



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: December 16, 2013

MEETING CALLED TO ORDER: 6:33 PM

SELECTMEN:

Chairman, Robert Gray

Selectman, Michelle Curran

Selectman, Daniel Poliquin arrived 6:47 pm.

Vice Chairman, John Sherman

Selectman, Joyce Ingerson

Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the Minutes of December 9th, as written.

2nd M. Curran

Vote: 4-0-0

Motion passes.

PUBLIC COMMENT:

NONE

2014 WARRANT ARTICLE – MARY ELLEN PELLETIER

R. Gray states that the Article reads; To see if the town will vote to change the compensation of the Tax Collector and Town Clerk per RSA: 41:25 from a salary set by a vote at Town Meeting to a salary to be set by the Board of Selectmen.

Intent: This article would allow the Board of Selectmen to set the annual salary of the Town Clerk and Tax Collector at a level comparable to other employees who have similar levels of responsibility. The appropriation to cover the compensation would be included in the proposed budget and the default budget in subsequent years. In future years, the amount will be approved annually by the Town Meeting as a part of the operating budget.

M. Pelletier states she had emailed the survey presented to other towns that are compensated by the Board of Selectmen and Town Manager and has received several responses. Some receive benefits in addition to salary. This way when a Town Clerk or Tax Collector retires, the new person would not start at the same pay rate as the previous employee, with regard to years of service and experience.

M. Curran states her concern is that the position is elected and the Board does not control the job or the personnel. In her opinion, the Board should not control the salary of elected officials. There would be no standard to hold you to, your responsibility is to the towns people.

J. Sherman states that other employees have goals and have set expectations.

R. Gray states that he is opposed to it. Elected officials are not subject to the Board. The Town Manager can hold the responsibility, but not a board of 5 individuals. Not opposed to the idea as much as the wording of the proposed article.

S. Fitzgerald states that as elected officials you are answerable to the people. How do we define the effectiveness of government. It is by the good collaboration that we now share. Referring to the document that was handed out that lists the towns who do set the compensation of the Town Clerk and Tax Collector, stating that it sits well with their governing body.

Discussion occurs regarding the wording of the proposed Article.

D. Poliquin states that all of the elected officials are all subject to the town, whether raises occur for the Board as well as yourselves.

J. Sherman requests further research of this subject with DRA.

J. Ingerson states she believes the voters will vote to give the Town Clerk and Tax Collector a raise.

OVERVIEW OF THE SAD CAFÉ – CHERYL GIORDANO, EXECUTIVE DIRECTOR

Eric Robinson, one of the Board of Directors of Steppingstone Music Opportunities. Speaks regarding the activities focusing on musical direction for young musicians through more experienced mentors. A theater group is also being integrated into the program.

M. Curran inquires about after school programming.

E. Robinson responds that the musical and theatrical arts are being worked on now. Teachers are difficult to find, although students are plentiful. He continues, that the website needs to be updated and due to his present schedule finds it difficult to keep up with it.

M. Curran inquires as to how your advertisements getting out there without website updates?

E. Robinson states that it is mainly word of mouth at this time.

J. Ingerson asks when the transition of the Board of Directors took place and were you made aware of the application process that was required to apply for funding.

J. Sherman states that attachment “C” of the handout from E. Robinson, doesn’t show the expenditures, but shows the income only.

E. Robinson states the income shows the funding received for 2013.

J. Sherman points out that Plaistow is not listed and Plaistow was a contributor. We typically base our decisions on the projected amounts, not the previous year’s amounts.

E. Robinson states that during the previous managers time, the schedule was repeating, interest was dropping off. One of the largest shows, that brought in the largest groups of participants were paid the gas money to get there.

M. Curran asks if the rent is still the same? Are you caught up with your rent?

E. Robinson states they are behind on the rent and are currently paying weekly catch up. The current rent is \$1,800.00 per month.

J. Sherman states he cannot support town funding your organization without an application being filled out.

E. Robinson states he can come in with it.

R. Gray states that Human Services will have to review the applications received for funding.

J. Sherman is willing to review the application if it can be submitted within the next two weeks.

J. Ingerson states that the executive director, Cheryl Giordano, should have been aware of the application process.

R. Gray states he will give E. Robinson two weeks to submit the application.

D. Poliquin states he is concerned that the ability to generate revenue and to be self sustaining could be difficult. Hopefully the new Board of Directors can get everything together.

E. Robinson invites the Board on Friday night to attend a show at the Sad Café.

PRESENTATION YMCA – TRACY FULLER

Tracy Fuller the Regional Executive Director of the Haverhill YMCA speaks discussing her history with the YMCA. The new location the former Rockingham Athletic Club (RAC) location in Plaistow is a great opportunity to have a full service YMCA in Plaistow. Serving a community and having physical presence in a community generates many great opportunities to work together to achieve collaborative goals. Our focus is youth development, healthy living and social responsibility. The YMCA was interested in taking over the building from the previous owner, and reached a deal with the banks involved. The YMCA purchased the building and the other obstacle was to have other area YMCA's sign off on the new location. All YMCA's are in agreement to support the Plaistow YMCA. This will be a full facility, we are now waiting for the charter from the national YMCA, that requires us to have all YMCA's within 25 miles sign off in agreement. They have a closing date on the location at the end of the year, we have a closing date of December 27th. We have had great conversations with S. Fitzgerald and C. Cruz. and are looking to enhance the community programs that are already in place. Supporting programs like the Sad Café, and produces opportunities for our Strategic Plan. Financial assistance, child care, summer camp, everyone is eligible and no one is turned away. We meet weekly with our IT director, the CFO, the Controller, the Marketing Dept. and a Financial Development Coordinator. Focus is currently on community leaders and to develop a board. The YMCA is one of the largest non profits in the country. We are looking for volunteers. Local leadership has a local interest. Ribbon cutting will be Jan. 29th 2014, and the Board will be invited. YMCA memberships are currently at 50 new members since Thanksgiving. Every YMCA is focused on what every community needs. A needs analysis will help establish a capital campaign. 25 persons are currently employed there right now and anticipate that we will have approximately 100-

150 persons working there in the future. We are looking for funding sources and we want to work with local governments to provide the services needed by the community.

J. Sherman states, Welcome to Plaistow, terrific opportunity for our community. Great that you are working to expand what we already do.

T. Fuller states that working with the recreation dept. and enhancing programs is our goal. For all age groups and populations.

J. Sherman states that we are looking to expand and enhance our recreation opportunities in Plaistow.

M. Curran states that the pool prospect is something that she has heard the seniors talking about. They are very excited. We look forward to those opportunities.

S. Fitzgerald states that we are very happy about the employment opportunities for area residents. Rockingham Economic Development has helped other communities with funding.

Discussion occurs regarding location opportunities.

OLD HOME DAY – HALEY BUSH

H. Bush states she is seeking position of Chairmen for the Old Home Day Committee.

J. Sherman states he would like a, looking for members message on the scroll, also adding that the Board of Selectmen appoints the chair.

R. Gray states he would like the date firmed up for Old Home Day.

M. Curran suggests the Plaistow Lion's be involved in the scheduling process.

Motion by J. Ingerson to appoint Haley Bush as Chairman of the Old Home Day Committee.

2nd by D. Poliquin

Vote: 5-0-0

Motion passes.

PUBLIC HEARING – PUBLIC SAFETY COMPLEX IMPACT FEE (\$25,000 ENGINEERING FOR THE POLICE STATION)

R. Gray states that he is opening the Public Hearing at 8:00 pm.

Clarification of slide being shown on local public access regarding potential cancellation notification of Public Hearing.

S. Fitzgerald states that over the last 10 years this question has been asked. The current facility has multiple deficiencies. There are difficulties dealing with special populations; seniors, victims of crimes, safety for Officers, gender separation, separate juvenile facility, space confinements, no locker facilities, and no handicap access. Many properties have been reviewed. The funding requested today will provide answers for Town Meeting for the replacement of the police station and the expansion of the safety complex for the fire department.

Engineering and architectural needs can be assessed and expressed to the public.

Recommendation to the Board: “Move to approve the use of \$25,000.00 from the Public Safety Impact Fee Account to complete the preliminary engineering phase for the expansion of the Public Safety Complex including a project cost estimate that could later be used as an amount of a bond to finance this need.”

D. Poliquin states that this project has been ongoing since 2002. The current facility is not functioning properly and it must be updated. Impact fees are there and they should be used for this purpose. We need a site plan, we need many things done but nothing can go forward without this study. It will include changes to the existing Safety Complex as well as a stand- alone structure. Our station is currently being used as a transfer area for persons being arraigned in court from other towns.

J. Sherman agrees, this is what impact fees are for. I am in favor of this, looking for the accreditation slide to be included.

S. Fitzgerald states we want an accredited facility. A facility that works for the staff and the citizens. The money spent today will help find the right solution for a facility that will “right size” the project.

D. Poliquin states that the Fire Department, Emergency Management Services and Police are all housed in the same facility and it is multi-faceted problem.

R. Gray states that the money to pay for this is coming from impact fees. The town has collected these fees, the money does not have to be raised and appropriated from raising taxes. Going through the rooms at the Police Department, not one is adequate. By doing this type of study it will not only show the lack of it being an adequate facility, but will also allow us to manage the process of this project. This will not be monies the town must come up with through taxes.

J. Sherman states that we would have had a town meeting and you could have heard why people voted against the article before. I believe it was voted down because the town didn’t want to raise taxes for the study. This study should include how the existing space will be utilized.

S. Fitzgerald states that he believes he should be directed create an RFP and he will come back with Chief Savage and Chief McArdle.

R. Gray asks if anyone from the public wishes to speak:

None present.

S. Fitzgerald states we can defer till next week.

Robert Gray will continue the Public Hearing until Dec. 30th. The Chiefs will be invited to present any information.

REVIEW OF 2014 PROPOSED BUDGET

S. Fitzgerald states he is recommending the following Budget changes, Performance Review/Merit Increases for Town Staff in non collective bargaining.

R. Gray states that M. Curran would like to discuss this in non-public as a matter of reputation.

Motion by J. Sherman to go into Non Public session under (c) Reputation.

2nd M. Curran

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

Public session continues 8:35 pm.

Performance Review/Merit Increases

Motion by J. Sherman to approve the proposed changes to the 2014 budget as presented in the performance management table presented in the Town Managers Report of Dec. 16th in the total amount of \$18,872.54.

2nd by R. Gray

Vote: 2-3-0 (M. Curran, D. Poliquin, J. Ingerson)

Motion Failed.

Gasoline Adjustment

S. Fitzgerald discusses oil production and the budgeted amount for gasoline.

Gasoline adjustment, recommending adding \$11,000.00 to the revised amount of \$60,000.00.

He believes that Highway, Police and Fire Departments budgeted amount will compensated for any volatility.

Motion by J. Sherman to adjust the 2014 proposed Budget per the Gasoline adjustment table as presented in the Dec. 16th Town Manager's Report for a total of \$18,582.00.

2nd D. Poliquin

Vote: 5-0-0

Motion passes.

Electrical Utility Adjustment

Over the last month, I have been checking with a number of regional and national studies conducted by the U.S. Department of Energy's Energy Information Administration (EAI).

EAI reported rising costs of approximately 2.1% higher than in the winter of 2012-2013.

Recommendation is to adjust the budget for the Town's electrical utility increase to \$1,500.00.

Motion by J. Sherman to increase the Museum Electrical Line and the Governmental Buildings Budget by increasing it by \$700.00 to a revised total of \$1,500.00.

2nd by D. Poliquin

Vote: 5-0-0

Motion passes.

Gas Utility Adjustment (Propane/Natural Gas)

S. Fitzgerald states the projection is for demand to increase and the costs will go up.

Recommending to reduce fix amounts on the lines the Government Buildings Town Hall line item as well as the Safety Complex. The Highway Administration is increased by 1,000.00.

Motion by J. Sherman to adjust the 2014 Budget reduction of \$6,500.00 per the Gas Utility Adjustment table per the Dec. 16th 2013 Town Manager report.

2nd J. Ingerson

Vote: 5-0-0

Motion passes.

R. Gray requests S. Fitzgerald to provide final figures for the operating budget.

REVIEW OF 2014 PROPOSED WARRANT ARTICLES

S. Fitzgerald states he has added:

ARTICLE P-14-20 FIRE SUPPRESSION PUMP AND PUMP HOUSE CAPITAL RESERVE FUND DEPOSIT

R. Gray states, Shall the Town vote to raise and appropriate the sum of \$70,000.00 to be added to the existing Fire Suppression System Pump/Pump House Replacement.

Intent: To continue to set aside money for future replacement of the pumps for the Fire Protection System and the pump house they are located in. The building that houses the pump that distributes the water for the fire suppression/protection system must be replaced at the same time that the pumps are replaced. The replacement is scheduled for 2015 at an estimated cost of \$200,000.00 for the pumps and \$150,000.00 for the pump house, totaling, \$350,000.00. The money in this Capital Reserve Fund will be invested in an interest bearing account.

Motion by J. Sherman to recommend Article P-14-20

2nd D. Poliquin

Vote: 4-1-0 (M. Curran)

Motion passes:

J. Sherman notes the Warrant Articles need to be renumbered.

M. Curran states that she is concerned that the proposal does not include anything else other than the pumps.

S. Fitzgerald states he is still waiting for clarification of the language as to whether it can include other items other than the pumps.

2013 End of Year Transfer

S. Fitzgerald state he has provided the revised, Unanticipated Expenditure list to Town properties. It is included in the Town Manager report for Article P-14-12.

R. Gray questions the furnace at the Museum as being a known problem. This capital reserve fund balance shows \$19,499.00

***Motion by J. Sherman to change the Warrant Article P-14-12 to change the amount to \$11,519.16.
2nd by D. Poliquin
Vote: 4-1-0 (M. Curran)
Motion passes.***

J. Sherman inquires if the board will support the Town Manger adding a Warrant Article for Family Promise in the amount of \$2000.00.
No Second.

***Motion by J. Sherman to draft a Warrant Article to support the \$50,000.00 deposit, to establish the Recreation Capital Reserve Fund, to be raised and appropriated.
2nd D. Poliquin
Discussion occurs regarding previous presentation by C. Cruz.
Vote: 4-1-0 (M. Curran)
Motion passes.***

R. Gray inquires if S. Fitzgerald will have more Warrant Article's coming.

S. Fitzgerald responds Yes.

TOWN MANAGER REPORT

S. Fitzgerald:

- The Default Budget is \$8,030,101.00
- The Operating Budget as presented is \$7,793,787.00.

R. Gray states the default budget as presented, 7,793.787.00 is the proposed budget which is less than the default budget.

***Motion by J. Sherman to approve the 2014 default budget of \$8,030,101.00 and to reserve the right to review.
2nd D. Poliquin
Vote: 5-0-0
Motion Passes.***

- *NHDES Grant – Source Water Protection.*

M. Curran inquires regarding the cost to complete the tasks and what is the end product of this work.

S. Fitzgerald states that the grant will help us deal into the important environmental issues. Storm water and aquifer identification and management. The Board requests additional information.

- Welfare Guidelines
Discussion occurs regarding language of the proposed new guidelines.
J. Ingerson requests that S. Fitzgerald contact Derry NH for information on their program.
- Meeting with Mr. Hoyt to discuss highway garage. To be discussed in Non Public Session.

- NH DOT Service Road
- 2013 Supplemental Warrant
- 2013 Encumbrance Requests will be postponed.
- Budget Committee Meeting

J. Sherman states he was asked to review with the Board the potential reduction of the number of Budget Committee Members from 12 to 9 due to Quorum problems. J. Sherman will ask K. Lewis Savage to poll her board for their feelings on the reduction.

- Planning Board
- Annual Town Report
- Upcoming Snow Storm
- Possible closure of the cemetery after Christmas for the winter due to snow and accessibility.
- Meeting with Commander Meaney
- Town Hall Luncheon/Yankee Swap
- Winter Parking Ban Reminder
- Santa Coming to Plaistow.

OTHER BUSINESS

NONE

SIGNATURE FOLDER

R. Gray notes the Signature Folder and Manifest are going around.

SELECTMENS REPORTS

J. Sherman:

- Budget committee was cancelled last week due to quorum.
- Town Report Committee.

M. Curran:

- Attended Family Mediation appreciation night in Atkinson. Old and new faces where there.
- Attended The Plaistow Public Library raffle drawing for the Doll House.

J. Ingerson:

- No meetings last week.

D. Poliquin:

- Attended the Recreation Commission Meeting. We discussed the concert series. Looking to update the Summer Recreation CIT policies, discussed the warrant, the scoreboard, discussed future funding for another scoreboard.
- Took a tour of the YMCA facility.

R. Gray:

- Town Report Committee.
- Historical Society Meeting.
- Planning meeting Wednesday night.

Motion by J. Sherman to go into Non Public under RSA 91-A:3 II (d) Negotiations (e) Legal 2nd by D. Poliquin

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

Public meeting adjourned 10:07 pm.

Respectfully Submitted
Kerry Lee Noel