



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: November 25, 2013

MEETING CALLED TO ORDER: 6:33 PM

SELECTMEN:

Chairman, Robert Gray
Selectman, Michelle Curran
Selectman, Daniel Poliquin

Vice Chairman, John Sherman
Selectman, Joyce Ingerson - Excused
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of November 18, 2013 with three (3) changes. The first change page 2, J. Sherman moves to change should be suggests, page 5, remove \$5000.00 each it should read smaller projects estimated to be approximately \$50,000.00, page 6, should be planning for potential changes to the roadway.

2nd D. Poliquin

Vote: 4-0-0

Motion passes.

D. Poliquin states that following his being recused it should be noted that D. Poliquin returned to the Board.

R. Gray states that this is a new motion.

Motion by J.. Sherman to include D. Poliquin returned to the Board following his recusion.

2nd M. Curran

vote 4-0-0

Motion passes.

PUBLIC COMMENT: NONE

VETERAN PRESENTATIONS:

S. Fitzgerald welcomes the Veterans and presents additional Korean War Veteran Citations to:

- Robert Bennett; Mrs. Shirley Bennett is here to represent her husband.
- Richard Borden
- Joseph Fraize
- Gordon Lewis
- Thomas Tingle

S. Fitzgerald comments about the fire on Old County Road today and reminds residents to have care with heating this time of year.

WATER TRUCK PRESENTATION - WATER SUPERINTENDENT CHIEF MCARDLE

J. McArdle began stating that the water system has grown for the last several decades. We have been taking advantage of construction installing water line with these DOT projects including Old County Road along with other areas though out the town. The value of the water system is estimated to range from \$10-\$15 million in infrastructure. Routine maintenance includes:

- Flushing Waterlines
- Testing Hydrants, Valves, Pumps & Flow Tests
- Leak Detection
- Repair work – Routine & Emergency

J. Sherman inquiries regarding the infrastructure and asks if it is insured.

S. Fitzgerald responds that he will review that information and advise the Board.

J. McArdle continues stating that when he assumed responsibility of the Water Department it was the previous Water Superintendent, who was also the Animal Control Officer, who had a vehicle passed on to him from the Building Inspector. This vehicle was shared between the Water Department and the Animal Control Officer and some availability conflicts did occur.

We obtained a 1998 GMC was picked up and that truck failed last spring. The benefits of a used or a new vehicle is being presented for discussion. Following my research, the price range for a quality used vehicle would range from \$20,000.00 - \$30,000.00. Vehicle history would be questionable; Who drove it? Maintenance History? Warranty coverage? Cost to convert it for usage, utility body or plow? Underlying problems that are not evident at purchase?

Financial and fiscal responsibility, as a function of Town Government, the Water Department has consistently demonstrated restraint in how they spend the Town's funds. We had an estimate last year of approximately \$46,000.00 for the chassis and the body. The source of the money is the water fund and impact fees, the money is there, it is not raised by taxation.

Impact fees have to be spent within a period of time or be returned.

Why a utility body over a standard bed pick-up truck:

- Secure Storage of Tools & Equipment.
- Worker Safety – Side Access Cabinets vs. Getting In & Out Of A Truck Bed
- Organization of Equipment & Supplies
- Protect Equipment from the Elements & other Equipment
- Security for expensive tools and equipment
- Loose equipment – Less Chance of Something Falling out
- More room for equipment reducing multiple trips to a worksite
- Racking storage of long handled items – some are up to 16 feet long.
- Bed length sought is 9 feet long, longer than most standard truck beds.

Overview of 2012 Specification Development

- The truck that the Water Superintendent and Highway Superintendent collaborated on last year was quoted \$, with plow assembly \$34,737.00. The utility body as specified, was \$11,575.00; The total (October 2012) was \$46,312.00.

- Included an aluminum utility body, Ford 4X4 Gasoline engine, Superduty chassis, with 8 or 9' plow assembly and controls.
- The truck chassis (no bed) would be shipped directly to the Utility Body Vendor.
- The Body Vendor would mount the body, match the paint and are responsible for final fit out to the chassis to the body, most importantly the electrical connections. (Estimate approximately \$11,575.00.
- This body included remote security operation of cabinet locks, interior lighting of each cabinet, pass through compartments for some of the longer tools (shovels, etc), tool rack for the longest tools. Also included LED warning lights as well.
- Since this was a state bid price, we didn't go much further at pricing the truck portion than the vendor both police and highway have used in the past. We will research other reputable dealers that have provided similar vehicles to other communities (MHQ – Marlborough).

Today's fire was served by the water system that this truck will help to maintain. Should get 10-15 years from the truck as a new vehicle

Discussion occurs regarding usage and maintenance of the truck.

J. Sherman states he supports the purchase of the new truck given the presentation.

R. Gray states that the wording of the article needs to be crafted carefully, if you include the wording plow it will be necessary.

J. Sherman states the intent needs to be rewritten to be accurate as to the needs of the water department.

S. Fitzgerald states he will get back to the board with an amended intent section to reflect the presentation.

Discussion occurs regarding plow usage, storage of the truck and wording of the article.

PUBLIC HEARING - MODIFICATION TO WELFARE GUIDELINES

R. Gray begins stating that the Board will consider tonight changes the current Welfare Guidelines; reading from the current guidelines to strike the following language from those guidelines:

“All rental units must have a certificate of occupancy for the current tenant issued by the Chief Building Official. The certificate of occupancy is required for all rental units in the Town of Plaistow and can be obtained by the landlord at no cost to the tenant. If the landlord does not hold a current certificate of occupancy, rent for the approved tenant will be paid only after the certificate of occupancy is obtained for that tenant.”

R. Gray invites the the public to speak at this time.
No one speaks.

S. Fitzgerald states that he has asked Town Hall Staff including; Lori Sadewicz our Human Services Coordinator, Dennise Horrocks our Health Officer and Chief McArdle our Public Safety Official here. We want to ensure that everyone is in a safe, decent and secure property.

D. Horrocks states that she sent out the question through the health officer list-serve which reaches all Health Officers in New Hampshire to ask them which communities out there have such a provision that either an inspection or an occupancy permit was required before Welfare assistance could be granted and also in regard to liability to the town if they were issuing funds for a rental unit that did not meet minimum standards. I received 10 responses; 6 of the towns do require inspections, 3 did not require them and 1 did not answer. I believe that if not a certificate of occupancy at least an inspection. We have no other way to ensure that we are meeting minimum standards. I would urge you to consider at least an inspection, if not a certificate of occupancy.

R. Gray inquires, how often do these other towns perform an inspection.

D. Horrocks response that it varied. One of the responding town, Hampton, certificate of occupancies that last for 5 – 10 years. Other towns were as tenants changed. Chapter 95 of our own housing code refers to standards that were adopted by the town refers to the premises are not infested with insects or rodents, no defective internal plumbing or backup of sewage, no exposed wires or defective switches or outlets, roofs or walls do not leak consistantly, plaster is not falling from walls or ceilins, floors, walls or ceilings do not contain substantial holes making them dangerous to inhabitants, porches, stairs or railings are structurely sound, no accumulation of garbage, there is an adequate supply of potable water, no leaks in gas lines and have a working heaingt system. I am recommending at least an inspection if not certificate of occupancy.

J. Sherman inquires who typically does this inspection?

D. Horrocks responds the Health Officer , the Deputy Health Office and the Code Enforcement Officer. The Fire Chief has his own inspections and regulations.

Discussion occurs regarding inspections.

R. Gray states that if we strike the language would we be eliminating all inspections or certificate of occupancy when there is a change in tenants. You are recommending that we continue with the certificate of occupancy or at least have an inspection.

Discussion occurs regarding guidelines for inspections of rental units and homeowners receiving assistance.

R. Gray closes the public hearing at 7:29 pm.

M. Curran states that she is in favor of removing the paragraph and having a new paragraph being inserted. Any property being rented and receiving assistance should be reviewed. A regular occupancy permit should be under a criteria not just a walk through and she would like more information regarding what should be looked at. The language for the no cost to the tenant should be changed. The town isn't responsible for who is listed as responsible.

J. Sherman states he has 3 points for consideration. 1st we should not decide tonight since not all board members are present, 2nd I don't believe this should be tied to certificate of occupancy, but feel some type of inspection would be appropriate. 3rd I would like to see a draft of a replacement paragraph, replacing the occupancy certificate with an inspection.

D. Poliquin asks why if someone already is a tenant and finds themselves having to ask for assistance, should their landlord have to have the inspection. I would like to see inspections in new placements. S. Fitzgerald provided information to him regarding an affidavit, which would be signed by the landlord that the rental is safe, secure and under the conditions required.

L. Sadwicz speaks stating that assistance and the inspection is completely separate. The applicant fills out the application for assistance and provide verification then the formula assets less expenses. We look for a deficit. Once granted assistance they get a letter indicating that there is a deficit and we are willing to assist, they will be granted X amount of dollars for a specific assistance. If it is for rent they get that letter that they have been granted X amount of dollars for rent. The letter that goes to the landlord states that the tenant has been awarded the assistance and the check has been cut and will be held until we have proof that a certificate of occupancy exists. They are not denied assistance based on the condition of a home. We look to the home owner for verification that it meets the minimum standards. If the Certificate never comes to the town the check is held. The decision on whether to assist or not is not dependent on the permit itself.

Discussion occurs regarding the benefits of the guidelines.

R. Gray states I am in favor of eliminating the certificate of occupancy. I am in favor of some type of inspection to be determined. The cost requirement should be reviewed, since the cost of the inspection needs to be paid by someone, right now it's the landlord, who probably is passing it on ultimately to the tenant. The minimum standards must always be met.

Discussion occurs regarding cost and responsibility.

J. Sherman requests that S. Fitzgerald to bring back a draft to replace the paragraph.

Motion by M. Curran to strike the following language from the guidelines, All rental units must have a certificate of occupancy for the current tenant issued by the Chief Building Official. The certificate of occupancy is required for all rental units in the Town of Plaistow and can be obtained by the landlord at no cost to the tenant. If the landlord does not hold a certificate of occupancy, rent for the approved tenant will be paid only after the certificate of occupancy is obtained for that tenant.

S. Fitzgerald will bring back to the board the replacement language at a later time.

2nd D. Poliquin

Discussion: R. Gray states we have a motion to strike the language with the caveat that the Town Manager will come back with replacement language at a later meeting for that paragraph. I am requesting that be done by next week.

Vote: 3-1-0 (J. Sherman=Nay)

Motion passes.

REVIEW OF 2014 BUDGET

R. Gray asking for any updates from the Town Manager

S. Fitzgerald states he does not have any updates or changes for the Board at this time and will have updates for them next week.

R. Gray states he will be recommending some changes in the future for the Planning Board budget, the Master Plan update and the Impact Fee update.

M. Curran states that she has new information regarding the not for profit, Sad Café. She has discussed this with L. Sadewicz and will have a presentation regarding the current status of activities. All of the Board members have resigned and there have been staff changes. This has been a drug and alcohol free environment for youth that the town has supported. They are renting out the facility, often catering to Rock Bands and noticeably, the after school programs are no longer being listed. Because they are supported by the town, clarification and maybe an update from them regarding their mission statement would be beneficial. We should invite them to come in.

S. Fitzgerald states that there is another group of non-profits is seeking funding asking to meet with the Board.

J. Sherman recommends to get their application for assistance and to compare it with last year's application and to review it for changes.

R. Gray states that last week a request for an analysis of upcoming tax rate and budget projections for the next 5 years was put on hold by the board.

S. Fitzgerald states that he can provide a baseline analysis by projecting and examining trend lines within the town and school district. The towns portion of the budget has remained flat, the school districts portion has risen every year.

Discussion occurs regarding the tax rate and future projected projects and budgets.

REVIEW OF 2014 WARRANT ARTICLES

R. Gray states he wishes to only go over the articles with updates or changes. Reviews list of Articles that have already been voted on.

Article P-14-21 Replacement of the Water Department Truck

Motion by J. Sherman Change to Warrant Article P-14-21 to change the amount to \$50,000.00 in all places of the article to ask the Town Manager to add some items to improve the intent.

2nd M. Curran

Vote: 4-0-0

Motion passes:

R. Gray states that the Article P-14-22 Fire Suppression System Potential Conversion Feasibility Study was not recommended to go on the warrant.

Discussion occurs regarding status and funding options as well as updates from the Budget Committee to review intent description wording of articles.

S. Fitzgerald states that the Budget Committee suggested language changes to the some of the intent sections of the warrant articles. J. Sherman had some suggestions for the language in Article P-14-14 and P-14-17. If the board is satisfied with the changes the Town Manager will go ahead and make the changes.

J. Sherman states that we would be revoting on these changes later, when we review all of the warrant articles.

S. Fitzgerald states that the Board had asked for more information regarding the rotation of the non-police vehicles. The article intent reads: “To establish a capital reserve fund to allow for the purchase of unmarked Police Department vehicles, including the replacement of the Animal Control Officer (ACO) used pick-up truck. Putting funds aside each year will allow for orderly replacement of unmarked police vehicles while leveling the yearly tax impact. This money can only be spent by future vote at Town Meeting. This money will be invested in an interest bearing account.”

S. Fitzgerald estimate is approximately \$50,000.00 each.

Discussion occurs regarding cost of vehicles.

S. Fitzgerald discusses the Hazardous Mitigation Plan projects and reviewed impact fees for the Public Safety Complex. Currently there is \$82,531.00. He will review the information and discuss further next week when a full board is present. Also, more information regarding the full time dispatcher position will be discussed further with the Town of Hampstead. If at any point the town of Hampstead should terminate the contract the position would be eliminated.

S. Fitzgerald states that regionalizing services could help us to create a more affordable situation for the position, the position would need to be a contract position for the Board members of Plaistow and Hampstead to sign.

Further discussion occurs.

Article P-14-12 Replacement of Police Department Automated External Defibrillators (AED's)

J. Sherman inquires how many units are being requested?

S. Fitzgerald responds that the Chief is asking for 6 units.

Discussion occurs.

Article P-14-13 Public Safety Complex Preliminary Engineering and Cost Estimate Study

R. Gray asks if the Board wants to use the impact fee fund for that purpose.

S. Fitzgerald states he will review the impact fee wording and suggests to vote on this tonight.

Discussion occurs.

Motion by J. Sherman to modify Article P-14-13 to indicate that the funding will come from the impact fees and to direct the Town Manager to confirm the impact fees can be used for this purpose.

2nd D. Poliquin

Discussion occurs.

S. Fitzgerald promotes the usage of the impact fees by direction by the Board

J. Sherman withdraws his original motion, D. Poliquin withdraws his 2nd

Motion by J. Sherman to direct the Town Manager to get back to the Board by Monday, Dec 3rd if impact fees can be used for the Public Safety Complex Preliminary Estimate and Cost Study.

2nd M. Curran

Vote: 4-0-0

Motion passes:

Article P-14-25 Conservation Fund Deposit

R. Gray states it will be deferred.

Article P-14-26 Town Forest – Additional Parcels

S. Fitzgerald asks the Board to defer until the Conservation Commission can present information.

Consensus to defer, additionally Article P-14-27 Town Forest Easement.

Article P-14-28 Construction of a Splash Park to be located at the (PARC) Facility

J. Sherman states the discussion at the Recreation Committee Meeting there is excitement regarding the prospect. It would be for all residents not just recreation.

Discussion occurs

R. Gray states the Board needs more information regarding this project as well as the next Article P-14-29 Establishment of a Recreation Plan Capital Reserve Fund and Associated Deposit.

M. Curran inquires as to whether we have received an application from Family Promise yet.

S. Fitzgerald responds he will get the information .

TOWN MANAGER REPORT

- Plaistow Korean War Veterans
- Snow's Brook Update

Discussion occurs regarding the stop work order.

Motion by D. Poliquin to temporarily lift the stop work order for the paving of the road only and then the stop work order will be reinstated.

Draining discussion occurs.

2nd M. Curran

Vote:

J. Sherman adds to change the word road to driveway.

Discussion continues.

Vote: 4-0-0

Motion passes.

- Methadone Clinic Proposed For State Line Plaza
- Plaistow YMCA
- Fact-Finding Cancelled/Union Update
- Beede Update
- Survey on Workforce Housing

R. Gray states that the Planning Board recommended that the BOS take no action regarding the survey.

J. Sherman adds that he agrees with the recommendation.

- Water Suppression Line Funds
- Plaistow Police Department
- Temporary PT Dispatcher Position
- Part-Time Custodian
- Historical Society First Annual Historic Preservation Awards Recreation Events
- Recreation Commission
- Town Happenings
- Budget Committee
- Student Government Program
- Fire Chief J. McArdle
- Remembering Joyce E. Wright
- Happy Thanksgiving

OTHER BUSINESS

D. Poliquin relates the current direction of the Rockingham Economic Development Commission. Discussion occurs.

J. Sherman states that the Atkinson Congregational Church is providing a Free Turkey Dinner sponsored by the Goldstein and Paul families. I also attended the funeral today for Joyce Wright. She was Chief of the Pythian Sisters of North America and Canada. Extended an expression of condolence to her family.

M. Curran requests an update on Testa and the Waterline.

SIGNATURE FOLDER

R. Gray notes that the signature folder and manifest are going around.

SELECTMENS REPORTS

M. Curran

- Attended Family Mediation, discussed Obama care and it's impacts, Face to Face activity continues, in receipt of grant for \$.
- Festival of Trees, our 3rd Annual starts Friday the 29th from 11-5 , Saturday the 30th 8-5, Sunday the 1st from 11-4. Activities and Santa visits, Pancake Breakfast 8-11 am all funds going to the Lion's Club for children less fortunate.

Crafters are new. Admittance is Free, encouraged to bring non-perishable food items. Raffles and a 50/50.

J. Sherman

- Middle School Student Senate attended and spoke.
- Covered the last Recreation Commission meeting. Splash Park was discussed.
- A Town Report Committee meeting is scheduled for some time mid-December.

D. Poliquin

- Reminder the Tree Lighting ceremony is this Sunday Dec 1st at 5 pm.

R. Gray

- Met with Town Manager last week to discuss Beede.
- Planning Board met last week and discussed several Articles. Discussed Little River sidewalk project.

J. Sherman suggests Board see the location of the road for themselves.

- Happy Thanksgiving, Reminder that Town Hall will be closed for the holiday

Motion by J. Sherman to go into Non Public under RSA 91-A:3 II (c) Matters of Reputation, (d) Negotiations and (e) Legal.

2nd by M. Curran

Board polled: R. Gray = yes, J. Sherman = yes, D. Poliquin = yes.

Meeting adjourned 9:32 pm

Respectfully Submitted
Kerry Lee Noel