



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** August 11, 2014

**MEETING CALLED TO ORDER:** 6:38 PM

**SELECTMEN:**

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

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

**AGENDA:**

**MINUTES:**

***Motion by J. Sherman to approve the minutes of July 28, 2014***

***2<sup>nd</sup> S. Ranlett***

***Vote: 4-0-0***

***Motion passes:***

**PUBLIC COMMENT:**

John DeRoche states that he resides at 20 Sunrise Terrace in Plaistow, and as a member of the Lions Club, he would like to review the current condition of the Lions Club signs in town. He distributes photographs of the current signs. A welcome to Plaistow sign was put up in the 1980's. We would like to refresh these signs or replace them with new panels that have a solar light to illuminate them. Also, a "Thank You for Visiting" for the reverse of the sign for when travelers are leaving town.

D. Poliquin states that is a great idea and we thank the Lion's Club for supporting the town.

M. Curran states that the location of the sign is just when you are leaving Plaistow and entering Kingston.

J. Sherman confirms that there is no cost to the Town.

J. DeRoche states the items have been donated.

Discussion occurs regarding sign designs.

***Consensus of the Board to accept the upgrading of the Lions Club signs; D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, S. Ranlett = yes.***

Kristin Savage comes forward accompanied by her children, Billy Savage and Michael Savage.

Kristin Savage thanks everyone in Plaistow for the support of her family. She continues to say that she is invested in the Police Department. She discusses Kathleen Jones and her ability to succeed Police Chief Savage. She also states that it was his dedication for the Police Department and his desire to have Deputy Chief Jones take his place. He had conversations with the Fire Chief and conversations and letters with the Town Manager to this affect. As the second longest serving Police Chief in this state, you don't have that position if you don't know what you are doing. Indicating to the Board of Selectmen and the Town Manager to remember that you followed his advice then and should continue now. Stephen Savage spent 28 years grooming her for this position and Interim Chief Jones has shown her worth. It is a waste of resources to conduct a search when the person for the position is right here.

Chief John McArdle states that he has a memo written to S. Fitzgerald and the Board of Selectmen. I would like for you to read it before going into Non-Public Session.

S. Fitzgerald states that he is clarifying that there was no previous indication that a Non-Public session was planned.

Chief McArdle continues stating that Interim Chief Kathleen Jones is an exception leader, has the experience and is the right candidate for the job. His memo is distributed to the Board. Kathleen Jones knows the department and where the problems are. She can handle the job. She has put in her time, this also address persons in other departments who are working and striving to become leaders. She should be given the opportunity to keep the department moving forward.

#### **FIRE DEPARTMENT PRESENTATION – CHIEF MCARDLE**

Chief McArdle states that in May of 2013 we had a fire in town. During the course of that fire, life altering events occurred. Decisions made in the first 5 minutes make for the results of the next five hours and beyond. A person was reported to be slightly burned at the back of the residence. Upon arrival Capt. Chris Poliquin made a decision to act. He dispatched Firefighter Ryan Higgins to check on the patient. Firefighter Higgins came upon the victim and found the person in much worse condition than they were believed to be. He notified Capt. Poliquin and more decisions were made. Mr. Bartlett's condition warranted a med-flight. He was treated and recovered at the Burn Center from May – August last year. Due to the quick decisions and the treatment received on scene resulted in a quicker recovery for Mr. Bartlett.

Chief McArdle wrote to the state and the state accepted his recommendation, the actions of Ryan Higgins and Capt. Chris Poliquin were extraordinary. A letter of merit from the state has been received. The first of such a letter for Plaistow but I am sure not the last. I am currently working with other Chiefs in the area for similar awards for recognition. We face different challenges than in other communities such as Nashua, Concord or Keene, the guidelines for such awards should be more easily attained by deserving members of the department. I am inviting each of the men up here to be recognized with their families.

Captain Chris Poliquin and Firefighter Ryan Higgins accept their awards.

D. Poliquin thanks them and presents them with Pride of Plaistow Citations

M. Curran thanks the Chief and Firefighters for their service.

### **LIGHTING DONATION FOR PARC – SEAN FITZGERALD**

Postponed to a future date.

### **SAFE ROUTES TO SCHOOL GRANT FINALIST – CMA ENGINEERS**

William Straub P.E, Daniel Hudson P.E., Jeffrey R. Hyland Principal of Ironwood Design Group.

W. Straub begins by introducing the group, D. Hudson and J. Hyland; he continues reviewing their history of working together including the Beede project site. He indicates a slide that contains the flow chart of the project team and states that he will be present for all project meetings and will oversee the entire process. He reviews the various project capabilities that CMA has experience with:

- Highway Designs / Sidewalks
- Bike Paths & Multi Use Paths
- Landscape / Streetscapes
- Traffic Analysis
- Roundabout Design
- Bridges & Structural Design
- Parks & Open Spaces
- Signal Design
- Storm water Management & Permitting
- Geotechnical & Hazmats
- Municipal Infrastructure (Water/Sewer)
- Construction Phase Services

He points out that the state is funding a project for Safe Routes to School coupled with a very esthetic village area creates a very exciting opportunity for Plaistow. He continues stating that CMA has experience working with the process of grants and funding through the state and federal government.

D. Hudson continues that CMA is familiar with the NH DOT LPA manual and NH DOT program requirements. Currently the school has a pedestrian crossing that needs improvement. The high volume of and the speed of traffic being observed is challenging. It can be addressed with raised islands and flashing beacons calling attention to the drivers. Sidewalks exist from the school to Town Hall. These can be preserved and protected. In other areas there is no defined walking space. An example of a project in Portsmouth is shown where pavement is depicted.

J. Hyland states that Ironwood has worked with CMA for about 12 years. We bring experience in planning to the project. We do a lot of work for municipalities. Plaistow has key elements for a Village environment. Your problem is traffic and the calming of it. From a design standpoint there are many ways to calm the traffic. The intersection where the slip lane is located can be utilized by narrowing the roads and incorporating a green space. A double crosswalk in front of the school adding a rain garden to catch storm water and creating bike lanes on both sides of the street. Complete streets are a hot topic whereas the roadway accommodates all modes of transportation. Design elements for the green space that is now the slip lane can allude to the trolley history of the slip lane.

W. Straub continues stating the area that consists of the slip lane is a focus point of the project.

J. Hyland adds that the easements involved are something they are very familiar with. A project schedule slide is displayed with construction beginning in June of 2015 and completing in August of 2015.

W. Straub states; “You Are Asking Why Us? The answer is that we are fully capable to complete this project and we are committed to working with you and the public. We can bridge the gap with the technical aspect of the process and the public aspect of the project.

D. Poliquin states that if at a public meeting someone says it works fine the way it is now, how would you answer that.

W. Straub responds that we can show them the benefits of the proposed changes and the better outcome for everyone using the roadway.

D. Hudson states that listening to the comments of the public can be helpful to understand the public’s perspective.

D. Poliquin states that the concept depicted in the slide appeared to use private property.

J. Hyland states that the concept shown was only using public property. The narrowing of roads and through construction easements that do not take private property. The depiction is based on the town’s right of way.

D. Poliquin inquires how far along Main Street would the grant go.

J. Sherman adds further, if the depicted project is covered under the grant completely?

W. Straub without unlooked for costs, this could be accomplished.

J. Sherman asks if we have a map of all of the sidewalks in town. **Get one** How do you manage the involvement of the State of NH.

J. Hyland states that we need to get the process going; DOT has a role to make sure you are following the rules of the grant.

Discussion occurs.

### **SAFE ROUTES TO SCHOOL GRANT FINALIST – DUBOIS & KING**

Michael O’Donnell PE, Jessica Chambers EIT, Jeffrey Hyland Principal Ironwood Design Group, Jeffrey Adler PE.

M. O’Donnell introduces himself and the other members of the team. He reviews his history and experience. He was involved in projects on Rte. 125 and the new Stateline Plaza.

J. Chambers introduces herself and her history and experience. Securing grants and funding is one of her tasks.

Jeffrey Hyland introduces himself again to the board. Previous experience in Plaistow working at the Beede site.

J. Adler states that he would oversee M. O'Donnell and Jessica Chambers. With 27 years of experience with these types of projects. The Town of Brookline project is now a template with NH DOT.

M. O'Donnell states the firm has been est. since 1962. They employ 92 people reviews staff capabilities:

- Transportation & Traffic Engineering & Planning
- Civil / Site Engineering
- Survey
- Landscape Architecture
- Facilities Planning & Design
- Mechanical Engineering
- Electrical Engineering
- Structural Engineering
- Water Resources Engineering
- Airport Planning & Engineering
- Construction Observation

J. Chambers states that communication between the team is essential for the success of the project. She discusses their innovation and usage of technology to assist in design analysis. Traffic data can be analyzed quickly to create solutions to the traffic flow problems. We will exceed your expectations and those of NH DOT. The public's involvement in the process of the project will be valued and offer further perspectives.

J. Hyland states that the planning side of the project comes from lots of listening to hear everyone's ideas and visions for the project where then we can try to integrate the ideas into something everyone can conceptualize. We develop concepts based on feedback received. He reviews previous project examples of all of the concepts that could be adapted for the Towns purpose.

M. O'Donnell states that utilizing the *Project Management Approach* that focuses on:

- Communications
- Design
- Schedule
- Funding Compliance
- Cost Estimate
- 

Through our experience on past projects, we have developed the *Budget & Cost Control Approach as well as Quality Control Procedures*:

J. Sherman inquires, how familiar are you with the existing situation here on Main Street?

M. O'Donnell states that all of the documentation that exists sufficiently examines the current situation. Personally witnessed the traffic for today.

J. Sherman inquires if they have any preliminary designs from their team.

M. O'Donnell refers to a previous slide depicting a median island. As the slip lane sits now with the barriers the town has put in place, a tractor trailer would have to slow to 25 miles per hour or less to make the turn. Before the barrier was used, speeds making the right turn next to the slip lane could be 30 miles per hour or more. Utilizing an island they could most likely be reduced to 15 miles per hour approximately.

J. Sherman asks if that island would fit within the cost confines of the grant.

M. O'Donnell states yes.

J. Sherman inquires questioning how they will secure assistance from NH DOT.

M. O'Donnell states that they have attended training for this and NH DOT has a process that has to be followed.

J. Sherman inquires what the timeline would be for the project.

M. O'Donnell states that it depends on the public process. Depending on the number of public meetings and the schedule of them.

S. Ranlett inquires, what do you consider your greatest accomplishment?

M. O'Donnell states The Brookline project.

M. Curran asks, why should we choose you?

M. O'Donnell states that the team is well qualified and we are in a great position to get this project done and done well.

J. Chambers states that everyone involved in the project has a passion for the work being done.

### **SAFE ROUTES TO SCHOOL GRANT FINALIST – HOYLE, TANNER & ASSOCIATES**

Matthew Low P.E., Todd Clark P.E., Stephen Haas P.E.

M. Low introduces himself, Todd Clark and Stephen Haas. He reviews the presentation outline; Reviews the firms' profile.

Stephen Haas reviews the "Our Team" slide in the presentation.

- Fourteen NH DOT LPA Certified Professionals
- Over 75 LPA & Federally Funded Projects
- Knowles Design – Landscaping and Lighting Design
- Preservation Company – Historical Documentation & Coordination

S. Haas, continues discussing project need and background traffic congestion issues. Variables including heavy truck traffic, traffic that is deviating from Rt. 125. The existing roads have excessive shoulder widths creating an atmosphere of faster traffic travel lanes. The sidewalk network is lacking consistency. Main Street itself has an excessive cross slope at the crown of the road and its height is detrimental to children utilizing the crosswalk.

The working group will:

- Develop a Project Work Group
- Craft a Purpose and Need Statement
- Help Identify Alternative and determine Preferred.
- Help Disseminate Information to Public and Other Stake Holders

S. Haas states that we anticipate 2 years from concept to completion. Due to consensus building, the public aspect to the project is why they show a 2 year completion timeframe.

Traffic Calming Toolbox reviews depictions of previous project solutions. Shows an aerial view of the area that depicts deflection islands. Animation depicts traffic slowing at the deflection islands. Displays a slip lane green space, park improvement.

T. Clark reviews experiences the firm has with Safe Routes to School funding. A similar project they have on Main Street over Contoocook River – Peterborough, NH that has many like qualities to Plaistow. The entire project was located in a Historic District.

Discussion occurs regarding experience, additional funding opportunities and the letter of intent sent in last week for inclusion into the TAP Grant. (Transportation Alternatives Program).

M. Low, states; “Why Hoyle, Tanner and Associates”, we are excited about the project. We are very familiar with NH DOT, the application and the process to attain funding for the project. We are good listeners and finding consensus is a goal.

J. Sherman inquires if the slide with the animation depicting the deflecting islands and the slowing of traffic is doable with the given grant funding.

T. Clark states that particular deflection island is a traffic enhancement not really part of the safe routes to school requirements.

S. Haas adds that additional funding would be required to complete that depiction.

Discussion occurs.

J. Sherman inquires regarding the steps in the process and how they have managed working with the State of NH.

M. Low states that working with them is, working with them, making their job easier works to perpetuate good work flow for all.

S. Ranlett inquires if they can assist the Town with the TAP grant application.

S. Fitzgerald adds inquiring for them to guess the chances of being successful with that grant.

S. Haas states that more information is needed to assess that chance.

D. Poliquin inquires again that you think this is a 2 year process.

S. Haas states its 2 years for construction completion. Information needs to be complied and to have the time to put it out to bid and have the time to review the responses and the best prices. The IGE takes time.

S. Fitzgerald inquires if it is unrealistic to expect construction to begin next year.

M. Low states yes.

Discussion occurs and the Board thanks Hoyle, Tanner and Associates for coming in.

#### **TOWN MANAGER REPORT – SEAN FITZGERALD**

D. Poliquin states due to the hour he would like to skip the Town Manager report.

S. Fitzgerald responds stating he will just briefly mention a few items that should be discussed. The process for the selection for the Chief of Police is included in a handout. He would like to advertise the position for 30 days. He would also like to recommend a committee to review resumes once they are received. We could potentially meet on a Saturday, score and rank them and finally invite the candidates for initial interview. Following that interview a short list to 3, hold a public interview and then meet to discuss the consensus.

No consensus on that recommendation.

S. Fitzgerald states that the 2014 Assessment Update, Wil Corcoran has advised that assessment values are rising and we are currently at 90% of fair market value. His recommendation of increasing the evaluations by 10,000 on average per household or bringing the percentage up to 95% thru a light update. There is no cost to do this light reevaluation this year. An additional cost could be incurred at the next scheduled evaluation. The MS-1 form DRA uses to set the Tax Rate will likely need an extension to Oct 1<sup>st</sup> 2014 . If DRA is on schedule we could have the new rate by late October, early November.

J. Sherman states he is in favor of the change; however I do not want the tax bills to be sent out late do to the process.

Discussion occurs regarding assessing recommendation.



D. Poliquin states he is in favor of it. Would like to re-review the data for any future adjustments or re-evaluations.

Consensus is: D. Poliquin = Yes, J. Sherman = Yes, Michelle Curran = Yes, Steve Ranlett = Yes.

S. Fitzgerald suggests that he can have Wil Corcoran come in to review the information if the Board would like.

S. Fitzgerald states he is working with NH DOT regarding lighting for the Service road. We can look at funding through the CIP or Grant funding. We do have to submit something by the next 30-35 days.

Both M. Curran and S. Ranlett request standard lighting instead of antique lighting that can cost in excess of \$100,000.00 - \$300,000.00.

S. Fitzgerald will contact NH DOT for standard lighting.

D. Poliquin wants numbers for the installing the lighting that was donated for PARC.

S. Fitzgerald states the fixtures value is under \$5000.00 and he has accepted them. The cost is roughly \$3,000.00 - \$6,000.00 to install.

M. Curran asks what the hours of operation of the PARC facility are.

S. Fitzgerald states that he has had a discussion with Interim Chief Jones regarding having the gates locked at a certain hour.

J. Sherman states that the hours are not posted at PARC.

S. Ranlett states the posted hour sign is located at the concession stand that reads hours are from dawn to dusk

Discussion occurs regarding moving the sign to the gate instead of the concession stand.

M. Curran states that the Online Tax Maps aren't working.

S. Fitzgerald states he will send them a password for access.

J. Sherman remarks that in one month from today will be 9/11. A ceremony and presentation should be scheduled.

S. Fitzgerald will work with the school district on having a ceremony and presentation during that day.

## **OTHER BUSINESS**

### **SIGNATURE FOLDER**

D. Poliquin notes that the manifest and signature folder are going around.

### **SELECTMENS REPORTS**

D. Poliquin defers Selectmen weekly reports.

***MOTION BY M. CURRAN TO ENTER INTO NONPUBLIC SESSION BY: under RSA 9-A:311***

***(a) Personnel, (b) Hiring, (c) Reputation, (d) Negotiation, (e) Legal***

***2<sup>nd</sup> S. Ranlett***

***Board Polled: D. Poliquin = yes, J. Sherman = yes, M. Curran = yes, S. Ranlett = yes***

Public meeting adjourned 10:06 pm

Respectfully Submitted

Kerry Lee Noel