

(APPROVED)



Town of Plaistow - Highway Safety Committee 145 Main Street, Plaistow, NH 03865

PLAISTOW HIGHWAY SAFETY COMMITTEE MINUTES

MEETING DATE – Friday, March 24, 2017

PRESENT – Police Chief Kathleen Jones, *Chairman*; Fire Chief John McArdle, *Vice-Chairman*; Julian Kiszka, *Alternate Selectman Representative*; Mark Pearson, *Interim Town Manager*; Michael Dorman, *Building Inspector*; Dan Garlington, *Highway Department Supervisor*; Arthur Wiggin, *Citizen's Representative*; Lisa Withee, *Citizen's Representative*; Michelle Auger, *Pollard School Principal*; Richard Latham, *Citizen's Representative*; and Ernie Sheltry, *Citizen's Representative*;

EXCUSED – John Sherman, Selectman Representative

ABSENT – Greg Jones, *Town Planner*

MEETING CALLED TO ORDER - 9:34 a.m.

MINUTES – M. Dorman motions to approve the minutes of 11/18/2016. Motion seconded by R. Latham. No discussion. None opposed. E. Sheltry abstained. Motion Passed.

PUBLIC COMMENT- J. Sherman states that he is present only as a member of the public today as he previously excused himself from the meeting due to a conflict and requested Board of Selectman J. Kiszka to attend in his place.

NEW BUSINESS – Discuss updating the Charter of the Highway Safety Committee

Chief Jones distributed a copy of the current charter and a draft proposed updated charter. Mentions the few changes made including member changes;

- Remove Town Manager from Committee;
- Change Board of Selectmen and Citizen Representatives to 1 Year Terms; and
- Citizen Representatives limit to 3 members only.

J. Kiszka recommends these changes.

Chief Jones also suggests opening up the Chair and Vice Chair positions to other “ex officio” members to be chosen every two years. Also mentions the Committee consider meeting only on a quarterly basis.

D. Garlington suggest meeting on a quarter basis, or as needed. J. Kiszka questions if there is enough on the table to meet more frequently. Chief McArdle speaks about the time members currently block off to attend the meetings and believes by scheduling them quarterly, there will be enough on the table to fill the hour and be constructive. J. Kiszka agrees to go to quarterly meetings, with including any additional meetings as needed.

Chief Jones continues discussing the proposed changes and felt it wasn't necessary to have the Town Manager sit on the Committee. As an advisory Committee only to the Board of Selectmen the Committee can meet with the Town manager as needed. J. Sherman suggests adding the word advisory to the Title to make it clear. J. Kiszka agrees. Chief Jones explains that from its conception the Committee was only advisory and will change the title to, “Charter of the Highway Safety Advisory Committee”.

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M. Dorman questions the Town Planner title in the charter as it's changed through the years. Chief Jones confirms it will be listed as Town Planner.

L. Withee comments about the Committee currently exceeding the number of citizens proposed on the updated charter. Chief Jones understands the citizens exceed 3, and Sam Cafiso who is requesting to join the Committee would bring the total to 5. Indicates how she'd like to keep the current citizen members including Sam Cafiso, if he is appointed, and then as they withdraw it will reduce itself down to 3.

M. Pearson questions if all 5 would be voting members. Chief Jones believes they would. J. Sherman indicates that on other Committees they make some alternate members. M. Dorman mentions going by seniority as to who would be a voting member and who would be an alternate. Chief Jones explains that the seniority would be L. Withee, E. Sheltry, and R. Latham and the alternates would be A. Wiggins and if appointed to the committee, S. Cafiso. S. Cafiso mentioned a committee he was on where all the citizen representatives had a voice but only 3 could vote. M. Dorman confirms if one of the 3 voting members was not present that an alternate could vote in their place.

L. Withee questions if the quarterly meeting dates will be set in advance. Chief Jones will set them up in advance and other meetings will be scheduled as needed. M. Auger also suggests adding, as needed, to the charter for additional meetings.

J. Kiszka motions to make the changes to the charter as mentioned by the Committee. Seconded by L. Withee. R. Latham questions when it will go into effect. Chief Jones explains it will be immediate. All in favor, none opposed. Motion passed.

NEW BUSINESS – Discuss the request of Plaistow resident, Sam Cafiso, to become a Citizen Representative on the Committee.

Chief Jones informs the Committee of S. Cafiso's interest to join for several years. S. Cafiso states that he believes another set of eyes could help the Committee and mentions how he's on the Town roads most days and sees a lot. Chief Jones motions to recommend to the Board of Selectmen that S. Cafiso become a new Alternate Citizen Representative to the Committee. Motion seconded by M. Auger. All in favor. None opposed. Motion passed. Chief Jones will make a recommendation to the Board of Selectmen at their next meeting.

OLD BUSINESS – Update on Safe Routes to School.

M. Pearson updates the Committee on the grant and the construction on Main Street from Town Hall to Pollard School should begin in 2018. Briefly mentions the improvements and the Town's anticipation of funding from the State of \$300,000. Explains that the project will be tied into future paving projects of the State. D. Garlington mentions that the State is paving Main Street this year. M. Pearson explains that the Safe Routes to School will include crosswalks, sidewalk improvements, handicap ramps and make the area more pedestrian safe.

M. Auger mentions her concerns with sidewalks and whether or not they will be cleared in the winter. If they are not cleared she believes it will force kids to walk in the roadway to school. M. Pearson indicates that the Town could place in the budget equipment to plow sidewalks in future years. M. Dorman suggests hiring a subcontractor to clear the sidewalks. J. Kiszka mention the new tractor the Town has as a possibility to plow sidewalks.

M. Pearson asks D. Garlington to look into how many sidewalks are in Town and get back to him with the numbers including how long they are. D. Garlington mentions that maintaining sidewalks will also involve, sanding, salting, and sweeping them as well and how the Town should also be aware of liability issues when considering plowing them. Mentions that he has an inventory of all sidewalks and will get

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the information to M. Pearson. D. Garlington also suggests reviewing the current sidewalk policy which doesn't addressing funding. J. Kiszka believes many citizens will have concerns if the sidewalks are not plowed in the winter.

M. Pearson excused at 10:05 am

J. Sherman speaks about the history of sidewalks in Town and mentions that plowing them is not in the scope of Safe Routes to School. Mentions that they will be better than what is currently in place and can be used in the spring, summer, and fall.

D. Garlington mentions that if they decide to plow sidewalks, parameters will need to be set, including when they will be cleared after storms. Chief Jones questions if the Town can limit what sidewalks would be maintained. D. Garlington mentions it could be included as part of the policy.

J. Sherman questions who maintains them on Route 125. D. Garlington confirms the Town is responsible for them. S. Cafiso suggests the Committee review NH RSAs regarding sidewalks. M. Dorman indicates that the Town is responsible to maintain them. This will be added to the Action Item list.

OTHER BUSINESS –

R. Latham mentions a school bus he observed southbound from Kingston Road going to Palmer Ave and its inability to make the turn without having to back up in the roadway. Is concerned about the island and suggest the Town consider revisiting it. Chief Jones questions if snow banks were removed would it have alleviated the problem the bus had. R. Latham mentions that he observes trucks having this same issue year round. Chief Jones will look into the intersection. R. Latham suggests moving the stop sign or placing a flashing red light instead. J. Kiszka mentions his observations as well at this intersection. D. Garlington speaks about it being plowed and the efforts made to clear it.

OTHER BUSINESS –

Chief Jones speaks about the new radar signs and NH DOT contacting her regarding them to place a speed limit sign above the one on Sweethill Road as it's a state road. Explains that there are no concerns with Forrest Street since it isn't a state road. Also mentions the 3rd sign which will be placed on West Pine Street over the next few weeks. J. Kiszka agrees that Forrest Street is a good location for a sign and also mentions how some drivers still speed causing tailgating issues.

Chief Jones speaks about the NH Highway Safety Enforcement Patrol Grants and suggests anyone reach out to her if they have a location they'd liked enforced during these patrols. J. Kiszka suggests placing a second sign on Forrest Street.

D. Garlington reminds everyone that they are solar powered which has to be factored into when considering locations to install them. Chief Jones mentions the possibility of future grants for additional signs. A. Wiggins mentions that the Sweethill Road sign appears to have slowed down drivers.

OTHER BUSINESS –

M. Dorman distributes information he received over the past few weeks from the City of Haverhill. He mentions the City's plans to have heavy commercial vehicles excluded from North Avenue and their request to have Plaistow sign off on it, since some of North Avenue is in Plaistow. He also mentions property recently purchased by Main Street in Haverhill and how the slip lane coming from Route 125 onto Main Street would have to be closed down. M. Dorman mentions the proposed development will include a couple restaurants, small strip mall and explains how the proposed changes would also help Plaistow keep trucks off Main Street. J. Kiszka expresses his concern about how residents will come home. M. Dorman states that if the slip lane is closed, they'll have to utilize Route 125.

OLD BUSINESS – Update on Status of Public Hearing regarding speed limits on classified roads.

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Chief Jones explains that a hearing has not been scheduled yet and will follow up with M. Pearson to get this matter before the Board of Selectmen. Also mentions that the Committees recommendation in regards to the intersection at Jesse George Road and Old Road is also still pending.

OTHER BUSINESS -

J. Sherman questions if the quarterly meetings will be set. Chief Jones explains that the Committee can choose the schedule. J. Sherman recommends 3rd Fridays of the month at 9:30 am.

OTHER BUSINESS -

J. Kiszka questions the status of the repair of the stop sign that is down. D. Garlington explains that they are in the process of fixing it and a replacement pole has been ordered. J. Kiszka questions if the sign can be moved.

OTHER BUSINESS -

L. Withee questions what to do if she observes trucks violating the no thru trucking rules. Chief Jones explains that she should get the name of the business the truck is from and then contact the police department with this information so they can call the company.

ACTION ITEMS -

#1. Electronically distribute monthly Main Street radar panel reports. – Chief Jones will get reports distributed shortly.

#2. Run quarterly traffic statistics on Main, Elm, and Forrest Streets. – Due April, 2017

#3. Run class counts through Rockingham Planning Commission on Border Avenue slip lane northbound. – Suggest postponing this item pending the City of Haverhill's plan.

#4. Schedule traffic counts on Rte 125 before Border Ave. – Suggests postponing this item pending City of Haverhill's plan.

OTHER BUSINESS -

J. Sherman questions if the lights on Route 125 have been synched. D. Garlington explains that they will be done this spring by NH DOT. Explains that some of the older lights will need to be retro-fit.

OTHER BUSINESS -

J. Kiszka mentions his concerns about the one-way signage for the road behind Town Hall. D. Garlington will look into this.

ADJOURNMENT- Meeting adjourned at 10:40 a.m.

NEXT MEETING DATES -

**June 16, 2017;
September 15, 2017; and
December 15, 2017**

Respectfully submitted,
Sarah Gibbs, Recording Secretary