



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

PLAISTOW BOARD OF SELECTMEN MINUTES:

DATE: October 27, 2014

MEETING CALLED TO ORDER: 6:35 PM

SELECTMEN:

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

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

AGENDA:

MINUTES:

Motion by J. Sherman to approve the minutes of October 20, 2014

2nd J. Ingerson

Vote: 3-0-1 (D. Poliquin)

Motion passes.

PUBLIC COMMENT:

None

APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES – CATHY WILLIS, CAB VINTON

C. Willis states that she is here representing the Board of Trustees to the Library wishing to appoint Rosemarie Bayek as an alternate member of the Board of Trustees.

R. Bayek states that she has been involved with the Library since it was located at Town Hall.

Motion to approve J. Sherman

2nd S. Ranlett

Vote: 4-0-0

Motion Carries

REVIEW OF 2014 BUDGETS:

4550 – LIBRARY – JIM PECK, CAB VINTON

J. Peck states that the status of the library is good under the direction of Cab Vinton. Jen Dawley and Briana Sullivan are new hires to the library.

C. Vinton states that the same team and the strong Board make the library work so well under Jen Dawleys direction programs and fan base have increased by 50-100%. The weekly program for

toddlers is so popular it had to be doubled up. She secured over \$5,000.00 from local businesses for prizes. Briana Sullivan is working on Candidates night. Library use is holding steady. The downloadable content is an area of rapid growth. There is a 20 hour a week position that is being currently being filled. The head of the circulation department will be reducing her hours.

J. Peck continues stating there will be more adult programs under B. Sullivan and he invites the Board to come down to the library and see what has changed and is new. He continues reviewing the Plaistow Public Library Budget: Salaries have increased \$19,827.00. 2015 contains an extra pay period due to biweekly pay periods. Salary schedule \$232,409.00 with the addition of the extra pay period of \$6,277.00 total \$249,811.00.

J. Sherman requests clarification on the reduction in hours and the benefits associated with the listed positions.

C. Vinton states that the reduction of hours by one employee may be picked up by another employee and that would balance it.

Discussion occurs regarding new hires, hours and benefit coverage.

Cathy Willis states that the Circulation person that will be hired will be eligible for benefits.

J. Peck continues stating the Health/Life/Disability are level funded. Most line items are level funded. Utilities have increased electric by \$10,000.00.

Discussion occurs regarding planning and budgeting for Public Activities/Programs.

S. Ranlett inquires if the telephone system being sought out by Town Hall could be used at the Library.

C. Vinton states they just had the company over to the library and they are waiting for numbers from the vendor.

J. Sherman inquires if the increase in Electricity could possibly be overestimated.

J. Peck states he has spoken with the Electricity provider and it is estimated correctly. Anticipation of a rate hike has resulted in the high estimate.

Discussion occurs regarding the Landscape line item and Legal Fees.

S. Ranlett inquires regarding the Library Funds Account.

C. Willis states it is Gross Budgeting unless it's declared you can't spend it. The purpose of the column on the budget sheet is in the event we want to spend out of the funds of the Library.

Discussion occurs regarding the Board of Trustees of the Library and it operates as a separate unit of the town.

Motion by J. Sherman to approve the Library Budget Net from Taxation for \$542,643 .00, Library Funds Expenditures, \$75,700.00, for a Total of \$618,343.00.

2nd J. Ingerson

Vote: 4-0-0

Motion carries.

4411 – HEALTH – DENNISE HORROCKS

D. Horrocks states that the salary permanent position is level funded. A new line item is the part time Deputy Health Officer position which is not a new position it is adding a stipend of \$500.00 per year. It is an instrumental position for the Health Officer and I believe it is beneficial to the town to have the Deputy Health Officer receive a stipend. If the current Deputy retires or leaves it is at least a small incentive for someone to want the position.

J. Sherman inquires what qualifications the deputy health officer would have.

D. Horrocks states that there are no specific certifications but qualifications are important. Being aware of public health issues and RSA's, the Deputy Health Officer has all of the powers and authority of the Health Officer. When I am not available the Deputy can be called. I also utilize the deputy to be another set of eyes when going into situations where there are situational concerns. These cases are occurring more often than there used to be.

D. Poliquin states that it appears to him to be double dipping since the deputy is also the Building Code Enforcement Officer.

D. Horrocks states she is not in agreement since the Health Officer and the Building Code Enforcement Officer have different duties.

Discussion occurs regarding the specific demands of this position.

J. Ingerson inquires what was done before this.

D. Horrocks indicates it is a voluntary position. Plaistow is growing, self inspecting and a border town and I have reviewed surveys throughout the state to see how other communities handle this position. There are some that don't have Deputy Health Officers due to their small population, other communities offer much larger stipends or are paid an hourly rate or a flat weekly rate is offered.

Discussion occurs regarding stipends and the application of them.

D. Horrocks continues stating the rest of the budget is level funded with the exception of Dues and General Supplies.

Motion by S. Ranlett to approve the Health Budget for \$80,167.00.

2nd J. Ingerson

Vote: 3-1-0 (J. Sherman)

Motion carries.

4210 – EXECUTIVE – SEAN FITZGERALD

S. Fitzgerald states that the Part time MIS to be eliminated by \$6,000.00. Town Office salary for the Selectmen is level funded. Most items are level funded, dues has decreased, Rental & Leases, Office Supplies have increased. Postage & Office equipment has increased. RSA supplies has decreased due to availability of information online. Technical supplies has decreased. Unanticipated & events and activities have increased. Employment expenses have decreased. Permanent positions have increased.

Motion by J. Sherman to approve the Executive Budget for \$290,648.00

2nd S. Ranlett

Vote: 4-0-0

Motion carries.

4419 – PERSONNEL – SEAN FITZGERALD

S. Fitzgerald states that Performance Management is level funded. Employee Tuition Reimbursement is level funded. Work/Health Insurance has increased. FICA has increased. Medicare has increased. New Hampshire Retirement has increased. Unemployment compensation has increased. NH Municipal Worker's Compensation has slightly increased, 125 Caf. Plan Pre-Tax, Medical Services, Pre-Employment screening, Town Manager search, Notices & Publications, Employee Relations and Sick Leave Buy Back are all level funded.

J. Sherman states that he would like more detailed information on Work /Health Insurance/ FICA/ NH Retirement. Copies of detail information to the board should be provided to the Board.

D. Poliquin states it was overspent but we are not budgeting for the amount this year.

Motion by S. Ranlett to approve the Personnel Budget for \$1,882,726.00

2nd J. Sherman

Vote: 4-0-0

Motion carries.

4197 – ADVERTISING & REG. ASSOC. – SEAN FITZGERALD

S. Fitzgerald states that this budget is level funded. Notices & Publications, Town Report Expenses and Dues.

Motion by J. Sherman to approve the Advertising and Reg. Assoc. Budget for \$25,771.00

2nd J. Ingerson

Vote: 4-0-0

Motion carries

4419 – CAPITAL IMPROVEMENT – SEAN FITZGERALD

S. Fitzgerald states that there are new items in the CIP. We can start with this on the Agenda next week.

J. Sherman inquires about the Hazard Mitigation Plan approved in 2012. The intersection of Pollard Road and Congressional, the plan called for replacing that intersection for a cost of \$1,000,000.00 the money is in the CIP adding \$250,000.00 over 4 years. The discussion has not continued regarding this.

S. Fitzgerald states that as a Board we can put a portion of the cost aside and apply for State and Federal grants.

J. Sherman states he is going to bring that up at the CIP presentation. Reflecting on the conversation with D. Garlington the costs were not expected to be that high.

TOWN MANAGER REPORT – SEAN FITZGERALD

S. Fitzgerald continues with the Town Manager Report:

- Town Budget process continues.
- Capital Improvement Program
- NH DOT'S Technical Assistance (TA) Grant Program – Update
- NH DOT Route 125 Widening & Service Road Project – Update
 - J. Sherman suggests establishing a deadline for the naming of the road of 11/3/14.
 - S. Fitzgerald suggests Revolutionary War Veteran name.
- NH DES Grant – Source Water Protection & GREE Fund – Update
- Lights for PARC – Update
 - J. Sherman adds the posts for the batting cages are up.
- Phone System Upgrade
- Court Updates
- Ebola Threat
- ZBA Re-Hearing Cumberland Farms
- SRTS Update
- Tax Rate Setting by DRA
- Town Insurance Property Liability & Trust
- Testa Water Bill – Update
- Pump & Pump House – Update
 - Schedule meeting of the design team & the board
 - J. Sherman states the CIP is reflecting a 6 yr saving plan rather than 5.
- MBTA – Update
 - J. Sherman reminds that there are now 4 alternatives vs. 3.
- Highway Safety Committee
- Plaistow Fish & Game
- Police Chief Search
- Hampstead Property Acquisition
- Recreation Dept. Activities
- Household Hazardous Waste Day

OTHER BUSINESS

J. Sherman requests to review the action items from last week.

S. Fitzgerald reviews the action items.

J. Sherman states he would like to be considered for nomination for the Timberlane Regional School District CIP Committee.

Motion by S. Ranlett to nominate J. Sherman to serve on the Timberlane Regional School District CIP Committee.

2nd J. Ingerson

Vote: 3-0-1(J. Sherman)

S. Ranlett states the Police Department Motorcycle was absorbed into the budget after the first 3 years of donations.

D. Poliquin states that the catch basins need to be reviewed and the state and the town are saying they need to stay that way. The hot top in front of the school is crumbling. The state has taken care of two locations, what about the rest of them. I expect the state to follow through.

SIGNATURE FOLDER

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

SELECTMENS REPORTS

J. Sherman:

- Inquires if there are signs at Carlton Path. (Advertise as emergency access),
- Idling Ordinance article in the paper last week. We were made aware there was no ordinance in the state of NH with regard to idling. Rep. Major crafted and promoted the legislation and the State Senate was stopped by Senator Rausch. Rep. Major stated that if a town will request the legislation it will promote the issue with a letter of support. The newspaper article didn't discuss that history.
- The budget committee didn't have quorum last week and changed the meeting into a work session. Another article stated that
- The Town of Windham is considering selling their excess town owned property. They identified each parcel as to whether recreation or conservation could utilize it. We can designate which properties we want to keep and sell the ones we don't want.
- Condolences to the Weston family regarding the loss of Caitlin.

S. Ranlett:

- I will be attending the ZBA meeting this week on the 30th.

J. Ingerson:

- Jill Senter provided photos of Carlton Path.

D. Poliquin:

- Attended the Pumpkin Lighting and it was very well attended.
- Attended the Highway Safety Committee meeting we discussed JRM. The waste disposal trucks on Sweet Hill have the collectors running across the street with busy traffic. Suggestion was made that JRM come in one day for pick up in town. Also discussed was speeding within Safe Routes to School corridors. Signs are set for distribution for Nov. 1st. for SRTS.
- Truck traffic discussion, newer idea to have DOT post 125 as a truck route.

- Radar sign charts and how to present. Mentioned obtaining smaller cheaper solar units to take traffic data and installing a unit in the village district.

Discussion regarding speed tracking units and parking on Main Street.

MOTION BY J. Sherman TO ENTER INTO NONPUBLIC SESSION BY: under RSA 9-A: 311 (a) Personnel, (d) Negotiation, (e) Legal

2nd J. Ingerson

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

Public Session ended at 9:02 pm

Respectfully submitted,
Kerry Lee Noel
Recording Secretary