



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 28, 2013

MEETING CALLED TO ORDER: 6:34 PM

SELECTMEN:

Chairman, Robert Gray

Selectman, Michelle Curran

Selectman, Daniel Poliquin arrived 6:43 pm.

Vice Chairman, John Sherman

Selectman, Joyce Ingerson - excused

Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of October 21, 2013 as written.

2nd by M. Curran

Vote: 3-0-0

Motion carries.

PUBLIC COMMENT: NONE

UPDATE ON PLAISTOW RAIL PROJECT/NH DOT – PATRICK HERLIHY, SHELLEY WINTERS OF NH DOT AND RON O’BLENIS OF HDR ENGINEERING, INC.

P. Herlihy introduced himself as well as Shelley Winters and Ron O’Blenis and John Westin, one of his team members.

He spoke stating he was happy to be returning since the Listening Session, and to meet with the Selectmen to go over the process now moving forward. Timeframes will be discussed as well time to answer any questions the Selectmen may have.

A Work Flow Diagram handed out as well as a map and a list of potential committee members that can be discussed. The Work Flow Diagram is an overview of the details and timeline of progression. Each phase builds upon each other to completion of the study.

J. Sherman asked if the dates of each phase are known, he would like to get a preliminary time frame for each phase tonight as an action item. He asked; What does membership of the citizen’s action committee entail?

R. O’Blenis replied that each phase is approximately a 4 month process. We estimated that the project has about an 18 month total.

These dates have not been published, looking to work with the board to discuss the phases. 3 Formal public meetings, sometime in mid January. In phase three, screening out the opportunities, then a public hearing will be held to take comments.

First thing will be, where are all the potential sites and the examination of all the locations. We will discuss the need and purpose of the process at the first public meeting. Called: Scoping purpose and need.

Phase 2: Ridership forecasts which will trigger another public meeting. Understanding the data looking for public input and will single out the locations not in the running. There is the option of a no build, which is a possibility and an option. We are here to follow the process and give the public what they want.

Phase 2 also will examine costs, final location suggestion and another public meeting.

R. Gray asked if the meetings would be held in Plaistow?

R. O'Brien - Responded yes. Reference to the handout of the potential selected action committee members and continues to describe the role of the advisory committee. The committee holds working discussions presenting ideas and works as a sounding board for the development of the project that takes into the interests of many. These are public meetings.

J. Sherman asked R. O'Brien, if he would describe this as a steering committee? Members of the group, who do they represent? What authority do they have?

P. Herlihy responded by stating that it is an advisory committee only. They don't vote or have authority. This is just a small working group.

R. Gray asked, how many people from Plaistow will be representatives?

R. O'Brien responded that one person from each community or group will be involved. We need someone who can be somewhat engaged. They will have homework and will be reaching out to others in their community. They just don't go to the meetings.

S. Fitzgerald stated that staff can be available to support the discussion.

R. Gray asked why one of the suggestions on this list is a transit company? Wouldn't that be competition?

P. Herlihy replied that you would want their input to see both sides of the equation.

R. Gray inquired why include the city of Haverhill and Pan Am railways? Why their input?

R. O'Brien replied that the city of Haverhill has a working system now and Pan Am railways owns the track.

J. Sherman stated that it doesn't sound like an advisory committee represented by citizens. Would you provide a secretary with posted and approved minutes? A written expectation of the commitment necessary to be on this committee should be provided to potential committee membership. The Board will appoint them.

R. Gray asked what is the deadline for selection?

R. O'Brien responded in a couple of weeks.

S. Fitzgerald said that it is important to move forward with this project. Discusses the opportunity to utilize other agencies to advise in this process. Concerns are the limited amount of conversations and broaden the discussion.

J. Sherman asked if the possible locations are known and who or what decides that ? Is it possible to have an environmentally friendly layover station? Do you know of any examples of one?

R. O'Blenis said there are variables, such as the size of the site. Ridership will determine the parking lot capacity. We need confirmation from the MBTA and the ridership issue to set the size of the parking lot. Situate Mass is considered to be environmentally friendly.

P. Herlihy said that we could take a trip to an environmentally friendly layover station.

T. Moore said that in a previous discussion with the MBTA, we took a trip to Situate, there is a crushed rock base and an 18 ft sound wall. The neighbors living there are very close to the wall, just feet away.

S. Fitzgerald stated that they have talked about taking a trip to view Rockport Newburyport to see them first hand. I would like to schedule those visits. Can contact Mayor Holiday in Newburyport to hear how it has been working in that town.

R. O'Blenis said that the advisory committee could go and view the sites. Contact information will be left with the board and they can contact these representatives at any time.

No public comment.

REVIEW OF 2014 BUDGETS

4550 – LIBRARY – CAB VINTON, CATHY WILLIS, JIM PECK

C. Willis introduced C. Vinton the new library director, J. Peck is now the Treasurer.

J. Peck stated that the budget has increased 3.5% to \$511,282.00.

Salaries have increased.

Social Security/Medicare has increased.

Workers Compensation/Unemployment is level funded.

Health/Life/Disability has increased.

Retirement has increased.

Materials is level funded.

Online Resources is level funded.

Supplies has increased.

Continuing Education is level funded.

Public Activities/Programs is level funded.

Telephone has decreased.

Postage is level funded.

Capital Equipment is level funded.

Professional Dues is level funded.

Technical Services has increased.
Gas and Electricity has decreased.
Repairs/Maintenance is level funded.
Building insurance is level funded.
Janitor is level funded.
Landscaping is level funded.
Bookkeeping is level funded.
Legal fees have increased.
Liability is level funded.

J. Sherman stated that the Library Funds Expenditures at the end of the year actual will be under spent.

D. Poliquin asked if the numbers are through September?

J. Peck responded that they are through Oct. 7th

R. Gray asked C. Vinton if technology usage is increasing such as down loadable ebooks etc.

C. Vinton responded that you don't have to come to the library to down load books, you can access the website from anywhere. License fees are many more times the cost to buy the book. Publishers are starting to be more reasonable regarding access and costs within the last 6 months. Atkinson is seeking \$5000.00 to support the downloadable budget.

R. Gray asked if we can track how many people are downloading books.

C. Vinton answered yes you can track them in several ways or formats,

R. Gray asked, does the data show more activity of usage?

C. Vinton responded 42%.

Brief introduction to members of the Trustees in attendance.

Motion by J. Sherman to and the Total Gross Expenditure Budget of \$546,982.00. approve the Net from Taxation Library Budget \$511,282.00

2nd D. Poliquin

Vote 4-0-0

Motion carries.

4411 – HEALTH DEPARTMENT – DENNISE HORROCKS

One change in the budget for medical services increase by \$100.00 for Flu shot immunizations.
No other changes, everything else is level funded.

Discussion occurs regarding upcoming health education and future services such as mosquito control

Motion by J. Sherman to Approve the Health Department Budget for \$79,542.00

2nd M. Curran

Vote: 4-0-0

Motion carries.

4130 – EXECUTIVE – SEAN FITZGERALD

S Fitzgerald stated that the Part Time Positions is level funded.
Selectmen Salary has increased.
Contracted Consulting Services is level funded.
Professional Mapping Services is level funded.
Telephone Expense is level funded.
Data Processing is level funded.
Labor Rel. Consultant is level funded.
Training/Conference is level funded.
Dues is level funded.
Rental & Leases is level funded.
General Supplies is level funded.
Office Supplies is level funded.
Postage is level funded.
Office equipment/maintenance has decreased.
RSA supplies is level funded.
Technical Supplies/Equipment is level funded.
Unanticipated is level funded.
Events & Activities is level funded.
Salary Town Manager is level funded.
Overtime is level funded.
Mileage & Expense Reimbursement has increased.
Employment Expenses is level funded.
Perm. Positions-BOS/TM is level funded.
Recycling Committee is level funded.

Motion by J Sherman to approve the Executive Budget for \$278,742.00

2nd by M. Curran

Vote: 4-0-0

Motion carries.

4419 – PERSONNEL – SEAN FITZGERALD

S. Fitzgerald stated that Performance Management is level funded.
Employee Tuition Reimbursement is level funded.
Work/Health Insurance is level funded.
FICA is level funded.
Medicare is level funded.
New Hampshire Retirement is level funded.
Unemployment Compensation has increased.
NH Municipal Worker's Compensation has increased.
125 Caf. Plan Pre-Tax is level funded.
Medical Services is level funded.
Pre-Employment Screening is level funded.

Town Manager Search is level funded at zero.
Notices & Publications is level funded.
Employee Relations is level funded.
Sick Leave Buy Back is level funded.

R. Gray asks that the employees who wants to utilize the Tuition Reimbursement program be identified for budgeting purposes.

***Motion by J. Sherman to approve the Personnel Budget for \$1,629,070.00
2nd by D. Poliquin***

Vote: 4-0-0

Motion carries.

4197 – ADVERTISING & REGIONAL ASSOC. – SEAN FITZGERALD

S. Fitzgerald stated that the Notices & Publications has increased.
Town Report Expenses has decreased.
Dues has increased.

***Motion by J. Sherman to approve the Advertising & Regional Assoc. Budget for \$25,771.00
2nd by D. Poliquin***

Vote: 4-0-0

Motion carries.

TOWN MANAGER REPORT

S. Fitzgerald asks the Board to make a motion regarding the Local Source Water Protection Grant.

J. Sherman states that he is willing to approve it.

R. Grey adds that if there is an objection to it, it will get back to Sean by Friday.

***Motion by J. Sherman to approve the Source Water Grant Proposal subject to Selectmen input by
end of day Wednesday, October 30th.***

2nd by D. Poliquin

Vote: 4-0-0

Motion carries.

S. Fitzgerald stated that there was a wonderful tribute to Ruth Jenne. Also recognized M. Curran for the donation of the stone and R. Jeffrey for the engraving of the stone. Will offer a leadership program in the spring.

J. Sherman asked if there was an update for the impact fees? Are we sure we don't have any impact money that will expire. Is there a person who has that responsibility?

S. Fitzgerald responded that after 7 years they must be expended. Finalizing the housekeeping in the finance office. Currently there is an audit taking place and I will get back to you following the audit. I

am the responsible person. This will be a standing item on a monthly agenda with the finance office. Audit began today and in 3 weeks to a month we will get an update on the audit.

M. Curran requested last years end of year actuals.

The Town Manager Report was deferred.

OTHER BUSINESS

D. Poliquin alerted that there appears to be telephone system problems at Town Hall. He suggested updating and replacing the telephone system or at least having it reviewed.

S. Fitzgerald responded that he is aware of the problem and has been looking into solutions.

D. Poliquin also reported on the pumpkin lighting and that the quality was there even though there were less pumpkins than last year. Lots of fun. Great event.

SIGNATURE FOLDER

R. Gray noted that the signature folder and manifest was going around.

SELECTMEN'S REPORTS

M. Curran

- Attended the Family Mediation meeting, application for a grant was attained. The amount can be anywhere from \$2 to \$50,000, it was a last minute opportunity. Tracks give a percentage of the nights winning, membership changes, family mediation meeting with original members.
- Also be participating in toddler trick or treat.

J. Sherman

- Attended the Budget Committee meeting they were presented with the CIP.
- I also the Friends of Rec. Halloween Dance was a good time.
- The Tribute for Ruth Jenne was well attended; I spoke to Ruth's Daughter Nancy who felt she would have liked it.
- I also want to extend a thank you to all of the men and women who coach and volunteer at the sports concessions at PARC.

D. Poliquin

- We are always looking for volunteers at PARC.
- I attended the Highway Safety committee meeting Friday, went over grant applications. They also discussed a letter with recommendations for the Planning Board and the Board of Selectmen as a result of the Land Use Summit will be passed on to the planning board for review.
- Park and Ride on Westville Road signage is confusing.
- Baseball/Softball registration are this coming Saturday evening at the Plaistow Fish and Game Club.

R. Gray

- Meeting with Sean was cancelled and needs to be rescheduled.

Public Meeting adjourned at 8:15 pm.

Respectfully Submitted,
Kerry Lee Noel