budget, the estimated cost for labor and installation is \$12,000.00. Asking for \$15,000 for upgrades to cover everything.

Line items 1 & 2, the Cable Coordinator and Operator is level funded. Consultant line item has decreased. Telephone funded is zeroed out which is level funded.

Discussion regarding the wiring project that occurred last year. Invoices from that project are requested.

R. Gray – Requesting an action item for the Town Manager to produce the invoices from the wiring project of last year.

D. Zanello – The project started at the end of 2012 and we were able to use funds from that budget. Equipment repairs are level funded. Training is level funded as well. Cable dues and General Supplies are level funded. New equipment has increased, for the purchase of camcorders, batteries and projection equipment. Mileage is also level funded.

Discussion regarding microphone practicalities and usage occurred.

***Motion by J. Sherman to approve the Cable Studio Budget***  
***2<sup>nd</sup> by J. Ingerson***  
***Vote: 4-0-0***  
***Motion carries.***

#### **4311 – HIGHWAY ADMINISTRATION – DAN GARLINGTON**

D. Garlington – Stated that several items are level funded with the exception of Telephone has decreased. Electric and Heating have decreased especially due to the purchase of a propane heater. Dues decreased. Equipment decreased because the generator service is in another budget now. Gas & Oil increased due to fuel costs.

*Motion by J. Sherman to approve the Highway Administration Budget*

*2<sup>nd</sup> by M. Curran*

*Vote 4-0-0*

*Motion carries.*

#### **4312 – HIGHWAYS & STREETS – DAN GARLINGTON**

D. Garlington – Stated that most line items are level funded. Vehicle repairs, tires and repairs for the front end loader have increased. Equipment purchases have also increased, the replacement of the pressure washer and a new stander for cemetery mowing, in addition to the stander already in use. Traffic supplies which includes street signs and barricades has increased. Drainage is level funded. Rentals & Leases decreased. Grounds Maintenance increased. There are plans to convert Ingalls Terrace into a multipurpose field.

Discussion regarding the unspent budget line items and the Highway Block Grant spending status.

M. Curran – Requesting a copy of the RSA that specifies the details of Highway Block Grant expenditures and the balance of the current amount unspent.

*Motion by J. Sherman to approve the Budget of the Highways & Streets*

*2<sup>nd</sup> D. Poliquin*

*Vote: 5-0-0*

*Motion carries.*

#### **4153 LEGAL – SEAN FITZGERALD**

S. Fitzgerald – Stated that the Budget has increased. The Legal expense line has increased by 10,000.00 and the Cable Attorney line item has increased by 10,000.00 as well.

Discussion occurred regarding cable attorney value and the need for a more competitive situation with the cable/satellite industry.

M. Curran – requested the Town Manager reach out to other service providers to see if they will offer services in Plaistow.

S. Fitzgerald – I will contact other service providers.

*Motion by J. Sherman to approve the Legal Budget  
2<sup>nd</sup> by D. Poliquin  
Vote 5-0-0  
Motion carries.*

**4196 – INSURANCE – SEAN FITZGERALD**

S. Fitzgerald – This is level funded and will likely be adjusted. The LGC sets the rate in October/November. The board will be notified when the rate is updated.

*Motion by J. Sherman to approve the Insurance Budget  
2<sup>nd</sup> by D. Poliquin  
Vote 5-0-0  
Motion carries.*

**4199 – CONFLICT OF INTEREST – SEAN FITZGERALD**

S. Fitzgerald – Training has been reduced. Office Supplies are level funded. Postage has increased.

*Motion by J. Sherman to approve the Conflict of Interest Budget  
2<sup>nd</sup> by M. Curran  
Vote 5-0-0  
Motion carries.*

**4583 – PATRIOTIC BUDGET – SEAN FITZGERALD**

S. Fitzgerald – Memorial Day and Patriotic purposes, the American Legion are level funded.

*Motion by M. Curran to approve the Patriotic Budget  
2<sup>nd</sup> by J. Ingerson  
Vote 5-0-0  
Motion carries.*

Discussion occurred regarding the stone located in the foundation of town hall and the status of replanting the garden beds in the town green.

R. Gray – Requesting that S. Fitzgerald follow up with R. Jeffrey in regards to the program for Korean War Veterans and update the board next week.

**4314 – SOLID WASTE CLEAN UP BUDGET – SEAN FITZGERALD**

S. Fitzgerald – Stated that the Budget is level funded.

*Motion by J. Sherman to approve the Solid Waste Clean Up Budget  
2<sup>nd</sup> by M. Curran  
Vote 5-0-0  
Motion carries.*

#### **4316 – STREETLIGHTS BUDGET – SEAN FITZGERALD**

S. Fitzgerald – Stated this budget is level funded.

*Motion by J. Sherman to approve the Streetlights Budget  
2<sup>nd</sup> by D. Poliquin*

*Vote 5-0-0*

*Motion carries.*

#### **4323 – SOLID WASTE COLLECTION – SEAN FITZGERALD**

S. Fitzgerald – Stated the budget is level funded.

*Motion by J. Sherman to approve the Solid Waste Collection Budget  
2<sup>nd</sup> by D. Poliquin*

*Vote 5-0-0*

*Motion carries.*

#### **TOWN MANAGER REPORT**

- Public Awareness: Burglaries have been reported on Cottonwood and Tamarack Roads.
- Sally Port repairs may be deferred until warmer weather.
- Fire Prevention Week, October 6<sup>th</sup> – 12<sup>th</sup>.
- Mayor James Fiorentini of Haverhill MA, discussions of regional issues.

M. Curran – Requested information regarding the interstate partnership potentials and conflicts between municipalities before engaging in collaboration.

- American Lung Association 5<sup>th</sup> Annual Seacoast Ride in 2014.
- Fall Festival success.
- PARC has experienced local vandalism.
- Ingalls Terrace Pavillion repairs are needed.
- NH DOT Service Road Update.
- Westville Road Bridge Status.
- Rockingham Planning Commission Regional Master Plan Meetings.
- Elder Affairs – Senior Service Fair Success.
- 2013 Town Report Update.
- BudComm is moving forward.
- Public Safety Complex Expansion – Access Road Update.
- Hazardous Waste Collection Day Update.
- Safe Routes to School Grant Update.
- Planning Board Agenda.
- Meeting with Pierce Rigrod of NHDES regarding the follow up to the Water Symposium.
- MS-4 Stormwater Management Task Force meeting update.
- YMCA Update.

## **OTHER BUSINESS**

R. Gray – Letter received from Unitil regarding Annual Gas Emergency Preparedness Meeting. Thank You letter received from Dave Hansberry, Thanking the Town Manager for handling the Unitil water line damage.

Discussion regarding social media and facebook with regard to the Historical Society.

J. Sherman – Discussed the Town’s website being updated with the latest version of the Master Plan.

## **SIGNATURE FOLDER**

R. Gray noted the Manifest and Signature folders were going around.

## **SELECTMEN'S REPORTS**

M. Curran:

- Attended the Elder Affairs, Senior Service Fair. Great turnout!
- No other meetings.

D. Poliquin:

- No meetings this past week, commented on successful Fall Festival as reported by his family.

J. Sherman:

- Attended the Fall Festival, great time.
- Attended the Senior Service Fair, lots of information.
- Attended the Town Report Committee meeting last night.
- Attended the Budget Committee meeting last week.

J. Ingerson

- Nothing to report.

R. Gray

- Planning Board meeting this coming week.

## **NON PUBLIC RSA 91-A:3II**

*Motion by J. Sherman to enter into Non Public RSA 9-A:3II (a) Personnel, (c) Reputation (d) Negotiations (e) Legal*

*2<sup>nd</sup> by M. Curran*

*Board polled: R. Gray=yes, J.Sherman=yes, D. Poliquin=yes, M. Curran=yes, J. Ingerson=yes*

Public Meeting adjourned at 8:56 pm.

Respectfully Submitted,  
Kerry Lee Noel

