



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: September 15, 2014

MEETING CALLED TO ORDER: 6:39 PM

SELECTMEN:

Chairman, Daniel Poliquin
Selectman, Michelle Curran
Selectman, Steve Ranlett

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

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of September 8, 2014

2nd M. Curran

Vote: 4-0-0

Motion passes.

PUBLIC COMMENT:

None

REVIEW OF 2014 BUDGETS:

4140 – TOWN CLERK – MARYELLEN PELLETIER

M. Pelletier states that the budget is generally level funded, I am asking for a raise of \$1000.00. The Telephone charges are up \$200.00 due to an overspent budget in 2012. Computers is \$4,200.00 an increase due to Interware Software Support and credit card fees. Additionally an annual cost of \$60.00 per year to support boats. Training expense is \$1,800.00 down due to sharing costs with the Tax Collectors office. Computer license fees are level funded. Dues is level funded. Dog tags and forms have increased due to printing costs and mailings. Office supplies are level funded. Postage is level funded. Office equipments and maintenance is level funded. Mileage reimbursement is also level funded. Total budget is \$100, 621.00 if the raise is approved.

S. Ranlett inquires regarding the year to date on mileage reimbursement reviewing the \$287.00 listed under 2013 12/31/2013 column.

M. Pelletier states that she doesn't believe that figure is correct and it will be updated.

J. Sherman inquires regarding postage and why the elections affect postage.

M. Pelletier states that that absentee ballot counts can vary whether it is a local election or a national election also the certified mail count for dogs can vary yearly.

J. Sherman inquires how many absentee ballots we typically have.

M. Pelletier responds we had 21 for this past primary. I anticipate approximately 40 for the general election this November.

J. Sherman inquires about the request for a salary increase.

M. Pelletier states that the Tax Collector and Town Clerk are requesting an increase based on work load and length of service.

J. Sherman states haven't we been processing those as warrant articles.

M. Pelletier states it was put through that way subject to the Town Manager's and Board of Selectmen's approval.

S. Fitzgerald states that we certainly recognize the work being done in the Town Clerks and Tax Collectors office. I would support a raise of \$1,000.00. I directed them to look at a comparative rate with other local towns.

M. Pelletier states following research she discovered comparable towns pay approximately \$10,000 more per year.

J. Sherman offers that this vote can be changed and reconsidered at a future point.

D. Poliquin states at some point up to deliberative session.

S. Ranlett states that he would like the year to date for mileage reimbursement are updated to reflect correct amounts.

M. Pelletier states that the listed 2013 mileage reimbursement is incorrect.

Motion by J. Sherman to approve the Town Clerks Budget \$100,621.00.

2nd S. Ranlett

Vote: 3-1-0 (M. Curran)

Motion carries.

4150 – TAX COLLECTOR – ROSEMARIE BAYEK

R. Bayek states that the Tax Collectors budget is generally level funded with the line item for the raise of \$688.00 due to the position not being full time. The Tax Collectors salary would increase to \$28, 216.00.

D. Poliquin inquires if the increase includes roll ups.

S. Fitzgerald states that the range of merit increases would be comparable and will provide an updated figure including rollups.

R. Bayek continues stating that the Part time Deputy Tax Collector wage is level funded. Mortgage Research is lower, due to fewer liens as last year. Telephone expenses are lower. Data processing is slightly higher due to software support with BMSI. Postage is higher due to higher costs of postage and mailings.

S. Ranlett inquires if the telephone line items will change on budgets with the introduction of a new phone system.

S. Fitzgerald states that he believes the telephone costs would potentially go down.

R. Bayek continues that Training has increased this year; the Deputy Tax Collector went to a Professional Conference. Dues is level funded, Office supplies have increased by \$86.00. Postage is reduced, I have separated the Mailing and Postage line items to show actual amounts spent on each item. Equipment repairs is level funded, Mileage reimbursement is reduced and I would like to take another \$200.00 off of the listed figure, Record Registry of Deeds is up by \$288.00 for recording of deeds at the registry. Research unknown TC Deeds is level funded, we don't spend it. It is designated for unknown property research and we haven't had any.

S. Fitzgerald states that we have addressed many of the unknown property research problems; I believe we have looked at all of the properties in town that would fall under that category.

J. Sherman states that the Research Unknown TC Deed line item is utilized is where we feel the tax map may be incorrect, another example would be of a lot line being changed that would fall under this line item.

M. Curran suggests lowering the amount since it is never used.

J. Sherman states to change the amount to \$1.00

M. Curran agrees stating the money can be found in other line items of other budgets.

Motion by J. Sherman to approve the Tax Collectors Budget \$49,197.00. This includes the raise of \$688.00, reducing the mileage from \$500.00 to \$300.00 and changing the unknown deeds to \$1.00 with the provision of reviewing this information in the future.

2nd M. Curran

Vote: 4-0-0

Motion carries.

4150 – FINANCE ADMINISTRATION – SEAN FITZGERALD

S. Fitzgerald states that the Treasurers salary is level funded; the Budget Committee Secretary \$1,500.00 includes meetings and minutes. Trustee mileage increased to \$500.00 this year due to more anticipated trips to Concord. FA Budget Committee Expenses is increased to \$500.00 for Budget Workshop training.

Motion by J. Sherman to approve the Finance Accounting Budget of \$9,744.00

2nd M. Curran

Vote: 4-0-0

Motion carries.

4150 – FINANCIAL ADMINISTRATION – SEAN FITZGERALD

S. Fitzgerald states that FA Salaries Accounting has increased \$19,021.00 to \$84,821.00. FA Data Processing is \$4,500.00 lower than the approved amount of \$5,000.00, BK training is lower by \$174.00, FA Office Supplies is level funded. BK Mileage & Reimbursement is \$350.00, slightly higher; FA Professional Audit is slightly lower at \$20,000.00.

D. Poliquin inquires regarding the hiring of personnel as the Finance Director. How long will the process take. I would like to see someone in that position by the beginning of the year or shortly after.

J. Sherman states that the prospective person could potentially be closing out the year end books of the previous employment.

M. Curran would like to see the current accounting firm remain to overlap with the new person to ensure a smooth transition.

D. Poliquin would like the selection process to begin this fall.

S. Fitzgerald agrees upon the timeframe.

Consensus of the Board to have the Finance Director Position candidate start by Feb. 1, 2015, and have the job posted by November. D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, S. Ranlett = yes.

M. Curran inquires if the part time position is included in the salary funding.

S. Fitzgerald states it is included.

Discussion occurs regarding GASB 45 implementation.

Motion by J. Sherman to approve the Finance Administration Budget for \$111,671.00.

2nd S. Ranlett

Vote: 4-0-0

Motion carries.

4711 – DEBT – (INTEREST/TAN/PRINCIPAL)

S. Fitzgerald states that Dore & Whittier have been instructed to come forward with a design / build plan and price with regard to a bond. When I receive more information I will relate that to the Board.

Discussion occurs regarding the length of time the Debt service account has remained zero and a budgeted amount of \$1.00 has been used.

Motion by J. Sherman to approve the Budget for 4711 (Debt) of \$1

2nd S. Ranlett

Vote: 4-0-0

Motion carries.

MBTA FEASIBILITY STUDY UPDATE – TIM MOORE

S. Fitzgerald refers to the map on the screen and the discussions with NH DOT for an MBTA train station and layover station. Since May 2014, the sites have been reduced to 4 different locations. The Testa property, the Joanne Drive site, Westville Park and Ride lot, and finally Haverhill off Hilldale Avenue. These sites will be discussed at length and will be studied in greater detail by NH DOT and our engineering firm HDR. The northern Haverhill site depicts a layover location called Alternative I. If that could work in Haverhill then the Westville Road Park and Ride would be a commuter train station.

J. Sherman inquires if there is a community representative in Haverhill.

S. Fitzgerald states that there hasn't been active participation from Haverhill recently, but he has been in contact with Mayor Fiorentini and hopes to meet with him soon to discuss the developments. There are vernal pools and wetland areas that will have to be handled carefully; there is already existing track on that site.

J. Sherman inquires if the MBTA has reviewed the Haverhill site. Inquires if there is a benefit to the Town owning the land in question verses privately owned land

S. Fitzgerald states yes they have reviewed the site and it remains to be seen if the land ownership is beneficial or not. We have asked for a closed station. The depiction doesn't show that on the map.

T. Moore states that the difference from this site and our originally proposed option, this didn't fit without significant disturbance to the fire pond.

Alternative 2 includes a layover station located off Joanne Drive on a parcel owned by Chart, Inc. Station F is located along the mainline track with parking access from Joanne Drive. This station has more residences in close proximity but this site has no wetlands to be impacted. Access to this site can be from Rt. 125 or from the east through the Testa property. This seems to be a very functional station and layover location. There is significant area for parking available. With Main Street improvements access could be from that direction. HDR has done some work to realize the potential of mixed use industrial for a nearby location.

T. Moore adds the site is not very convenient because most of the parking is somewhat a distance away.

J. Sherman states that there are houses on Joanne Drive not on the map and also a transformer.

S. Fitzgerald states that there are some parcels that would have to be acquired. The parking area would go through wet areas and there is a grade if you were walking.

Discussion occurs regarding alternative 2.

Alternative 3

The layover is located on the Testa Realty LLC and the Town of Plaistow's 144 Main Street property. Station G is located on the property with the station parallel to the mainline.

J. Sherman inquires that the Testa building would be gone.

S. Fitzgerald states yes. A sound wall would run against the side of the track minimizing the sound for abutters. A visit to another layover station the sound walls were very effective.

T. Moore states this is probably the preferred site. The next step will be to come up with more engineering details, ridership studies and noise studies. With that information we can make a choice of our locally preferred site.

Discussion occurs regarding the presented sites.

S. Fitzgerald states the level of detail from the environmental assessment will be significant. The next meeting will be a public meeting on the 25th of September at 6:30 pm, either here or at the library.

Presentation on channel 17 and the website.

T. Moore states the trip to Situate was informative. We saw a train pull in and out of the station with passengers and another train utilize the layover facility. The station track parallels the layover track as in our option 3. The sound level was noted. The newer locomotives and cars are quieter than the older models. If anyone would like to visit the station in Situate you can see what we observed easily.

S. Fitzgerald concurs that the newer equipment is much quieter. The technology is better with compression and startup in the mornings is quicker with the new modern systems. 30 to 40 years of improvements have made a significant difference. Both Newburyport and Rockport have layover stations that can be visited and viewed as well.

S. Fitzgerald continues stating the value of a commuter rail is a great benefit to the community. HDR is going to do some work on that to help people understand the value. Cliff Sinnott is meeting with abutting communities and their Board of Selectmen members. The Regional Selectmen in the area are interested as well.

TOWN MANAGER REPORT – SEAN FITZGERALD

- Tax Collector update
- Public Safety Complex Committee
- Rehearing of ZBA decision regarding LED signs at Cumberland Farms
 - S. Ranlett states that the ZBA meeting on September 25th, they will decide if it will be reheard and when.
The Planning Board will discuss the 5 criteria and send their letter to the ZBA.
- Lights for PARC update ups the not to exceed number by \$3000.00 to \$14,000.00

- D. Poliquin states that Recreation Commission discussed the narrow roads where the cars travel, it was determined that due to the excavation work the town should expand the back travel lane.
- S. Fitzgerald states the lot should be re-striped.

Discussion occurs regarding parking space sizes.

Motion by S. Ranlett to increase the fee not to exceed \$14,000.00.

2nd J. Sherman

Vote: 4-0-0

Motion carries.

S. Fitzgerald continues giving the Town Manager Report.

- Safe Routes to School
- Planning Board
- NH DOT TA Grant Program
- New Online Assessing Viewer
 - J. Sherman states using the word street should be St. for computer usage.
 - S. Fitzgerald states that he is working to have it search both ways
- Police Chief Selection Process Update
- Hampstead Property Acquisition
- Budget Committee Meetings
- Plaistow YMCA
- Veterans Day
- Highway Block Grant
- Police Prosecutor
 - S. Ranlett inquires regarding the cost.
 - S. Fitzgerald states approximately \$20,000.00.
 - M. Curran inquires whether there are alternatives and options.
 - S. Fitzgerald states one option is to hire an outside attorney also some communities have Police officers handling that job,
 - D. Poliquin inquires what kind of savings the other communities are seeing.
 - S. Fitzgerald states that Atkinson saw a 50% savings.
 - D. Poliquin states we can charge other towns for services we provide to them.
 - J. Sherman states that if Plaistow pulls out, the cost will rise for other towns.

Discussion occurs regarding the rate and the estimate of it.

Steve Ranlett requests a copy of the current proposed contract and a document showing all options available.

M. Curran requests that nothing is to be signed prior to the Boards review.

S. Fitzgerald continues giving the Town Manager Report.

- September 11th Ceremony
- Go Fast Get Fined signs

- S. Ranlett states that the signs need a location that is brightly lit.
- M. Curran requests a follow up on the speed signs regarding the data that has been requested previously.
- S. Fitzgerald states the information was distributed at the Highway Safety Committee meeting on Friday.
- D. Poliquin states the technical data was not in the information given to the Highway safety committee, the committee members were given a choice of formats that can be used in presenting the information.

Discussion occurs regarding the requested information and the length of time that has elapsed since the request was made.

- JRM Recycling
- Recreation Department
- Senior Service Fair
- Haverhill Chamber of Commerce
- Elm Street Island at Main
- Phone System Upgrade
- Annual Employee Flu Shots

OTHER BUSINESS

J. Sherman a memo was received that Davis Park is in need of paving or being upgraded prior to plowing season.

SIGNATURE FOLDER

D. Poliquin states the signature folder and manifest are going around.

SELECTMENS REPORTS

D. Poliquin:

- Attended Public Safety Building Committee
- Attended Highway Safety Committee meeting discussions included Safe Routes to School signs; Hoyle and Tanner were there to discuss a plan moving forward.
- Attended Recreation Commission meeting, S. Manthorne was looking for approval of the bi-laws for Friends of Recreation some items will need to be addressed; this board will review and give approval. A subject that can be discussed in non-public in the future. Copy to each member of the board Sean. The skateboard park was discussed. Capital Reserve account spending for equipment. The 2015 budget. The expansion of the Commission charter from 7 to 9 with alternates. The BOS would have to approve that. 7/2alt to 9 member's w/2 alternates.

J. Sherman moves to approve the change of Recreation Commission members from 7 to 9 regular with 2 alternates.

2nd M. Curran

Vote 4-0-0

Motion carries.

- Fall Festival and the Senior Service Fair are coming up.
- Basketball registration Baseball Softball,
- Recreation trips included Cape Cod Bourne Scallop Festival on the 19th and Oxford Casino on October 1st. trip, 10/1 Oxford Casino.

Sean to check with Christina for the name of the persons?

J. Sherman:

- Attended 911 Ceremony thanked Senator Morse and Representative Major for their attendance.
- Attended Bryce Whittaker's Eagle Scout ceremony, there will be another Eagle Scout ceremony for Nick Bealo later this month.
- Lions Club sign on 125 has been improved and looks great.
- Safety Complex meeting discussed and chose option C as best choice due to the ability to share mechanical systems and a space needs analysis was completed. More updates will be upcoming with clearer dimensions, septic capacity. Usage of the green space in the rear of the lot.
- Budget Committee starts a September 23rd.
- Town Report Committee meeting.
- Assisted counting ballots on Election Day.

M. Curran:

- Attended the 911 Ceremony.

S. Ranlett:

- Historical Society Meeting tomorrow
- Planning Board Wednesday night items being discussed are a condo conversion and a lot line adjustment, the survey will be coming soon, the Master Plan transportation chapter is being updated.
- Thank you for voting on Election Day.

Motion by J. Sherman to enter into non-public session under RSA 9-A: 311 (a) Personnel, (e) Legal 2nd S. Ranlett

Board Polled: D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, S. Ranlett = yes

Public Session ended at 9:15 pm

Respectfully submitted,

Kerry Lee Noel
Recording Secretary

