



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: Monday, February 11, 2013

MEETING CALLED TO ORDER: 6:34 pm

SELECTMEN:

Chairman, Michelle Curran
Selectman, Charles Blinn - excused
Selectman, Daniel Poliquin

Vice Chairman, John Sherman
Selectman, Robert Gray
Town Manager, Sean Fitzgerald

AGENDA:

MINUTES:

Motion by J. Sherman to approve the Minutes of January 28, 2013 as written.

2nd by: D. Poliquin.

Vote: 4-0-0 (C. Blinn absent)

Motion carries.

Motion by J. Sherman to approve the Minutes of February 4, 2013 as written.

2nd by: R. Gray.

Vote: 4-0-0 (C. Blinn absent)

Motion carries.

PUBLIC COMMENT:

R. Jeffrey discussed:

- Highway Department did a great job during and after the storm. The streets were well taken care of.

M. Curran noted Emergency Personnel and Town Staff did a great job.

- WWII Honor Roll in the foyer of Town Hall which has been covered with Plexiglas. The board only has "Honor Roll" written on it but it does not depict what the Honor Roll is for so he has asked someone to match the letters on the sign and add "WWII" to the plaque.

Consensus of the Board was that Roy Jeffrey's request was acceptable to do.

- Bill "Jupe" Hallahan celebrated his 92nd Birthday. Sean and He brought Bill a basket of fruit from the Town and a box of candy to Mrs. Hallahan. The Hallahans are filled with great amounts of history so he welcomed all to visit them for a history lesson.

S. Fitzgerald noted Bill was named Jupe for Jumping Jupiter because he was such a busy guy.

- Anne Peaslee and Irving Peaslee lived at 60 Main Street in Plaistow. Irving passed years ago and Anne passed last week. The obituary was not in the local newspaper because she moved out of Town after Mr. Peaslee died.

Bruce Skofield introduced himself and informed all that he was running for Selectmen. He hoped to have the opportunity to work with the Board and the Community.

UPDATE ON TOWN HALL ELEVATOR - DAVID PALLARIA - PALLARIA ELECTRIC & SONS

S. Fitzgerald spoke about Dave Pallaria, a Master Electrician and the Electrical Inspector for the Town of Atkinson. Over the last two years the Town has been working on the elevator with hopes to be able to have it run off the 80 watt generator which installed after the ice storm to be able to use Town Hall as a warming center. The elevator has not been able to be operated due to point failures due to the surge the elevator called for when charged up. They have been working on strategies to fix the elevator. A surge soft start was installed however the elevator still would not start due to the fluctuation in the control panel which would cause a short. They spoke to Pine Street Elevator but they could not help in this matter. Inspector Dorman was asked to find someone to assess the situation. He found Mr. Pallaria and over the last several weeks they installed a double inverter which regulates the power. It was tested and found the elevator was able to work on generator power however there was a bit of a brown out so Mr. Pallaria and Pine Street Elevator installed a soft start which now enables the Town to use the elevator with the generator during an emergency.

D. Pallaria discussed the installation of a double inversion battery UPS uninterrupted power supply; 120 constant volt; the elevator controls could not handle going on line with the generator, it would just trip out; the UPS keeps power to the controls at all times and shows zero power loss; the soft start was adjusted; it takes 3.4 seconds to go from first floor to second floor; surge will only be 100 to 150 depending on the load of the elevator; and it now slowly ramps up and allows the generator to put out the necessary amperage.

J. Sherman inquired if the solution had been documented so someone years from now would be able to work on this.

D. Pallaria noted he met with Pine Street Elevator and it meet all local and state codes.

R. Gray thanked Dave for fixing the elevator problem. He referred to Sean's report and discussed volts with Dave.

FIRE DEPARTMENT REGULATIONS - FIRE CHIEF JOHN MCARDLE

M. Curran thanked the Chief for his help during the recent storm.

J. McArdle discussed Rules and Regulations: operations of the department, expected behavior and mission statement which have been modified. A copy has been given to each employee on the department in addition to the Town's Personnel Plan. The Board of Selectmen were given a hard copy to read through and the Chief was looking for comments from the Board.

D. Poliquin discussed:

- Page 8 - last paragraph - change "be" to "by"
- Page 10 - Limited Duty - remove the word "or"

- Page 13 - Subsection E. He referenced himself being on both the Fire Department and getting elected to the Board of Selectmen, and his personal situation regarding his activeness on the Fire Department.

M. Curran and J. McArdle discussed giving up one thing to run for an elected position however they were not deterring someone from running for an office.

- Page 17 - 2.b. - paragraph ends abruptly and does not continue to the following page
- Page 35 - Section P. Workplace Harassment and Discrimination - 1. e. Unwanted, unwarranted, unsolicited telephone calls or contact - suggested to add “email, text, and social media”
- Page 36 - 2.d. Unwanted, unwarranted, unsolicited telephone calls or contact - suggested to add “email, text, and social media”

J. Sherman inquired who would approve once corrected/updated.

J. McArdle noted it would be signed by the Board of Selectmen (page 3 of the document).

J. Sherman inquired if it would be posted to the web site.

J. McArdle noted it could be.

R. Gray gave kudos for putting the regulation document together. He inquired if anywhere in the document did it note that if this conflicts with the Town Personnel Plan then the Town Personal Plan would take precedence over the Regulations Plan.

J. McArdle noted it did.

R. Gray inquired if the Firefighters Personal records were maintained at the Fire Department.

J. McArdle noted they were.

S. Fitzgerald noted all full time employees were maintained at Town Hall. He hoped to have this document endorsed by the Board of Selectmen at their next meeting.

EMS REVOLVING ACCOUNT - FIRE CHIEF JOHN MCARDLE

J. McArdle discussed the EMS Revolving Account which was voted on and established in 2009, the purpose of the account and the reason for his discussion: BOS are agents of the fund and he would like to purchase updated device for antidote for chemical war fair agent which expired. This account is for non-routine items like this.

J. Sherman was okay with it.

Consensus of the Board was for the Chief to purchase this item and bill the towns and for payment to come from the EMS Revolving Account.

J. McArdle thanked the Highway Department for a job well done during the storm. The roads in Plaistow by far were as good if not better than many in the area. Dan Garlington' people did a great job. There were no concerns if the Fire Department needed to get to an emergency situation.

ELDER AFFAIRS UPDATE - ROY JEFFREY & SUE SHERMAN

S. Sherman discussed Elder Affairs Committee's participation in:

- Craft Fair at Fish and Game. There was knitted goods and baked goods. It was a successful day. They are looking into setting another Craft Fair date.
- In January they were hosted at the Timberlane Middle School for a breakfast put on by the kids.
- They had snow this past weekend and the Seniors called their buddies to check in. They also emailed some Seniors.
- Atkinson Police Chief Phil Constantino and Deb DeSimone came to an Elder Affairs meeting and discussed how Elder Affairs is handled in Atkinson. The Senior group is interested in exploring the possibilities of a van.
- February they have a group of seniors who are willing to drive to housebound seniors.
- They have quite a data base of seniors.
- She suggested they deliver Town Reports to housebound seniors and she wants to put something on the cable channel for them.

M. Curran discussed the liability associated with seniors going house to house. She thought it was a great ideas but has concerns. She discussed Boy Scouts delivering reports.

S. Fitzgerald noted they could look into it however he thought it would be covered under volunteerism.

- March agenda is to discuss celebration for retired Rec Director Carli Sarty. They would like to host or plan her party however Elder Affairs does not have a budget line but they would like to serve on a planning committee to get something organized.

M. Curran noted this was already in the works and others were already planning/coordinating.

- They are hoping for another Rocking Chair Raffle in the Spring to generate more funds.

M. Curran noted that Mrs. Sherman had mention that there was no budget for the Elder Affairs Committee so she wondered where the money would come from or was the chair a donation.

S. Fitzgerald noted there would be other sources that they could look at.

S. Sherman thought the Board of Selectmen charged the Town Manager to charter this committee.

M. Curran noted they did. They were seeking what the needs were in their community and what they could do to help seniors.

- They would like to formalize the committee and would like to revisit their charter.
- They would like to hold another Senior Service Fair.
- They would like to do something in Ruth Jenne's honor such as a scholarship.
- The Committee meets the second Tuesday of the month at 3 p.m. on the 2nd floor of Town Hall and all are invited.

S. Fitzgerald inquired if Sue has been in contact with Ruth Jenne's Family.

S. Sherman noted yes she had.

S. Fitzgerald noted he would be pleased to help.

M. Curran discussed marble/granite stone donated to the Town for Ruth Jenne which has been placed in front of the tree on the Town Hall Green in Ruth Jenne's memory.

TOWN MANGAER REPORT

S. Fitzgerald:

- Highway Department and Town Staff did a great job with Snow Storm Nemo. All have done a great job. The roads in Town look great. The roads were supported and maintained in great condition during the storm. He suggested that all check their roofs and try to clear the weight of the snow and make sure dryer vents are clear of snow so not to get carbon monoxide.

M. Curran discussed new equipment which spreads salt differently than previously. The excess salt has to do with the new mechanics of the machine and she wondered if they could look into this to see if something could be done. There use to be a thinner coat spread out however now when a truck is idling there is a piling of salt left behind.

S. Fitzgerald discussed changes they thought to employ on back of spreaders which was to hook the spreader to the throttle of the truck to manage salt however they tried it out and it was not spreading effectively so they went back to the distributor.

M. Curran noted that she has seen an excess amount of salt being dumped on Fran and Duston Avenue and would like the situation looked into and to find some possible solution.

- Pleased with Dave Pallaria's can do attitude.
- Chief McArdle and Lt. Baldwin have been working with Library to support fire drills for special populations and emergency situation training.
- Staff has been coordinating programs with the Library for low cost no cost programs.
- The new Fire Truck is getting specs completed. The tool layout will be finalized in a few weeks.
- He suggested the truck be brought out front of the Town Hall before a Board of Selectmen meeting so the Board can view the truck.
- Recreation is busy. The Toddler Easter Egg Hunt is scheduled for March 29th at 11 am and the Community Easter Egg Hunt is scheduled for March 30th at 11 am. Pollard PTA is coordinating a Pancake breakfast prior to the Egg Hunt on the 30th at 8:30 am.
- Old Home Day Committee meets February 26th at 6:30 pm on the second floor of Town Hall.

J. Sherman inquired if Dan Bush had officially resigned.

S. Fitzgerald noted that Dan is not officially moving out of Town until July so he will be continuing his work on the Old Home Day Committee.

J. Sherman wanted to make sure there was a Chair Person for the Committee because the Board of Selectmen appoints someone and he wanted to make sure they did not need to appoint someone.

- Met with Alden Palmer - he will discuss in Non Public with the Board.

- Met with Jay Somers on Wednesday, February 6th to discuss the upcoming Cable Contract. The contract will expire in 2015. The Town has about a year and a half to work out the details. Jay Somers is going to get Sean comparisons in the area. This past year the Cable Committee did a Needs Assessment and an equipment inventory was completed. Sean plans to ask Comcast to support some funding of these items.
- Follow up with last week's discussion regarding the Defense Logistics Administration. The Town acquired (4) four Hummers (2 for parts), one Diesel 15 KW Generator and one Diesel 30KW Generator.

R. Gray noted someone from the previous meeting suggested they talk to other towns that utilize this program so he contacted the Kingston Chair. Their town has 7 Hummer vehicles however he found a contradiction - after a year the town was able to keep them. He requested Sean to confirm this information.

S. Fitzgerald inquired if the town of Kingston had the titles of the vehicles.

R. Gray noted yes they do.

S. Fitzgerald noted he was told the Government holds the title.

M. Curran suggested to relook at this in a year prior to it expiring.

J. Sherman suggested to add to next Regional Selectmen Meeting.

M. Curran agreed.

- Conservation Commission Chair Jill Senter would like the BOS to authorize an expenditure not to exceed \$2,500 to perform title work on areas that abut the Town Forrest.

J. Sherman was in favor however he would like to be clearer on the properties that Jill is talking about.

S. Fitzgerald noted he would like to discuss in Non Public because some are not Town owned right now.

Motion by J. Sherman to authorize an expenditure not to exceed \$2,500 for the purposes of conducting Title work on various properties that abut Plaistow's Town Forest.
2nd by R. Gray.

J. Sherman thought it was a great thing to expand the Town Forrest.

D. Poliquin would like to know exactly which parcel they are looking at titles for and to include in the Motion.

J. Sherman withdrew his Motion.

S. Fitzgerald will contact Jill and invite her to the next meeting.

- Town Ballot has been printed and posted.

- Coordinating a cable show with John Sherman and Martha Sumner. It was originally planned for February 9 however they are looking for an alternate date. A draft of the PowerPoint presentation has been printed out and in the FYI folder for Selectmen to review.
- Rockingham Economic Development is having a meeting this Wednesday in Newmarket.
- Plaistow Cub Scout Pack 118 is having their 41st annual Blue and Gold Banquet on Sunday, February 17th at St. Luke's.
- Dan Garlington has informed him that the Plaistow Cemetery is closed for the winter season. They will not be accepting any burials but the area is accessible if people want to visit their loved one.
- Next Area Selectmen Meeting is March 20th in Kingston.

OTHER BUSINESS

D. Poliquin called Sean the other day inquiring of the water line truck's update. The Trustees of Trust Funds have not approved the transfer yet. Jill had concerns for legality for using the water line fees that have been put aside.

M. Curran thought Sumner Kalman and DRA reviewed.

S. Fitzgerald noted they both reviewed. Jill had also contacted DRA and it was found that there may not be language to support this. They will meet tomorrow night and Chief McArdle will be in attendance. When they take a vote, if they do not agree then Sean will present the Board with an alternative. He just found out about this this past Friday.

D. Poliquin had concerns with Finance Director because she had mentioned language on the Warrant was an issue. He discussed fees and transferred fees.

S. Fitzgerald noted legal counsel has evaluated and rendered an opinion it is simply if the Trustees are going to authorize the transfer of the funds.

D. Poliquin noted the Board of Selectmen can expend the fees prior to them being transferred into the account.

S. Fitzgerald discussed Sumner Kalman's legal opinion and Jill Senter Trustee of the Trust Funds' concern for comingling the funds.

M. Curran was concerned that they took it off the Warrant.

S. Fitzgerald thought they could support the acquisition of the truck. He has authorized the purchase of the truck. He is just trying to get the Trustees to authorize the funds. The purchase of the truck is contingent upon them getting the Trustees to authorize the funds.

M. Curran reminded the Board that they were not meeting next week.

S. Fitzgerald noted if the Trustees do not authorize they could always look at the Unexpended Fund Balance and at the ability to purchase through the Operating Budget. He discussed looking at lines for funding, the Warrant was signed at the last Board of Selectmen meeting and using the fees collected for 2013.

D. Poliquin noted he could not use anticipated fees and suggested to look at the 2012 fees.

R. Gray inquired about the procedure for reviewing bills submitted to the Town for payment (specifically the snow plowing contractors), who signs off on the invoices submitted for work they have done and if Danny looks at the invoices to certify if the work was done.

S. Fitzgerald noted Danny approves the invoices, as well as the Finance Director, himself and the Board.

R. Gray wanted to make sure a thorough process was completed and wondered if they thoroughly vetted the process.

S. Fitzgerald was confident that what was in the Manifest was accurate.

D. Poliquin noted the Town normally sat on a bill for week or two.

M. Curran discussed letter received with meeting Counselor Sununu and Mark Sanborn and follow up language. She discussed example: counsel approved rail in Concord. She inquired how it would affect Plaistow. She is concerned with the language being changed.

S. Fitzgerald noted both issues were independent. He discussed Memorandum of Agreement signed by the Town of Atkinson, Plaistow and NHDOT, scoped out study, Board engaged contract with DOT which does not subordinate Plaistow, and community being able to vote on the project.

D. Poliquin noted the Board of Selectmen did not sign a regional agreement.

SIGNATURE FOLDER

M. Curran noted the Manifest and Signature folders were going around.

SELECTMEN'S REPORTS

J. Sherman:

- Budget Committee will have Organization meeting in April.
- Town Report Committee is behind schedule because we do not have a draft to review.

R. Gray:

- Will not be able to attend Blue and Gold Banquet. Apologized for not being able to attend.
- Planning Board met last week. They discussed: Snow's Brook Development off of Route 108-no action taken by the Board. At time of approval he was given an extension and is still within the time frame; and Procedures - general conversation. They will look at it at the next meeting.
- Missed Town Report Committee meeting – he forgot about the meeting.

D. Poliquin:

No meetings from last week.

- Meeting tomorrow night regarding Rec interviews.
- Wednesday is Economic Development Committee (CEDS) in Newmarket.
- Rec Commission meeting Wednesday. He may not be able to attend however John will be in attendance and Dave Hansbury will be in attendance.
- His wife made the Dean's List. She is taking classes to be a Respiratory Therapist NECCO.

M. Curran:

February 11, 2013

- Historical Society is now on face book. They are looking for members.
- Had no meetings last week.
- Has no meetings this week.
- Rec Commission meets on Wednesday.
- Plaistow Friends of Rec meets tonight at 7pm.
- Recycling is this week.
- Snow drifts are still high so she suggested all be careful when out and about.
- The Staff has done an incredible job of taking care of the roadways and Town buildings.

NON PUBLIC RSA 91-A:3 II (a) PERSONNEL AND (e) LEGAL

Motion by R. Gray to go into Non Public under RSA 9-A:3 II (a) Personnel and (d) Negotiations.

2nd by J. Sherman

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

M. Curran noted there was no meeting next week due to holiday (President's Day) the Board will meet next on February 25th.

Public Meeting adjourned at 8:24 pm.

Respectfully Submitted,
Audrey DeProspero