



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** October 6, 2014

**MEETING CALLED TO ORDER:** 6:31 PM

**SELECTMEN:**

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

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

**AGENDA:**

**MINUTES:**

*Motion by S. Ranlett to approve the minutes of September 29, 2014*

*2<sup>nd</sup> J. Ingerson*

*Vote: 3-0-0*

*Motion passes.*

**PUBLIC COMMENT:**

None

**REVIEW OF 2014 BUDGETS:**

**4290 – EMERGENCY MANAGEMENT – LT. WM. BALDWIN**

Lt. Baldwin states that he is here to present the Emergency Management Budget of \$26,050.00. Emergency Management Part-Time Positions is level funded. Telephone and Communications has increased for the regional communications tower to \$3,300.00 from \$1,000.00. This item may change and be included in another budget. Training & Office Supplies are level funded. Postage has decreased. Equipment Maintenance, Emergency Supplies and Equipment Purchases are level funded. Mileage has decreased slightly.

S. Fitzgerald states the Telephone and Communications line item will be reflected in the Police Department and Fire Department budgets until such time it is decided which budget will carry it.

S. Ranlett inquires if the \$2,300.00 will be in each budget totaling \$6,900.00. Further inquiring if this should be a separate line item due to it being a lease.

S. Fitzgerald states this is an estimated cost. He will review the chart of accounts to see if there is a better line item by description.

J. Sherman requests the presentation that was previously given with regard to the Tower.

***Motion by S. Ranlett to approve the Emergency Management Budget for \$26,050 .00***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4419 – HUMAN SERVICES AGENCIES – LORI SADEWICZ**

L. Sadewicz states the Town of Plaistow has three new agencies that are applying for support and have sent in representative to address the board. L. Sadewicz introduces a guest presenter from the American Red Cross, Alice Major.

#### **AMERICAN RED CROSS – ALICE MAJOR; Major Gift Officer**

Alice Major thanks the Board for the chance to present her information and request for funding. She states that the American Red Cross is a nonprofit organization that responds to the Town of Plaistow and surrounding communities when disaster or emergency response is needed. We also supply training for CPR, First Aid and Nursing Assistance. House fires are the primary reason the American Red Crosses services are utilized. In the past year, 2 families in Plaistow received the services of the American Red Cross due to house fires. 8 persons were served with lodging, clothing and food. We assist families to have access to assistance and have their basic needs met and how they can move forward. We provide information for preparation before disaster strikes. We respond to an average of 2 home fires per week. Each fire costs the American Red Cross anywhere from \$500.00 to \$1,000.00. All of our services are free of charge to the residents. We work very closely with Emergency Responders and as last year will be at the Plaistow Fire Department for their open house on October 11<sup>th</sup>. We are asking the Town to support us with \$3,000.00 for the coming year. That averages out to 11 cents per resident. We currently receive support from Atkinson, Danville, Sandown, East Kingston, Kingston, Fremont and Hampstead. 143 Towns throughout the state support us.

Discussion occurs regarding neighboring communities that currently support the American Red Cross.

J. Ingerson states she has experienced the professionalism and quick action the Red Cross demonstrates during crisis situations.

J. Sherman states that the town has a kennel that can be utilized in emergency situations for pets. He continues explaining the process for the Town of Plaistow to have a Human Service Agency to be included on the budget. Being placed on the Warrant Article, once voted for it can be rolled into the operating budget.

***Motion by S. Ranlett to direct the Town Manager to draft a Warrant Article to support the American Red Cross for \$3,000.00***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

L. Sadewicz introduces Tracy Fuller from the Plaistow YMCA.

**YMCA – TRACY FULLER; Executive Director**

T. Fuller states that the Plaistow YMCA has grown from 100 memberships to 1500 memberships as of today. We are in process of opening a new early learning center that will be operating later this month. We continue to reach out to the community to fill needs of the community. Teen programs are next in our plan. We are seeking \$1,000.00 four times a year. for the creation of “Teen Nights”. We want to be that safe haven for kids to come to the Y to listen to music, play sports and have leadership. This will provide them with a place to go on a Saturday night. We want to promote healthy living for mind and body.

J. Sherman states that this request is for a specific purpose.

T. Fuller states that is correct, it would be just a program for teens. This program would not be generating funds but just to cover the costs of the program. Open to anyone whether members or the Y or not. Targeting the Middle and High School students.

J. Ingerson states she is on record as being a member of the Board of Directors at the YMCA and will be voting on Y issues she receives no benefits and can make decisions regarding YMCA requests.

J. Sherman also states as a matter of record Susan Sherman, may be seeking a similar position at the YMCA.

***Motion by S. Ranlett to direct the Town Manager to draft a Warrant Article for \$1,000.00 for the YMCA.***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

L. Sadewicz introduces Carl Dias a CASA Volunteer here to represent CASA’s application for funding.

**CASA – Carl Dias; CASA Volunteer**

Carl Dias states that CASA is a nationwide program founded in 1988 by a judge in Seattle. Children don’t have an advocate in the court, we are court appointed special advocates. NH has an active program that covers approximately 1100 children. Over the last 5 years CASA has served 11 children from Plaistow. In abuse and neglect cases following a family court hearing the judge would designate an advocate through a series of hearings. It is always the strategy to reunite a child with their parents. Every case in NH that warrants a CASA, we cover 87 % of the cases in the court system. If there is no CASA available the court appoints a lawyer. I have spent significant amount of time at Timberlane. CASA in many cases is the only constant representative for the child in these cases. I represent the child and work in their best interest.

C. Dias continues stating that the goal is to get children through the system and into a safe secure loving home. A donation of \$500.00 would help to close the gap in 87% to 100% for training and certification. We are all volunteers.

J. Sherman inquires whether there is another organization providing the same service. Do you get funding from other local towns.

C. Dias states that there is no other organization that provides this service and the funding breakdown is as follows: 32% from the state, 23% from the Federal government through the Victims of Crime act, 13% fund raisers, 8% foundations and 4 % from individual grants, 4% from cities and towns. Funding is provided by the other towns C. Dias serves.

Discussion occurs regarding volunteerism and the request for funding.

***Motion by S. Ranlett to direct the Town Manager to draft a Warrant Article for \$500.00***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4419 – HUMAN SERVICES AGENCIES – LORI SADEWICZ**

L. Sadewicz states that the Human Services Agencies budget is \$59,482.00. It is level funded. L. Sadewicz states she has the book of requests for review. She has one increase for Greater Salem Caregivers to \$6,000.00.

J. Sherman inquires whether she supports all of the organizations listed in this budget.

L. Sadewicz states that she does. She reviews the line items discussing each provider and the experience she has had working with them.

S. Fitzgerald states that the meals on wheels program is great for persons in need.

***Motion by S. Ranlett to approve the Human Services Agencies Budget for = \$60,082.00.***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4441 – HUMAN SERVICES ADMINISTRATION – LORI SADEWICZ**

L. Sadewicz states that the Human Services Administration Budget's of \$740.00 is level funded.

***Motion by S. Ranlett to approve the Human Services Administration Budget of \$740.00***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4442 – HUMAN SERVICES ASSISTANCE – LORI SADEWICZ**

L. Sadewicz states that the Human Services Assistance Budget is \$32,350.00. This budget is level funded it was an exceptional year we can forgo the additional \$500.00 for Funeral Assistance.

J. Ingerson inquires of the screening process to receive benefits.

***Motion by S. Ranlett to approve the Human Services Assistance Budget of \$32,350 .00***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4150 – ASSESSING – LORI SADEWICZ**

L. Sadewicz states that the Assessing Budget is \$176,047.00. This budget is level funded with the exception of an increase for Assessor's Contract. The 2015 contract will include Assessing services, cycled inspections of 25% of properties and a full revaluation and recertification of credits and exemptions as directed by the Department of Revenue guidelines. We anticipate we will be at 95% with the reevaluation.

S. Fitzgerald states that this is anticipated with the additional work that is required.

J. Sherman states that the system the town uses makes it difficult to put this out to bid. We tried to contract with other agencies in another year. They found it difficult to use the system we have but they wanted to convert our information to their own systems.

Discussion occurs regarding the costs and the previous respondents when put out to bid. The potential for an additional \$30,000.00 in costs.

L. Sadewicz continues stating that the line item Books and Periodicals is \$25.00 higher due to the cost for the Marshall & Swift Valuation Book. Lori states when a further discussion is required notify her and she can schedule Mary Beth to come in to discuss. MS-1 form is in the signature folder.

***Motion by S. Ranlett to approve the HR Assessing Budget for \$176,047.00.***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4194 – GOVERNMENT BUILDINGS – DAVID BOWLES**

D. Bowles states that the Government Buildings Budge is \$177,410.00. It is \$1,895.00 less than the previous year. Permanent positions, Part time positions and Custodial overtime are level funded. Uniforms have increased \$32.00. Telephones and Communication has also increased \$450.00 for additional phones. Custodian training is level funded. General Supplies has increased \$300.00 due to added expense of flags purchased through the maintenance department. Gasoline, Vehicle Maintenance, Maintenance Equipment and Mileage Reimbursement are level funded. Tech. Service Contract increase of \$1,415.00 due to the septic being pumped twice a year at the Library. Town Hall Electric, Town Hall Heat and Maintenance are level funded. Repairs have decreased \$2,418.00. Safety Complex Electric, Heat & Supplies are level funded. Safety Complex repairs have decreased \$1,674.00. Museum Telephone, Electric, Heat, Maintenance, Repairs, Court House Maintenance and Repairs are all level funded.

Discussion occurs regarding the cost of the additional phone for the maintenance department. Phone review requested for all Town phones.

Discussion occurred regarding the Highway Dept. utilities not being included in the Government Buildings budget.

***Motion by S. Ranlett to approve the Government Buildings Budget for \$177,410 .00.***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

#### **4324 – WATER DEPARTMENT – CHIEF MCARDLE**

S. Ranlett inquires why no funds have come out of the electric budget. A typo is also listed under equipment purchases for \$19,531.00.

S. Fitzgerald states that the electric budget will be reconciled.

Chief McArdle states that the Budget for the Water Department is \$64,420.00. Payroll Temporary has increased by \$1,500.00 for staffing. Uniforms have decreased \$285.00. Engineering has increased \$11,000.00 due to NH DOT construction project for 2016. Telephone, Electric and General Supplies are level funded. Mileage has decreased \$200.00 and Waterline repairs have increased \$4,000.00 for the aging infrastructure. Equipment repairs is level funded. Equipment Maintenance and Fuel has slightly increased. Vehicle Maintenance is level funded. Equipment purchase has increased by \$2,300.00

J. Sherman requests the map of the metes and bounds of the widening project on route 125. What are the challenges of the waterline at this time.

Chief McArdle states that the older lines can break anytime especially 1<sup>st</sup> generation use of PCV pipe.

S. Ranlett inquires why no funds have come out of the electric budget. A typo is also listed under equipment purchases for \$19,531.00.

S. Fitzgerald states that the electric budget will be reconciled.

***Motion by J. Ingerson to approve the Water Department Budget for \$64,420 .00***

***2<sup>nd</sup> S. Ranlett***

***Vote: 3-0-0***

***Motion carries.***

#### **4220 – FIRE DEPARTMENT – CHIEF MCARDLE**

Chief McArdle states that the Fire Department Budget is \$627,211.00. An increase in the Permanent Positions for the addition of an Executive Administration Assistant. Chief McArdle proposed changes are an Administrative Assistant. Warrant vs. operating budget variance 40,040.00. 19.25 p/hour. The need for the position, the Chief is currently handling all of the functions himself. The line item number should be 98,053.00. Uniforms and Telephone Communications have decreased \$2,950.00. Data Processing has increased \$1,110.00 and Medical Services have increased \$360.00. Dues, Supplies & Books and Periodicals are level funded. Irregular and Varied along with Mileage and Expenses have decreased. Events and Activities have increased \$1,000.00, Permanent Position Firefighter has increased and Part Time Call Firefighters has increased significantly \$30,412.00. I am proposing here

are two aspects. When the on call fire fighter payroll is processed averages are used due to all of the individual hourly rates. I also average the number of calls and hours paid out. EMS coverage is another factor 3 people at \$15.00 per night from 10 pm until 6 am. for ambulance coverage. I am going to designate one of those positions as a duty officer. A \$25.00 stipend will be given to the individual for assuming more responsibility. This past summer on any given weekend we were short on calls. Estimated coverage based on hourly rates by the number of calls. On call fire fighters need to be compensated so that full time weekend coverage isn't necessary. Overtime has increased. The amount requested for PT Call Firefighters for 2015 should be \$163,222.00. Building Maintenance is level funded. Training has increased slightly as well as Dues – Hazmat. Equipment Maintenance and Gasoline have increased. Vehicle Maintenance/Supplies is level funded. Vehicle Repairs has increased \$1,000.00. Equipment has decreased. Equipment-Bunker Gear, Books and Periodicals have increased by \$750.00. General Supplies are level funded and Part Time Forest Fire has increased by \$50.00 for issuing fire permits.

Chief McArdle is proposing a position for an M-F per diem position for the time when there are fewer people available to fight a fire in the day time.

J. Sherman states that in his opinion this budget should be voted on now and then when the full board is present it can be discussed. I also feel the question of the Administrative Assistant should be put forward as a Warrant Article.

Discussion occurs regarding Communications Tower data processing line item.

J. Sherman inquires if we utilize the Hazmat membership. This budget ensures the safety of fire fighters and first responders. Which request for additional personnel or personnel changes are more of a priority?

Chief McArdle states yes we do utilize the Hazmat membership. Reductions were made in the maintenance areas. The town is very generous providing equipment for the fire dept. We won't compromise on safety. I rate each request for personnel enhancement equally. From a consistency standpoint the next person in my position needs that to be able to operate correctly. Staffing is an issue that is slowly becoming a problem.

S. Ranlett requests a breakdown of the current administrative Assistant salaries for G. Hamel, K. Noel Sarah, etc. for the next meeting.

***Motion by J. Ingerson to support approve the Fire Department Budget for \$588,887.00***

***2<sup>nd</sup> S. Ranlett***

***Vote: 3-0-0***

***Motion carries.***

#### **4324 – WATER DEPARTMENT – CHIEF MCARDLE**

Chief McArdle states that the Budget for the Water Department is \$64,420.00. Payroll Temporary has increased for staffing. Uniforms have decreased, Engineering has increased. Telephone, Electric and General Supplies are level funded. Mileage and Waterline repairs has increased. Equipment repairs is level funded. Equipment Maintenance and Fuel has slightly increased. Vehicle Maintenance is level funded. Equipment purchase has increased.

***Motion by J. Ingerson to approve the Water Department Budget for \$64,420 .00***

***2<sup>nd</sup> S. Ranlett***

***Vote: 3-0-0***

***Motion carries.***

**TOWN MANAGER REPORT – SEAN FITZGERALD**

S. Fitzgerald continues giving the Town Manager Report.

- MS-1 Completed  
J. Sherman suggests contacting the school district.
- Plaistow Public Safety Expansion Committee

Additional survey is requested proposal from SEC received for a two phase process.

Discussion occurs regarding the survey.

***Motion by S. Ranlett to award the SEC to provide the survey, and to direct the Town Manager not to exceed \$1,975.00.***

***2<sup>nd</sup> J. Ingerson***

***Vote: 3-0-0***

***Motion carries.***

- Plaistow Cemetery Fence

J. Ingerson states that when comparing the quotes, they are not all equal in content. Looking for a better outline.

***Motion by J. Ingerson to direct the Town Manager to draft a notice to proceed, including deliverables and to negotiate a contract to replace the cemetery fence, as specified in their proposal as presented on October 6, 2014. To proceed and not to exceed the amount of \$16,955.00 and to outline more detailed notes.***

***2<sup>nd</sup> S. Ranlett***

***Vote: 3-0-0***

***Motion carries.***

- Plaistow MBTA Project Public Hearing

J. Sherman states that Representative Major ask for a letter of support.

***Motion by J. Ingerson to support legislation similar to that in Massachusetts that would limit the idling of trains and direct the Town Manager to work with Representative Major to outline draft of this legislation.***

***2<sup>nd</sup> by S. Ranlett***

***Vote: 3-0-0***

***Motion carries.***



- Planning Board Update discussion with S. Ranlett regarding no planning board input questions what L. Komornick and the Town Manager plan to discuss with Fish and Game and the existing site plan. Sean states on the advice of counsel requesting the email from Leigh

The remaining amount of the Town Manager report deferred.

### **OTHER BUSINESS**

S. Ranlett states the ZBA will hold a rehearing October 30<sup>th</sup> regarding Cumberland Farms and LED signs.

### **SIGNATURE FOLDER**

J. Sherman states the signature folder and manifest are going around.

### **SELECTMENS REPORTS**

J. Sherman:

- Attended the Budget Committee meeting last week, meeting tomorrow night.
- Attended the Public Safety Complex Committee meeting.
- Volunteered to serve on the Timberlane Budget Committee.

S. Ranlett:

- Attended the Planning Board meeting discussed Fish & Game and held a Workshop.

J. Ingerson:

- Nothing to report.

Public Session ended at 10:05 pm

Respectfully submitted,

Kerry Lee Noel  
Recording Secretary

