



**Town of Plaistow
Board of Selectmen
145 Main Street, Plaistow, NH**

SELECTMEN MEETING MINUTES

DATE: September 10, 2007

CALL TO ORDER: 6:39 pm

PRESENT: Michelle Curran, Chairman; Daniel J. Poliquin; Charles L Blinn, Jr.; John Sherman;
Jason Hoch, Town Manager

Excused: Lawrence W. Gil, Vice Chairman

PLEDGE OF ALLEGIANCE

MINUTES:

► Motion by J. Sherman; Second by C. Blinn, Jr. to approve the minutes of August 20, 2007.

VOTE: 4-0-0

PUBLIC COMMENT:

No public comment

Assessing RFP Interview with MRI

Assessing Vendor Interview with Joseph Lessard, Representative of MRI

J. Lessard states he is before the Board of Selectmen with a proposal in reference to the RFP that was sent out by the Town Manager.

J. Lessard states based on the information he has received, he feels work could be done by having someone in the Assessing Office an average of 2 days per week including pickups and quarterly reviews States that would also include help with printing reports and the MS-1. Mr. Lessard states that would also include keeping values current and up to date.

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J. Lessard states MRI suggests a re evaluation every five years to bring the Town's value up to 100% and on the off years, move the values that are out of line up to where they should be with the average. States that MRI is suggesting the Town of Plaistow converts to Vision in the next five years

J. Sherman asks what the advantage of converting to Vision would be.

J. Lessard states that the software is much more user friendly and will be easier to retrieve data from. States there is a GIS capability that will link all the data not just Assessing data; states it also allows for presentations that ties values and sales data to GIS MAP data base so that the taxpayers can be shown in a way that is understandable to them, what is happening with the values.

J. Sherman asks what it would specifically do to help the Taxpayer.

J. Lessard states it is easier to understand the card that describes the property as well as easier to understand when viewing the hard copy online. States it is also easier for the Assessor to explain the adjustments to the taxpayer versus explaining the same changes in Universe.

J. Sherman asks if any other Towns use Vision software for mass mailings.

J. Lessard states that yes some do.

J. Sherman states that to be clear both the tax card and letter can be mailed at the same time.

J. Lessard states that you can mail the card if the property values change. Most towns do not change every year.

J. Sherman asks if there would be staff or contracted people if MRI were to be hired.

J. Lessard states it would all depend on what the Town wanted. States that unless the Town wanted something different, there would be one person responsible for everything that goes on and two more would be available on an on going basis.

J. Sherman asks if MRI has knowledge of converting from Universe to Vision.

J. Lessard states that Vision has that knowledge. States you can install the system initially and over a four year period of each year you can data enter information into the new system.

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M. Curran asks what the impact to the community would be if the re evaluation is done after five years.

J. Lessard states that a quarter of the Town is looked at every year. States there is not a double increase in a five year period. States nothing dramatic will change until something drastic is done to the property.

J. Hoch asks if the sales analysis is part of the service MRI offers.

J. Lessard states that it is.

J. Sherman asks if MRI is contracted by a lot of towns.

J. Lessard states they have contracts with approximately a dozen to a dozen and a half.

J. Sherman asks what triggers the Towns to contract MRI and their services.

J. Lessard states it is a few things including, but not limited to: Not having full time Assessors, receiving calls when a community is having an issue, or an Assessor has to leave or quits.

J. Sherman asks if he is the primary Representative to the Towns they contract with.

J. Lessard states he is the head of the Assessing group and he does provide some of the direct Assessing work. States he primarily handles Appeals and the tougher property assessments.

J. Sherman asks what his relationship is with the Town Managers and Board of Selectmen.

J. Lessard states his relationship is mostly with the Town Managers with MRI making recommendations to the Board of Selectmen or the Council with monthly reports. States he believes the role of MRI is to stay connected with the Board of Selectmen and the Town Manager. In solely reporting to a Town manager instance, he states there is less interaction with the Board of Selectmen.

J. Sherman asks what the presentation of the Board of Selectmen would consist of

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J. Lessard states it would be hard data and a power point presentation. States that if they can tie it to a GIS data base that would be helpful in explaining the issues to the Town Manager and Board of Selectmen.

J. Sherman asks if they as contractors would implement any philosophy as far as what the Board of Selectmen's final say is.

J. Lessard states they would as long as it stayed within the legal groundwork of what they are asking MRI to do.

J. Hoch asks if MRI is working with any other communities using Universe.

J. Lessard states they are not.

J. Hoch asks what success there has been converting CLT with Vision.

J. Lessard states he cannot give specific but he knows there have not been any instances of issues that he knows of.

M. Curran thanks J. Lessard for his presentation.

Town Managers Report

Correspondence

- *Flyer from Kimi Nichols Center regarding their Sky's the Limit fundraiser on September 15th in Derry.*
- *Email from Marilyn Senter noting that CART had 10,000th rider since October on August 27th.*
- *Letter of introduction from Fred Borman, the new Rockingham County Extension Forester.*
- *Notice from DOT that the Route 121 Bridge project has been completed and accepted.*
- *Report from August 22, 2007 on the Governor & Council meeting.*
- *Flyer from Primex regarding Human Resources role for Governing Boards.*
- *Received \$23,612.57 from Comcast for franchise fee between January 1, 2007 and June 30, 2007, which is a slight increase over last year*
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- Letter from Davena Szmyt resigning from the Cable Advisory Board as they are planning travel for 9 months of the year.
- Letter from Henry Szmyt resigning from the Cable Advisory Board and Budget Committee. Note that Budget Committee has the responsibility to fill vacancies and any appointment would not be until the next Town meeting at which point a successor would be elected for the balance of the unexpired term which would be one additional year in this case.

J. Sherman makes a request that a Thank you letter to the Szmyt's be drafted and signed by the Board of Selectmen.

J. Hoch states he will have that for the Board next week.

- MVPC Newsletter includes information about a workshop upcoming in October about "How to Hold Perfect Public Hearings"

Tax

- Possible properties to be deeded from the Tax Collector: Two to decline taking (Beede) and several to consider. Maps show abutting property and in remaining cases, Town owned land is adjacent to Tax Deed eligible parcels.

J. Hoch states he would like to handle the tax deeding issue and asks for any recommendations about the properties in question.

M. Curran states she has a concern about a few that are abutting Conservation land. Asks if there are any issues the Town Manager knows of that may make them want to hold off making this decision.

J. Hoch states none that he is aware of and understands that some of them are land locked. Asks the Board of Selectmen if this is something they would like to proceed with at this meeting.

M. Curran states she would like to recommend the Board wait a week and take time to review the properties being deeded.

J. Sherman asks if there is any policy that states these properties have to be passed by any other committees first before a decision is made.

M. Curran states it would be a courtesy but not a policy.

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J. Hoch states that once the property is taken by the Town it does not have to be reviewed by other Committees.

J. Sherman states that while he has some questions about the deeded properties, he is in favor of taking them.

M. Curran states they will take time to review what is being deeded and the discussion will be revisited at the next meeting.

Finance

- Request to have the revised investment policy for the coming year approved. Main operational change is a quarterly update from the Trustees. Looking at banking services late this year or early next year and see if other providers may be more competitive. Part of this comes from Ocean Bank entering the market later this year as well as conversations between Bernadine Fitzgerald, the Town Manager, and Pentucket Bank.*

► *Motion by J. Sherman; Second by D. Poliquin to approve the investment policy dated August 16th, 2007*

Vote: 4-0-0

- Cash flow regularly reviewed between Town Manager and Bernadine Fitzgerald. Appears Town will need to borrow in November. Projections are tight. Once a tax rate and due dates for bills are set, there will be a better projection of tax revenues, with an expectation of 50% the last week and 50% gradually in the earlier period. November is important since the Town's agreement with BankNorth locks in last year's interest rate through November 7, 2007. There will be a better sense of what course of action to take by mid- October.*

M. Curran asks if they are looking at how to avoid this situation on how to avoid this next year.

J. Hoch states there is no answer on how to prepare for it. States you have a surplus by raising more than you need to spend and as of right now, no one can project what will happen next year. State you cannot consciously create a budget that increases your surplus; the more prudent you are with budgeting the harder it is to predict surplus.

J. Sherman asks if the Town Manager has looked into any fall expenses that can be delayed.

J. Hoch states he has.

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Cable

- *Bob Carolan has reviewed proposals for upgrades to the Cable system. In the Town Hall, solutions identified include: Rerouting wiring in control room and wiring for microphones, replacing PA system amplifier and speakers in ceiling, ensure last mile of signal travel is clean and strong, add recording capability, add assisted listen system required by ADA. For the Head end, solutions identified include: Moving equipment for easier access, installing equipment to analyze and evaluate signals coming back from Comcast, install updated digital cablecast system, install full featured messaging system, upgrade graphic programs that are used by new equipment, enable full remote access to emergency messaging and web casting. B. Carolan is still confirming equipment specs and prices for one item and should be able to proceed with all pieces shortly.*

J. Sherman asks if this will tie into any work being done in the Town Hall.

J. Hoch states yes.

M. Curran asks why there would be new speakers.

J. Hoch states the recommendation is that those speakers are not the best for the Great Hall room.

Health

- *Email from D. Horrocks about mosquito control. Plan is being followed as posted on website and will follow any supplemental guidance that may be received from the State. The key thing for people to remember is personal protection*

M. Curran asks about EEE and if anything has been done in our area about vaccinating horses.

J. Hoch states you cannot get EEE from horses; mosquitoes are the carriers but he will review the plan.

J. Sherman states he would like to have the Town Manager pass it by the Health officer.

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- September is National Preparedness Month. As part of our Regional effort to encourage people to prepare themselves, their families, and their communities for emergencies or disaster, our pandemic planning region has received informational brochures developed by the State of New Hampshire entitled "Preparing for an Emergency: The Smart Thing to Do". D. Horrocks currently has 5,000 brochures, and will be making them available to the public at the following locations: Town Hall, Safety Complex, Library, and Senior Center. The Town Manager will be contacting SAU to discuss distribution at the schools.

Recreation

- Report from L. Gil emailed to Conservation Committee and Board of Selectmen regarding site visit to Old County Road Recreation Fields. C. (Sarty) Malette has been revising plans for structure at Old County Road Recreation Fields based on input from Fire and Health Departments and Town Manager. J. Hoch states he is working on getting final revisions and numbers for Recreation Commission review then an update to the Board of Selectmen.

D. Poliquin states he has received calls about illegal dumping of debris at the Recreation Field. States that he has received information that it has been happening for awhile.

J. Hoch states he will pass that information along.

M. Curran asks if the final revisions are for the Concession stand.

J. Hoch states that yes it is.

Planning

- Notice from the Planning Board regarding Final Public Hearing on September 5, 2007 for proposed reuse of Chart facility as contractor's yard.
- Old Home Depot study funds have been released by developer for use to hire Bruce Mayberry to update impact fees for public safety. Estimate having the results back within 90 days.
- ZBA did not have five members in attendance so hearing has been continued until September 27, 2007. Barry Sargent and J. Hoch have reviewed Special Town Meeting voting plan for the Library. Town Clerk and Town Manager have made ballots (absentee's ballots now available) and paper ballots are being used to reduce costs.
- Planning Board appointed Neal Morin as an alternate.

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M. Curran states she had the opportunity to watch the Planning Board meeting at home and would like to remind everyone that it does not do any good for anyone to publicly put down another Board. A lot of the Boards are on a volunteer basis and the work they do is greatly appreciated.

M. Curran asks The Eagle Tribune reporter to make mention of the voting on September 18, 2007.

Water

- Draft report has been received from SFC Engineers regarding water system. Chief McArdle and J. Hoch are reviewing the report and will meet with SFC next week. There are implications for future work and future capital planning. Final document will be reviewed with the Board of Selectmen when it is received.*

J. Sherman asks if this is money that will need to be spent this year.

J. Hoch states some of it will need to be spent.

Police

- The Police Department has provided a copy of regional prosecution statistics annually with seven months of 2007. Note that "cases" refers to individual situations handled by the prosecutor and the "complaints" refers to number of charge or charges resulting from the case. Cumulatively, while charges were down slightly in 2006, cases were up significantly. The numbers remained fairly flat between 2005 and 2006. The trend is slightly higher this year.*
- Chief Savage has agreed to package his open issue regarding the Special Detail Ordinance, further discussion about SNHSOU, and budget review all together at one meeting later this month.*

M. Curran states she has questions about the Detail Ordinance and the Detail officer working for the Contractor and not the Town.

Harry Birmingham, a resident of Plaistow, states he would like to make a public comment about the police detail. States he would like to know about liability with an officer who is working for a contractor and not the Town.

J. Hoch states he believes it is the liability of the Town.

H. Birmingham states the wording should be looked at and how you would define an Officer working for the Town versus working for a Contractor. States he believes if the officer is a liability of the Town, he should work for the Town as well as the Contractor.

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M. Curran states the main job of the Detail officer is to do what the Contractor has hired him for. States that Mr. Birmingham is welcome to come back during Public Hearing.

D. Poliquin asks what would happen with an officer from an outside Town and where that liability falls.

J. Hoch states he believes it is probably the outside Town's liability. States that within the Department there are operational guidelines concerning Detail officers.

C, Blinn, Jr. states he believes the Detail question and liability issue are important to address.

Highway

- Paving has been delayed one week and is now slated to begin one week after Labor Day week. Two bids were received for the Stanwood & Duston projects. Apparent low bid is \$44,700 which is within the budgets for the project.*

M. Curran asks how many bids were sent out

J. Hoch states there were three

M. Curran asks who had the low bid

J. Hoch states he believes it was Senter Bros.

- During the April storms, there was an issue with the drainage in a wetland off Brentwood Street. After reviewing old Planning Board records, D. Garlington secured a release from the Condo Association connected with the drainage system to do some basic work on land the Town owns. The thought was that a quick fix to opening a part of the pipe might be identified; this was completed this week and appears blockages have been found. Association has been advised that if further work to remedy the situation is necessary they may be responsible.*

Town Hall

- Town Clerk and Tax Collector are in temporary office space on the second floor. Demolition, carpet removal, and lighting replacement have occurred in their offices on the first floor. Expect construction to begin the week of September 10, 2007.*
- D. Bowles has removed carpet from several offices to be re carpeted downstairs while the Town has a dumpster.*

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Human Services

- The Town is slated for an annual update of allowable levels of welfare assistance. N. Carr has put together a packet for the Board of Selectmen with recommendations for increases as well as information about current market conditions. J. Hoch suggest making this effective October 1, 2007 if the Board of Selectmen approve.

M. Curran states there is a \$30.00 decrease for one bedroom apartments.

J. Hoch states the market has shown the median gross rent has dropped.

► Motion by J. Sherman; Second by C. Blinn, Jr. to approve welfare assistance increases dated August 29, 2007

Vote: 4-0-0

Inspection

- Open issue from the Planning Board regarding showers at Planet Fitness needing to be shutdown. M. Dorman handled this issue and as of 9 am on Friday they were shut off. Tim Moore and the Town Manager discussed strategies to deal with post-occupancy compliance issues for the Planning Board including response time for appeal or resolution.

M. Curran asks about a memo that was supposed to be sent to the Board of Selectmen as well as the Town Manager about this issue.

J. Hoch states he had a discussion with the Chairman of the Planning Board on Friday and it was taken care of.

M. Curran states there was a vote taken by the Planning Board about a letter that was to be sent to the Planning Board as well as the Town Manager and the protocol was not followed.

J. Sherman states that if the Planning Board was suppose to write a letter to the Town Manager and the Board of Selectmen, and they did not follow through with it, that is the responsibility of the Planning Board not the Town Manager and should be addressed with them.

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J. Hoch states that he now will speak as a Town Manager and does not believe it is appropriate for his staff to write such letter to the Board of Selectmen.

D. Poliquin states the action against Planet Fitness should have been taken awhile ago as they have not been in compliance for quite some time. States he agrees with M. Curran and that the vote the Board took should have been adhered to. States the situation has not been resolved, and there is no quick fix; Asks that there is a follow up done with this situation.

Assessing

- *Assessing presentations will be September 10, 2007 with MRI; September 17, 2007 with Cross Country; and September 24, 2007 with Corcoran.*
- *MS-1 has been filed with State.*
- *DRA has confirmed that next Assessment Review is 2011.*
- *DRA is reviewing MS-1 and several questions were answered for them.*

Budget

- *J. Penta and J. Hoch have met to review upcoming Budget Committee schedule. Committee will begin meeting on September 25, 2007. Would like to see the board try the same approach as last Fall, with one week of the meetings being primarily Budgets and one week being primarily all other business*

Other

- *The in street pedestrian sign was destroyed on Monday evening. D. Garlington obtained a replacement and installed it this week. In theory, this form will allow replacement of the standing up portion if it is damaged in the future while being able to retain the base.*
- *Changes are being implemented such as wage/ status change forms signed by employees, department heads, and Town Manager. The Finance Office has identified a few other items such as elective payroll deductions, etc. that will also benefit from an annual employee signoff. J. Hoch states one of the challenges he has been facing in updating the wage schedule is a clear picture of wage changes in the past and the other side agreements for things such as health insurance, etc.*

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- Minute taker who tried last meeting will not be taking the job. New minute taker applied and cancelled.
- The Town has exhausted the supply of recycling bins that are free from Waste Management. More can be made available for \$6-\$7 each. J. Hoch states he has identified another source, NH the Beautiful, where they can be obtained for \$5.50 each and is in favor of obtaining more of them. States that if the Town is able to divert more material to recycling, they could pay for themselves.

J. Hoch states that through 7 months, the Town is trending approximately \$27,750 less than expected so he is not worried about the impact 100 boxes at \$5.50 breaking the Waste budget.

J. Hoch stated the combination of researching recycling bins and discussing the Recreation budget has led him to find out the NH the Beautiful also makes free daffodil bulbs or Elm trees free to communities that register with them and do a Town clean up day. States this could be an added boost to a Plaistow Pride Day next spring.

J. Sherman asks if it states in the contract how many recycling bins we give out.

J. Hoch states it is approximately 200 bins and they have all been taken.

M. Curran asks how close we are to getting another free 100.

J. Hoch states not until next Spring.

M. Curran gives J. Hoch the authority to proceed with the Recycling bin issue.

- Reviewing record retention schedules. There is a Records Retaining Committee as required by State law and they will meet later this month to accept the schedule. This strategy is assisting in accurately managing purging of documents, which has been useful as offices are moving.

M. Curran asks if the Town has a Records Retaining Committee and if so, who it consists of.

J. Hoch states the Town has one and it consists of: Maryellen Pelletier, Town Clerk; Rosemarie Bayek, Tax Collector; Police Chief Secretary, and the Town Manager.

- Verizon challenged utility taxation in Dover and Rochester. J. Hoch states Sumner Kalman and he has discussed this issue and will see where it leads. States that additionally, he is still awaiting determination from the State about the status of their pole license amendment

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- Tim Moore, Leigh Komornick, and the Town Manager have discussed strategies for upcoming CIP meetings. First Committee meeting will be September 18, 2007.

Signature Folder:

- Second Hand Dealer & Pawn Broker License
- Withdrawal Request – Public Safety Impact Fee Account
- Withdrawal Request – Route 125 Impact Fee Account
- Proclamation

Other Business:

M. Curran asks about the Water agreement

J. Hoch states they were sent out and nothing came back.

M. Curran asks if the expense issue for July and August has come back.

J. Hoch states he will have that next week.

C. Blinn, Jr. asks about the money from State Line to the Police Department. States he would like to reconsider his vote on this issue.

M. Curran reminds C. Blinn it passed 3-2-0

J. Hoch states that issue is on hold.

M. Curran states something should be written to the Board of Selectmen about solicitation and how the offer will be applied. States they are not in the business of soliciting money from developers and does not see why the Town would be doing any kind of solicitation. States that it is a conversation that should be had in a public forum so everyone can hear what the situation is that is occurring and how the money came to be.

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J. Sherman states a portion of the Donations Policy and Procedures as following: "Section 2. Policy. The Town Manager will approve or reject offers of donations of money, equipment and in-kind contributions or sponsorships to Town Departments or the Town in general up to \$5,000. Donated money will be expended for general purposes within the department or specified purposes, if agreed upon with the donor, as one-time supplements to the department's operating budget. Donations will be considered based on department goals and needs. Each donation will be evaluated for usefulness and costs of potential replacement and/or ongoing operation. In-kind contributions and sponsorships for specific events will be treated in the same way as donated funds. The Town Manager will announce receipt of these donations at a public meeting of the Board of Selectmen."

C. Blinn, Jr. states the project is not finished and there have been problems that have arisen from it. States that when the project is done they can come before the Town Manager and ask what the Town needs but not go to one Department and ask what their specific needs are. States he does not think this looks as clean as it should. Would like to ask why the Police Department was sanctioned \$25,000 yet no other department was asked what their needs were.

M. Curran states a motion can be made if C. Blinn, Jr. would like to make one.

C. Blinn, Jr. requests the Board wait until L. Gil is present.

Harry Birmingham, resident of Plaistow, asks to speak and voices that what J. Sherman has read should be reviewed and considered. States he does not believe, as a Taxpayer, Department heads should be going out and soliciting donations.

M. Curran states there are safeguards in place and it is under the discretion of the Town Manager and Board of Selectmen and will be under review in the future.

Selectmen's Reports:

J. Sherman states he has not attended any meetings. Asks about Regional Selectmen's meeting.

J. Hoch states the last he heard about it was what he had given the Board of Selectmen weeks ago and believes it is still in the works.

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J. Sherman states the Regional Selectmen's meeting will be Wednesday night in Sandown. Would like to explain to the public at the next Board of Selectmen's meeting on Monday night, September 17, 2007 what the article is pertaining to and explain the voting process. J. Sherman states he would also like to remind everyone about 9/11 and thanks those who work for the Country to make it a safer place to live. States the tree in front of the Town Hall needs to be having lights on it and stay lit for a week.

C. Blinn, Jr. states he attended no meetings.

D. Poliquin states he attended no meetings.

M. Curran states she attended the Planning Board meeting and thanks Neal Morin for volunteering his time.

M. Curran states Testa came in and gave a presentation and it was continued.

M. Curran states Stickler wants to purchase the site discussed but they want to leave a part of the building to rent out. Change in use will come back before the Board. States additional traffic is an issue and they are working with a lawyer to draft questions for the next meeting.

M. Curran states Planet Fitness does not have septic designs in place. States they did give water tallies. States she is asking Town Manager and Planning Board to make sure they are brought into compliance.

M. Curran states there was a discussion with Rockingham Athletics over bond release. They were given a partial bond release. States the Board also talked with Skofield about bond reduction which was denied until debris is removed.

D. Poliquin states he is in question as to when a site plan is approved why the builder is not monitoring it. States what

Rockingham Athletic Club has there now is very different than what the original plans were. States that these issues are not solely at the discretion of the Code Enforcement Officer; they need to be brought back before the Planning Board. States his biggest issue is with As Built plans.

M. Curran states they had a food court there that was allowed by the Planning Board but it has now been made into a take out restaurant as well as the volleyball court that is present that was not part of the plans when first coming before the Planning Board.

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D. Poliquin asks what happens when the plan is not being followed.

M. Curran states the Planning Board solely approves the plan, but if it is not adhered to, they have no say and it is now under the jurisdiction of the Town.

D. Poliquin states he believes this is unacceptable and some of the As Built plans are above and beyond what they are allowed to be under the Planning Board's approval.

J. Hoch states there is no clear cut answer. States L. Komornick, M. Dorman and the Town Manager have been looking at this issue and are trying to come to a clearer understanding of what the rule is.

D. Poliquin states he would like to see some answers about the rules being followed and how they are being enforced.

M. Curran states the final issue for the Planning Board meeting was the Realtor signs. States it is difficult to enforce and the permits are still being issued solely due to interpretation of the ordinance.

ADJOURNMENT:

M. Curran declares the meeting closed at 9:02 pm.

Respectfully submitted,

*Selwa Moured
Recording Secretary*