



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 20, 2014

MEETING CALLED TO ORDER: 6:30 PM

SELECTMEN:

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

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

AGENDA:

MINUTES:

Motion by J. Ingerson to approve the minutes of October 6, 2014

2nd S. Ranlett

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

Motion passes.

The Pledge of Allegiance was lead by Coloring Contest Winner Matthew Cartwright.

PUBLIC COMMENT:

Susan Sherman states that she is here representing the Timberlane Regional School Board. As a Plaistow representative I have placed in your communications folder an invitation to assist the Board with some help. We have formed a CIP Committee for the purpose of reviewing their current plan that is outdated and in need of revision. I have presented the school board copies of Plaistow's CIP plan to demonstrate the documentation that Plaistow does and that this can be used as a template going forward. I would like to find someone who is familiar and has some CIP experience to participate with the school board to update the CIP. The individual would be involved in a long term continuous process this invitation to join the committee and we look forward to a nomination. Please forward nominations to Nancy Steenson. We hope to have the committee in place for early November.

HALLOWEEN COLORING CONTEST WINNERS

We received 40 entries for the Halloween Coloring Contest.

The winner in the 3-4 year old category is:

- **DYLAN LINDBLAD**

The winners in the 5-7 year old category are:

- **CARLIE BALLARD, MATTHEW CARTWRIGHT, MICAH COSTINE,**
- **KYLE LINDBLAD, HALEY RUNNALS, DARIAN SAWYER, MATTHEW SMITH**

The winners in the 8 – 10 year old category are:

- **ASHLEY MCFADDEN, KYLE POLIQUIN, MICHAEL SAVAGE, LYDIA SAWYER**

REVIEW OF 2014 BUDGETS:

4240 – INSPECTIONS – MIKE DORMAN

M. Dorman states that:

Salaries, Back up Inspectors, Telephone & Data Processing are all level funded.

Training & Conferences, Dues & Subscriptions have increased slightly due to upcoming certification & training requirements.

Vehicle maintenance & Vehicle repair is lower.

The rest of the budget is level funded.

Discussion occurs regarding current projects that are active in town.

Motion by S. Ranlett to approve the Inspections Budget for \$114,647 .00

2nd M. Curran

Vote: 4-0-0

Motion carries.

4520 – RECREATION – CHRISTINA CRUZ & BILL COYE

C. Cruz states that:

Salary for the Director is level funded.

Part time salaries are up \$2,000.00.

Overtime has decreased by \$1153.00.

Uniforms, Telephone, Electric @ the Fields, Director Training, Supplies & Equipment and Postage are all level funded.

Equipment maintenance has increased \$12,000.00 due to the addition of area fencing around PARC.

Grounds keeping, Mileage Expense Reimbursement and Summer Rec. Program are level funded.

Summer Transportation has decreased.

Community Trips are level funded.

Community Transportation has decreased.

Plaistow pride, Concerts, Senior Programs are level funded.

Senior Trips & Senior Transportation has decreased.

Community Events has increased \$1,000.00.

Baseball/Softball leagues are level funded.

Youth Basketball has increased. C. Cruz states that this increase reflects participation in the program being up 22% over 2012.

Youth disbursements, Ump Baseball/Softball/BBall are level funded.

Discussion occurs regarding the cost to operate the lights at PARC.

J. Sherman states the comment in line 861; “Combining line items 861, 863 & 865 can be removed from the description. He continues stating that adding the word “parking area” to the description regarding the fencing for the benefit of the Budget Committee.

J. Sherman states that revenue offsets this budget.

M. Curran inquires what programs are anticipated next year.

C. Cruz states that the 13 – 14 years olds need a program. Also some family activities and participation.

M. Curran inquires if more senior programs will be available and suggests finding an alternative venue for when the concerts are cancelled due to weather.

C. Cruz states that when bands are booked we do ask for a rain date on a Sunday. The Senior Tea took place last week; we try to keep it informational and entertaining.

Discussion occurs regarding the electrical capacity of the Gazebo and entertainer requirements.

S. Ranlett excused himself at 6:56 pm and returned at 6:58 pm.

Motion by M. Curran to approve the Recreation Budget for \$215,199.00

2nd J. Ingerson

Vote: 4-0-0

Motion carries.

4210 – POLICE – INTERIM POLICE CHIEF JONES

Interim Chief Jones states that:

Administrative Salaries have increased \$7,248.00.

Prosecutor has increased \$13,660.00. This cost increase is due to Newton dropping out of the shared cost of surrounding communities

S. Fitzgerald states that we are planning on setting up a meeting of the regional chiefs of Police who discussed the increase for Plaistow.

Interim Chief Jones states that they used the perspective of actual case load per community.

Discussion occurs regarding other options to this increase, case load and population affecting the ratio of cost.

J. Sherman requests a 1-2 page analysis that lists the advantages and disadvantages, the pros and cons of remaining with the current Prosecutor agreement or looking for the service through someone else. Another approach, I would think, if Plaistow pulled out of the group the remaining communities would have a larger share to split. What would they then do?

S. Fitzgerald states he can have that next week.

Management information systems have increased due to support and maintenance for specialized police software/hardware.

Pre-Employment Screening has increased \$150.00.

Training has decreased \$2000.00.

Collective Bargaining Agreement Education and Dues & Subscriptions are level funded.

Rentals and leases have increased due to the Tower lease for Plaistow West.

General Supplies and K9 Supplies are level funded.

Office supplies and postage have decreased.

Equipment maintenance / repair have increased slightly.

Jail maintenance is level funded.

Books & Periodicals and Equipment Purchase have decreased.

Unanticipated Expense has increased \$250.00.

Expense Reimbursement is level funded.

Officer salary increased with the new union contract.

Part time officers has decreased.

Officer overtime has increased slightly.

Officer uniforms have increased \$4,400.00.

PD Telephone and Communications and Gasoline have decreased.

Vehicle maintenance and Repair is level funded.

Capital equipment has increased due to purchasing 2 of the cruisers.

S. Fitzgerald states we are looking at lease agreements that will have a lower overall cost.

J. Sherman requests the tower costs be split into a separate account.

S. Fitzgerald states that it can be listed separately as we negotiate with Atkinson and agree with them regarding the costs.

M. Curran inquires whether we are still leasing the motorcycle that had previously been funded by donation and how long has it been under the budget.

Interim Chief Jones states she will contact M. Curran with the information requested.

Interim Chief Jones continues:

School Crossing Guard is slightly lower by removing the matron stipend which has not been utilized for years.

Dispatch Salaries have increased \$6,505.00.

Part Time Dispatch has decreased slightly by \$123.00.

Dispatch Overtime is slightly higher by \$300.00.

Dispatch Uniforms has decreased by \$1000.00.

Veterinarian Services, Disposal of Animals and Maintenance for the new kennel are all level funded.

M. Curran inquires if the ACO services were continuing with Hampstead, Danville, and Kingston.

Interim Chief Jones states that we never had a contract with Hampstead and that Danville has gone to their own ACO. We offer mutual aid to those communities.

Interim Chief Jones reviews of the Vehicle Rotation Schedule and discussion occurs regarding vehicles.

M. Curran restates the position of wanting other options with the prosecutor situation.

Discussion occurs regarding Main Street parking difficulties and police detail options are discussed. Safety and parking when services are taking place at the funeral home.

Interim Chief Jones states that the police department has had conversations with Fran Berube of Brookside regarding this issue. Under certain circumstances a detail office is the best option.

S. Fitzgerald states that he will also present this information to Hoyle and Tanner with regard to their work on Safe Routes to School.

Motion by S. Ranlett to approve the Police Budget for \$1,949,054.00

2nd J. Ingerson

Vote: 4-0-0

Motion carries.

4419 – CAPITAL IMPROVEMENT – SEAN FITZGERALD, LEIGH KOMORNICK

S. Fitzgerald states that CIP information includes a spreadsheet, table and PowerPoint presentation.

J. Sherman states that he would prefer to have an opportunity to review this information and add it to a future agenda. MS-434 estimated revenues deferred. Make hard copies of the MS-434 estimated revenues for the Budget committee.

TOWN MANAGER REPORT – SEAN FITZGERALD

S. Fitzgerald continues giving the Town Manager Report.

- 2015 Budget Process
- MBTA Rail Study meeting last October 9th.
 - S. Fitzgerald suggests inviting Cliff Sinnott to speak to the Planning Board.
 - S. Ranlett suggests a Board of Selectmen meeting makes more sense.
 - S. Fitzgerald is looking for a consensus of the board to schedule him.
 - J. Sherman advises to check with the Planning Board Chair if not them then us. Also wants it known that the Board of Selectmen wants public engagement and input. This issue will not be decided by 3 people. Where did the 30 million dollar figure come from S. Fitzgerald?
 - S. Fitzgerald states that in Massachusetts, costs over time have been estimated to those figures.
 - Discussion occurs regarding the perception of the intentions of the board and the decision making process.
 - M. Curran states that she has been approached by citizens regarding this issue.
- NH DOT TA Grant Program
- Online Assessing Viewer
- NH DOT Route 125 Widening Project J. Sherman name of the Service Road Agenda Item Channel 17 deadline Nov. 3rd suggestions wanted.
- NH DES Source water Protection Grant & GREE funding

- EPA's MS4 Permit
- Lights for PARC
- Recreation activities.
- Household Hazardous Waste Day
- Plaistow Fire Department
- Code Red Program
- Budget Committee Meeting
- Veterans Day get channel 17 info contact selectmen for participation
- Phone System Upgrade
- Court Building Updates
- Health Department
- Town Forest Signs
- Zoning Board of Adjustment Re-Hearing with regard to Cumberland Farms and electronics signs.
 - Discussion occurs S. Ranlett will attend representing the board.
- 2013 Audit is complete.
- Request for Payment for Eagle Scout Project
- Carlton Path Update
- Police Cruiser repair
- Safe Routes to School – suggested to remove the sign on the telephone pole.
- Planning Board & Master Plan updates – J. Sherman inquires with regard to Plaistow Fish & Game, who resolves site plan and usage problems. S. Fitzgerald states M. Dorman. It has been done and has found no violation. S. Ranlett wishes to defer this until the next meeting.

OTHER BUSINESS

M. Curran states that action item list requested following each meeting. Bullet format end of minutes each week. Pro-bark odor is increasing can this be looked into. Please alert Mr. Dorman.

S. Ranlett states that the culvert at 65-67 Main Street is a problem. Sean said he asked Dan G. to look into it.

SIGNATURE FOLDER

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

SELECTMENS REPORTS

J. Sherman:

- Has Peter Gamache been reschedule to appear before the board?
 - S. Fitzgerald states that he hopes to have him scheduled for October 27th.
- CIP spreadsheet was finalized.
- Attended the MBTA Rail discussion. A new development was that the consultant has come up with a 4th option. A combination on Joanne Drive and Chart property.
- Attended the Fire Department open house.
- The Communications plan as part of the CIP discussion.
 - S. Fitzgerald has asked Interim Chief Jones and the Lt. Baldwin to come back to update and discuss the information with regard to the towers.

- Bud Comm. Hazard mitigation plan updated in 2011 was this ever approved as a board.
 - S. Fitzgerald states yes it was approved as a board.

S. Ranlett:

- Historical meeting tomorrow alternate may be needed.
- Planning Board upcoming.
- ZBA on Thursday,
- Abandon couch on Westville Road in the woods.

J. Ingerson:

- Attended the MBTA Rail Study meeting on October 9th. The meeting was uninformative they should focus more on the audience. The presentation was incomplete. The discussion is the same over and over again nothing new is added to the conversation.
- October 14th the CIP spreadsheet was finalized.
- Attended the October 15th Cable Committee meeting. Still looking for ideas regarding additional programming content.
- Conservation Commission meeting was cancelled.
- Carlton Path update there is no parking there, the gate is fenced off and you can walk to it.

M. Curran:

- Attended the Elder Affairs meeting. The discussion included Elder services and whether to continue the Service Fair, not well attended we fell due to poor advertising. Looking for more participation from the committee not town hall staff. Subjects discussed included, date changes, transportation is a challenge that needs a solution, partnering.
- Family Mediation experiencing problems scheduling meetings may take place next Thursday.
- Festival of Trees is upcoming. No too late to submit a tree or wreath. All proceeds go to the Lions Club to help children who are less fortunate. Nov 28, 29 & 30 The Lions Club is sponsoring a pancake breakfast, donate and win trees. Please remember to try to participate in the Giving Trees in the community are so beneficial to those in need.
- JRM sticker states that recycling is mandatory. It is not. I have 8 units in my building, and was told I have a two barrel limit. Also bulk items are apparent issues. Collectors are not taking these items, witness bulk items being outside people's homes for weeks.

MOTION BY M. Curran TO ENTER INTO NONPUBLIC SESSION BY: under RSA 9-A: 311 (a)

Personnel, (e) Legal

2nd S. Ranlett

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

Public Session ended at 8:51 pm

Respectfully submitted,
Kerry Lee Noel
Recording Secretary

Action Items Board of Selectmen Meeting 10/20/2014

Date:	Description	Requester
10/20/2014	Nomination sought for TRHS CIP	Sue Sherman
10/20/2014	Budget Rec. comment line 861 re :861,863,865 remove	John Sherman
10/20/2014	Analysis requested Pros/Cons Prosecutor situation	John Sherman
10/20/2014	Communications Tower Police/Emergency Mgmt/Fire 1 account	John Sherman
10/20/2014	Motorcycle Lease previously donation funded, how long in budget	Michelle Curran
10/20/2014	Suggestions for naming the Service Road	John Sherman
10/20/2014	Post Veterans Day information on Channel 17	John Sherman
10/20/2014	Suggestion to move SRTS sign from telephone phone	Steve Ranlett
10/20/2014	Action items be listed as bullets on subsequent minutes of BOS	Michelle Curran
10/20/2014	Offensive odor at Pro-Bark	Michelle Curran
10/20/2014	Culvert problems at 65-67 Main Street	S. Ranlett
10/20/2014	JRM re-schedule for 10/27/2014 BOS meeting	John Sherman
10/20/2014	Abandon couch left in woods off of Westville Road	S. Ranlett