



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

**SELECTMEN MEETING MINUTES**

**DATE:** April 2, 2007

**PRESENT:** Michelle Curran, Chairman; Lawrence Gil, Vice Chair; Charles L. Blinn, Jr.; Daniel Poliquin; John Sherman; Jason Hoch, Town Manager

**CALL TO ORDER:** 6:35pm

**PUBLIC COMMENT:**

No members of the public wishing to speak.

**COLORING CONTEST:**

Recreation Director Carlene Sarty introduces the winners of the Easter Coloring Contest. M. Curran and J. Hoch give each winner their picture laminated and a prize.

**MINUTES:**

► *Motion by D. Poliquin and second by C. Blinn to approve the minutes of March 26, 2007, as amended.*

Vote: 4-0-1 C. Blinn abstains.

**TOWN MANAGER'S REPORT:**

**Correspondence:**

J. Hoch reports that we have received a report from the 3/21/07 Governor and Councilor Meeting from Executive Councilor Hollingsworth, a letter from Verizon's counsel regarding police licenses, a thank you note to the fire department for their work on a mutual aid call to Atkinson and a letter from Rockingham Planning Commission regarding changing Metropolitan Planning Organization boundaries. He informed the Board of an email from a resident concerned that the Town does not maintain sidewalks and they have a concern about safety on Route 125.

J. Sherman asks if we should get a comment from the Town Attorney regarding the Verizon letter.

J. Hoch states this is the same letter from Kingston, NH.

J. Sherman asks if there will be a concern because not all users on the pole were noticed.

J. Hoch states that Verizon and Unitil were notified. This is the equivalent of notifying the landlord and not the tenants in an apartment building. It would be the responsibility of the landlord to notify tenants.

***Assessing:***

J. Hoch informs the Board that Wil Corcoran will be at the April 16, 2007 Work Session meeting to review the Assessing Department. This is the first department to come before the Board.

***Personnel:***

J. Hoch states that he advertised in the Sunday Eagle Tribune for Recording Secretary.

C. Blinn asks if a teenage student would be eligible for this position.

M. Curran states that this is a good idea, if they are qualified and meet work requirements they would be eligible.

D. Poliquin suggests this be placed on cable.

J. Sherman suggests the Town Manager read the add tonight for people listening.

J. Hoch states the Town of Plaistow is seeking applicants for minute takers for Board of Selectmen, Budget Committee and other meetings. Knowledge of Microsoft Word is required. Position requires evening meetings. Hours will vary seasonally from 3 to 10 hours weekly. Starting hourly rate range of \$11.50 - \$13.50

***Highway:***

J. Hoch states that Highway Supervisor Dan Garlington is getting revised RSMS information from Beta Group. We expect to have a draft list of roads to work on.

J. Sherman asks if this will be an ongoing cost or if this is the last time we will need to vendor this out.

M. Curran asks if Whitton Place is on this list.

J. Hoch states that this road will have some work done on it. He has discussed with D. Garlington having a neighborhood meeting to discuss what work will be done to improve the road.

J. Sherman states that he drove down this road and it is in rough shape. He would like to see that a staff person be trained in maintaining the RSMS and making updates.

### **Police:**

J. Hoch reviews the Intelligence Collection/Dissemination Directive. He reviews that Chief Savage stated NESPIN is an acronym for New England State Police Intelligence Network and has regional sister agencies throughout the United States. We have paid dues with this organization for many years. The purpose of the organization is the sharing of criminal intelligence resources and information nationwide. They also loan sophisticated surveillance equipment. In order for us to be privy to certain kinds of information from the groups nationwide, we must adopt a written policy that governs the information and how it is used.

M. Curran asks if Attorney Sumner Kalman could review this to make sure that all items are in place.

L. Gil states that he believes it would be a good idea for the Town Attorney to review this. He thinks that there will be some privacy issues. He would like to know if the Police communicate with other departments in Merrimack Valley, the Seacoast and Manchester.

J. Hoch states that he is aware that there are incidents that we worked with other Towns such as Haverhill, MA and gives the example of the recent Shoals thefts. He is also aware that Sgt. Caggiano is scanning pawn slips and communicating with area Towns. He will look into what other type of partnerships the police are involved in.

L. Gil is concerned with border communities being meeting places and pass through areas for crime.

Consensus of the Board is to proceed with the directives on Petty Cash Funds and Canine Operations.

### **Finance:**

J. Hoch states that he spoke with the Tax Collector regarding receivables from the 1<sup>st</sup> tax billing. The balance as of 12/31/2006 was \$952,067 and the balance from 3/27/2007 was \$493,135. Her sense is that it is approximately the same as last year. He has asked the Assessors and the

Tax Collector to target tax bills in early May. Per RSA 76-15, they will not be due until July 1<sup>st</sup>, but getting them out earlier may bring in some additional early revenue which can reduce the amount we would need to borrow.

***Ambulance:***

J. Hoch informs the Board that all towns have signed the AMR Contract. Chief McArdle and Deputy Lovett are both comfortable with the language of our contract and passed along that Mark Jacobs of AMR discussed the rationale for the indemnity clause with them.

***Cable:***

J. Hoch states that he been asked about the possibility of replaying Selectmen's meeting through the week. He asks for any history the Board may have as to why we do not already do this.

J. Sherman states that the former Town Manager J. Scruton told the Selectmen that Atty. Kalman recommended we not have this type of record. At the Budget Committee Atty. Lewis Savage also recommended not doing this.

M. Curran states that she would like to ask Attorney Kalman and believes the previous concerns were with storage and storage life of the tapes.

J. Sherman states he would like to get a legal opinion but he is not sure he would support repeating tapes. He has concerns with legalities.

C. Blinn is in favor of this. This is done in several communities and for the people of Plaistow to get the information only on one night. It is not enough. People should have the opportunity to see this meeting at other times. If larger communities do this, he does not see why we cannot. He believes this is a good use of cable.

D. Poliquin does not see a problem with this.

***Inspections:***

J. Hoch informs the Board that application for renewals have been sent to salvage yards for 2007. There is also a violation for a property located at 94 Main Street. He states the Inspections Department is sending out letters to real estate agents reminding them of ordinances prohibiting offsite advertising. He states the Inspections Department researched the Senter Wetlands issue and the only updates they have end in 2005. J. Hoch states we will contact DES for more information.

L. Gil states he thought there was something more recent than 2005.

J. Hoch states that the Inspection Department records went to 2005. This does not mean nothing else has been done on the site. He will be conducting further research.

***Town Hall Renovations:***

Barry Sargent is present and states that his position tonight is to listen to discussion and fill them in on his brother's donation.

M. Curran states that the Town Manager will be presenting a list of potential renovations and they are anxious to hear what B. Sargent has to say about his brother.

B. Sargent states that his brother is interested in making another donation to the Town. The only parts of the list that he is not interested in donating towards is outside work, like the roof and the shed. He is open to internal renovations and he is interested in making a significant donation which would be more than the last donation. He has allocated stock towards this and the stock is fluctuating due to the market. He will be going away April 12<sup>th</sup> for a month vacation. He would like to make the donation before that time.

M. Curran states that the last time B. Sargent was in he mentioned his brother wanted to have some control over what his donation was used for.

B. Sargent states that his brother would like to know what his money is paying for, similar to last time. He does not want to give money towards a bathroom if you do not want that. He wants to cover as much possible with the stock. He does not want to wait because the current market is going down. He states that his brother would be willing to cover things like the tin ceiling. He finds it expensive but his brother would be willing to add that to the renovations.

M. Curran states that they thank his brother for the offer of the donation. She states that the third floor came out wonderfully and it is a place that the employees are proud to work in and we are all enjoying.

B. Sargent states that his brother is willing to pay for carpeting and design touches, but he is not focused on colors or textures. He is willing to work with the Town.

M. Curran states that she is happy to hear this because she would like everyone to have their say.

B. Sargent suggests that Ron Mills come in and give a description of the colors and textures that the committee saw. He suggests that the Selectmen may want to schedule him for a similar presentation

J. Hoch reviews his list of work type tasks and prices. This information was used in constructing the warrant article. He stresses that these are not the final numbers and they need to go thru the bid process. He states that tonight he would like to have a discussion of what walls to paint, not what color to paint it. He begins by reviewing the first room second floor office. He states this will be assessing and the double doors will be taken out and a window with counter similar to downstairs installed.

M. Curran states that she has concerns with the safety aspect of this. The window downstairs was not supposed to be the way it is. It was suppose to have a smaller window and a hole. She states that there is already a window with counter in the doorway.

D. Poliquin states that this office is used for one-on-one meetings and he is not sure that a service counter is needed.

J. Hoch states that the counter will be lower to accommodate the public computer and for people needing to complete forms.

J. Sherman states that the committee spent time discussing this and he is in favor of the change.

M. Curran states that the window that is currently in place is a historical piece from the court and she thinks it could be utilized.

L. Gil suggests using the window in another place in the building.

C. Blinn states that he is concerned with the time frame left for this project. He is baffled why we need to spend this kind of money on these types of changes. The assessing office is not a high volume office.

M. Curran states that we have not had the opportunity to discuss this as a Board.

J. Sherman asks what the thoughts were coming from the committee.

B. Sargent states that it is a juggling act between modernization and historical renovations.

J. Sherman states the task was to place items in yes, no or maybe format. This item would be a maybe.

D. Poliquin asks if the Assessing counter could be in the room.

J. Hoch states that we need to look at service at the counter sitting or standing.

J. Hoch states the lights in the office would be energy efficient lighting.

J. Sherman states that anything we can do to be more energy efficient should be done.

M. Curran asks how quickly the assessing office could be moved.

J. Hoch states that if we decide not to renovate the doors this could be done in a few weeks.

J. Sherman states that we have been talking about deferring expenses and borrowing money. He does not see that we should accelerate this project. We should be looking at costs ourselves when we are asking departments to do this.

J. Hoch states that we need to get this office done to make other changes. He agrees that we could hold off on renovating the Selectmen's Meeting room.

J. Hoch reviews the changes in the current assessing room on the bottom floor and making the finance department. We could take down the wall and make this 1 large room. He continues the review of rooms with the expansion of the Town Clerk's office and the records retention area. Discussion of relocating the Health Office and a mutually shared office for elected officials or bathroom to the second floor.

M. Curran states she is in favor of the office over a bathroom.

J. Sherman states that he would much rather see an office. The plumbing and piping will need to be all new and run from other areas of the building.

C. Blinn agrees. A bathroom would be convenient but space is needed.

D. Poliquin states that the plumbing can be worked out without a great expense but he is more concerned with the septic system.

L. Gil states that it makes some sense to have a bathroom but the piping is an issue for him.

Consensus of the Board is to make this an office and not a bathroom.

J. Hoch returns to discussion of energy efficient lights.

C. Blinn states that the electric company will share the expense.

J. Hoch reviews the plans for a partition on the stage and rebuilding stairs on both sides of the stage to make them code compliant.

M. Curran would like to see the stairs marked out on the floor to see what amount of space would be lost.

Consensus of the Board is to put this on the maybe list.

J. Hoch reviews the recommendation of a lift.

M. Curran is not in favor of this.

J. Sherman states that he has been a proponent of researching this idea. If someone is handicapped and needs to get to the stage area then they could. However, looking at the costs and impact to the floor space he is not in favor of it.

C. Blinn states that he would like to keep the look of the stage for nostalgic reasons. He does not see access being an issue.

D. Poliquin states that for now he says no, if in the future we need this, we can discuss it again

B. Sargent states this was a close vote for the committee.

L. Gil states that the area for the lift would need a whole lot of room for a small gain.

Consensus of the Board is no lift.

J. Hoch continues with stair treads for the main staircase.

J. Sherman asks if the right thing to do would be to add treads to all the stairs.



J. Hoch will look into this. He states that we need to look into a new meeting table. New Hampshire correctional facility does custom furniture. The pre-made catalog items have not suited the needs of this Board. He suggests we look at color pallets another evening. He states that part of the discussion we need to have for the meeting area is to look at the cable issue with cameras, speakers and microphones. He suggests rotating the current set-up of the room. If we move this, we can use under stage for hiding wires.

L. Gil would like some thought put into the cable equipment and set up. He states when this is done we need to be satisfied with the final product. Currently, we are less than satisfied.

M. Curran states that the cable issues will be covered by the cable funds.

Discussion of shades through the building.

M. Curran states that the great hall never had shades and drapery.

J. Sherman states that this is the kind of thing that Donald Sargent is willing to cover and he believes this will be a nice finishing touch.

B. Sargent states that his brother is very interested in paying for the window treatments.

J. Sherman would like to proceed with this unless the costs are prohibitive.

J. Hoch states the shades listed are for the rooms other than the great hall.

J. Hoch states that there is a suggestion of doing something with the fireplace on the bottom floor.

M. Curran suggests options for decorating the fireplace such as plants or birch logs.

J. Sherman states that he was at this meeting and the committee suggested this as a nice touch, it was not suggested by the Town Manager.

C. Blinn agrees this is a nice touch and he believes it is relatively low cost.

J. Hoch continues with tin ceiling tiles in the great hall.

M. Curran states that there are high end buildings that do have a different tile that looks like tin. She believes that the actual costs of the tin could be prohibited.

J. Sherman states he is not committed to the ceiling tile at this cost. He would like to get back to the task of placing these in a yes, no or maybe category.

L. Gil states that we are moving towards being energy efficient and he is not sure the tin would provide this.

D. Poliquin believes that the tin tiles do have some insulation behind them.

J. Sherman would not place this type of ceiling in the Town Manager's Office.

J. Hoch asks about the chandelier in the great hall.

B. Sargent states that the original Town Hall had a chandelier.

M. Curran states that she is concerned with the height of the room.

J. Sherman is in favor if the chandelier is height appropriate. He states this is one of the finishing touches the donation would cover.

M. Curran states this should be a maybe and would like prices.

B. Sargent states that his brother is in favor of the cosmetics enhancements to the great hall.

J. Hoch states that a television mounted in the room should be addressed during the cable conversation.

J. Hoch states the next issues are outside improvements on the dormers, brick work and the shed outside.

Consensus of the Board is yes on the outside work.

M. Curran asks about the hidden costs to renovating the current assessing office. She would like prices and would like more information on how this will affect the room. She is concerned with the ceiling levels matching and flooring matching.

***Highway Garage:***

J. Hoch reviews a memo from Chief McArdle regarding the timely and effective response of the Highway Department on East Road earlier this month in icy conditions. He also reviews the time line from Highway Supervisor Dan Garlington showing a 7 minute response time from arriving at the garage to arriving at the scene. The Highway Garage Committee had discussed operational benefits/challenges of having equipment garaged and able to be mobilized quickly and this incident demonstrates the speed of response.

***Legislation:***

J. Scruton states Representative Norm Major and the delegation have asked to be scheduled for the April 16<sup>th</sup> meeting. J. Hoch suggested that they arrive at 7:30pm.

***Compiled List:***

J. Hoch states that the Selectmen's Executive Secretary has compiled a list of contact numbers and addresses for the Board. He asks that the Selectmen review the document for accuracy. This list is to be distributed to Board and Town Manager only.

J. Sherman states his work number is incorrect.

***Appointments:***

J. Sherman states that letters have gone out to appointed officials whose terms have expired with copies sent to the committee chairs.

***Meeting Schedule:***

Consensus of the Board is to start their summer schedule and meet every other week in July. They will also begin the work sessions then.

***Boy Scout Meeting:***

J. Hoch states that a group of Boy Scouts will be coming to a future meeting. He states that he will be meeting with them before to explain the process they will be watching.

***Conservation Fund:***

J. Hoch informs the Board that the conservation funds created purpose appears limited to land acquisition. The State allows for more uses and allows any unspent balance from budget appropriation to be deposited in the conservation fund rather than reverting to the general fund.

M. Curran asks if you choose to do this one year do you need to do this every year.

J. Hoch states that it can be done year to year.

L. Gil will bring this back to the Conservation Commission.

J. Sherman states that he would be opposed to unspent appropriations going into the Conservation Fund. He believes the taxpayers expect this to go back into the General Fund.

**NEW BUSINESS:**

C. Blinn asks about the parking at the fitness center on route 125. He asks why this facility was allowed to open without showers.

M. Curran states that the parking is ruled by condo general parking rules and the Planning Board approved this as a dry site without showers. They need to come back with a plan for the septic system.

J. Sherman reviews the upcoming recreation events.

**COMMUNICATIONS:**

L. Gil would like the April 19<sup>th</sup> meeting published on the local cable channel.

**SELECTMEN REPORTS:**

J. Sherman does not have a report.

C. Blinn does not have a report.

L. Gil states that Conservation Commission does not have an issue with the Route 108 property and are still looking at the other properties.

D. Poliquin states that the Safety Complex Expansion Committee met and reviewed site plan options. There are going to be changes to the layout of the property and they are gathering information to bring to the Selectmen.

M. Curran states that the Planning Board will be meeting and will review the Brown Elderly Housing plan.

J. Sherman asks if there are any statistics on the number of people moving into Town for this type of property.

M. Curran states that this is a desirable town and there is percentage cap on how many can be built. These are popular and can be high priced. These can be affordable elderly or they can use other formulas. It will be

interesting to see what the developers present. You will find that these are similar to the nicer upscale condos. This is community development that is 55 and over. She feels this is going to be a good thing for Plaistow. Our older residents are looking for a smaller more manageable housing option.

J. Sherman states for our existing residents this is a great option, he is looking for numbers on expected new residents.

M. Curran states this is not HUD funded it is privately funded.

J. Sherman asks if there is any news on the Chart property and he asks about the cleanup of this site because this is listed as a Superfund Site.

D. Poliquin states there are several things he has heard about the sale but nothing definite.

L. Gil states that this is not a Superfund Site.

M. Curran states that she does not believe this was ever a Superfund Site, but if it was the current owners would be responsible for the cleanup and it does not transfer to the new owner. There is a current DES plan for this site.

L. Gil states that in cleanup cases, the current owner would have some liability.

J. Sherman states he thought this was a superfund site.

L. Gil states this was not a superfund site.

► *NOTE: On April 3, 2007 J. Sherman sent an email to the members of the Board stating Chart is on the Superfund List. It is not on the National Priorities List, because it has a status of Archive, not Active. You can find it at this EPA site <http://cfpub.epa.gov/supercpad/cursites/srchsites.cfm>.*

C. Blinn states that the new plans on Sweet Hill Road need to go before the abutters. They were originally told this was supposed to be single homes. Now this is going to be units that are going to cause traffic.

M. Curran states that the Planning board did not hear this at the last meeting because some abutters did not get notified. The abutters have been notified for the upcoming meeting. The units are going to be nice units that are well done. They have a garage and can be handicap

accessible if need be. She states this is going to be similar to Bryant Woods.

► *Motion by D. Poliquin and second by L. Gil to approve the nonpublic minutes of March 12, 2007, as amended.*

*VOTE: 5-0 U/A*

**ADJOURNMENT:**

Meeting adjourned at 9:14pm.

Respectfully submitted,  
Nicole Carr  
Recording Secretary