



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

**Plaistow Board of Selectmen Minutes**

**Date:** July 24, 2023

**Meeting Called to Order:** 6:02 P.M.

**Roll Call:**

Select Chairman, Bill Coye – Present  
Select Vice Chairman, Jay Deroche – Present  
Selectman, Darrell Britton – Late Arrival  
Selectman, Jonathan Gifford – Present  
Selectwoman, Tammy Bergeron – Excused

Also present: Town Manager, Greg Colby and Administrative Specialist, Beth Hossack.

Chair Coye states we are changing the order of the agenda. We will recognize the Junior Firefighters first.

Selectman D. Brittan arrives at 6:03 P.M.

**Junior Firefighters**

Firefighter D. Travers thanks the people of the Town and many community organizations that donated money to the program. Donations paid 80% of the fee leaving only 20% for the students to pay. The five (5) students who participated in the Junior Firefighters program this year recently attended and graduated from the New Hampshire Explorer Training Academy. He is very proud of them and all they accomplished. During the Academy, the students did not have access to electronic devices including cell phones, television and computers. They were kept busy from 8:00 a.m. to 10:00 p.m. The program participants learned many skills such as moving hose, pulling water, search & rescue, forceful entry, fire flow and ventilation. They all worked hard and had fun. This year's Junior Explorer of the Year, Chris Nadeau is from the Plaistow group. He will be joining the Plaistow Fire Department. Chris recently graduated from Whittier Technical High School.

Chair Coye states this is a credit to the students and firefighters.

Selectman Britton thanks the students for their participation and the firefighters who volunteer their time as teachers at the academy.

Selectmen Gifford asks if the program is limited to Plaistow Students.

Firefighter D. Travers states no. They try to include 25% of Timberlane students, however other students are welcome. This year two (2) students are from Haverhill. Currently there are sixteen (16) students on a waiting list as they are not old enough to join yet.

The citations are presented to Mason Zibolis, Camden Travers, Chris Nadeau, Sarah Boucher, and Clifton Bingham. Congratulations to all!

### **Public Comment**

None

### **Adding Two Telephone Poles to Greenfield Drive - Discussion**

Danielle Pondelli from Homestead Construction, LLC is here to ask the Board for approval to place two (2) telephone poles on Greenfield Dr. to bring electric service to the new house being built on 2 Greenfield Dr. The reason for the request is the current transformer on 4 Greenfield Dr. is at full capacity and cannot provide electricity to the new house. There is a twenty-four (24) month wait before a new transformer is available.

Selectman DeRoche asks if the poles conflict with the rest of the neighborhood as they have underground electric, not poles.

Chair Coye states 2 Greenfield Dr. is not part of the Homeowners Association (HOA). Selectman Britton agrees stating it is separate. Chair Coye is not sure if 4 Greenfield Dr. is part of the HOA. D. Pondelli states the owner of 4 Greenfield Dr. subdivided his lot to create 2 Greenfield Dr. and does not believe it is part of the HOA. Selectman Britton states he does not have a problem with the poles however if any guidewires are going to be on someone's property they should be notified. Ann Carvalho, 76 Sweet Hill Road lives directly behind 2 Greenfield Dr. She is not in favor of having poles and wires cross her property.

Selectman Britton states maybe Unitil can start from the existing pole on the corner of Sweet Hill, bring the wires underground and put one (1) new pole on the property of 2 Greenfield Dr. Then a hanging transformer will provide electricity to the new house.

Tom Alberti, 2 Ridgewood Dr. states there are forty (40) homes in the HOA yet forty-two (42) lots are part of the Planned Residential Development (PRD) neighborhood. Lots 2 and 4 are not charged HOA fees. The fees mostly pay for landscaping and beautification of the neighborhood/PRD. The homes are high value and provide a lot of tax income to the Town. The site plan for the PRD requires underground utilities. He believes 2 Greenfield Dr. must comply with the site plan. He wants to be neighborly, however he wishes the builder had done his due diligence. We know Covid has caused a supply chain issue, yet the site plan was developed long ago. He wants the builder to work with Unitil and find a way to make the wiring underground.

Selectman DeRoche asks, if the Board does approve the poles will 2 Greenfield Dr. be able to get an occupancy permit.

Selectman Britton states the wires should be underground with a pole at the house with a hanging transformer. It should be changed in the future to be completely underground when the new transformers are available.

Ann Carvalho is concerned the pole would be directly in front of her house.

Tom Alberti states he believes the HOA would support a pole as a temporary solution if there were an agreement to change it underground within a specified time. He is also concerned that this issue concerns jurisdiction and perhaps the Zoning and/or Planning Boards should have a say in the matter.

Town Manager, G. Colby states there is conflicting information regarding who is and is not part of the HOA/PRD. According to the property Deed 2 and 4 Greenfield are not part of the HOA. He will seek legal advice if necessary.

Chair Coye recommends not deciding tonight. Danielle will work with Unitil, and this will be discussed at a future meeting.

### **Adding Two Departments to the Plaistow Record Management System (RMS)**

Patrick Kiley, Health Officer states currently the Police and Fire Departments use the Records Management System (RMS). He would like the Board to add the Health and Emergency Management Departments to the system. There is a one-time cost of \$13,475. He recommends using ARPA funds for the cost.

Chair Coye asks if there are any licensing fees that will be incurred.

Health Officer Kiley replies, no.

Selectman Britton asks what is currently being used for recording.

Health Officer states, word documents and excel spreadsheets.

Selectman DeRoche asks how it will help.

Health Officer Kiley states it will help with updating the master contact list and will be good for any type of emergency. All backups are held offsite, and the information is secure. It will also be helpful for forms, templates and emails. It is a much better management system.

Chair Coye asks what the time frame for completion is.

Health Officer Kiley states approximately three (3) months.

Selectman Gifford asks how many man hours it will save.

Health Officer Kiley states the way things work now there is about thirty (30) minutes of prework before an inspection. Then following the inspection, a report needs to be written. With the new system there will be no prework necessary and the reporting will be simplified. Everything is electronic. It also makes looking back on past inspections and/or issues much easier.

***Selectman DeRoche motions to direct the Town Manager to add the Health and Emergency Management Departments to the Plaistow Record Management System and to use ARPA funds in the amount of \$13,475. to pay for the cost of adding the two (2) departments. Seconded by Selectman Gifford.***

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

***Motion carries.***

Selectman DeRoche asks if any other departments should be added in the future.

Town Manager Colby replies, it would be good to add the Department of Building Safety in the future.

Town Manager Colby has two (2) additional items for the agenda.

### **Memorandum of Understanding (MOU) between the State of NH and the Town of Plaistow**

Town Manager Colby states every three (3) years we sign an agreement with the State of New Hampshire which basically allows the Town of Plaistow to be a self-inspecting Town. There is no fee involved with the MOU.

Chair Coye asks if this is business as usual.

Town Manager Colby replies, yes.

***Selectman Gifford motions to direct the Town Manager to enter into the Memorandum of Understanding (MOU) agreement between the State of NH, Department of Health and Human Services and the Town of Plaistow. This agreement allows the Plaistow Health Officer to ensure all food service establishments are licensed to operate and are operating in accordance with the NH laws and proper food sanitation and public health practices. Seconded by Selectman Britton.***

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

***Motion carries.***

### **Town Hall Heating System**

Town Manager Colby had a conversation with Facilities Supervisor Jim DeBonis. The heating system in Town Hall is old and having problems. Several valves have been replaced and other repairs have been done. The system was manufactured in 2005 and the repairs are costly. Facilities Supervisor DeBonis requested three (3) quotes for replacing the system. One (1) vendor did not comply while the two (2) other quotes are similar in costs. Town Manager Colby states there is money in the Trust Fund for Government Buildings.

Chair Coe asks how old the current system is.

Town Manager Colby replies eighteen (18) years.

Selectman DeRoche asks if the Town is spending a lot on repairs.

Town Manager Colby replies, yes.

Selectman Britton would like to meet with Facilities Supervisor DeBonis and discuss the situation.

Town Manager agrees with the request. They agree to try to schedule the meeting for tomorrow.

### **Review of 2022 Audit Report**

Town Manager Colby states we received the final 2022 Independent Auditors Report. It will be posted to the website tomorrow. We received a clean opinion which means everything looks good. A management letter was not received. This is good news. A management letter is a letter of concern. No letter means no concerns.

The Board thanks Town Manager Colby for doing a great job.

### **Approval of Prior Nonpublic Session Minutes**

The minutes are passed out and reviewed by the Board.

***Selectman Gifford motions to approve the nonpublic session minutes of July 7, 2023. Seconded by Selectman Britton.***

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

***Motion carries.***

### **Approve Consent Agenda (for Monday 7/24/23)**

#### **Item Description**

1. Accounts Payable Manifest week of July 27<sup>th</sup>, 2023.
2. BOS Draft Minutes July 10<sup>th</sup>, 2023.
3. Five appointments to the Community Power Committee (T. Moore, P. Bealo, G. Marchand, W. Proctor, and E. Kosta)

***Selectman DeRoche motions to approve the consent agenda as written. Seconded by Selectman Britton.***

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

## ***Motion carries***

### **Town Managers Report**

- Met with the Highway Supervisor. The new truck should be in near Labor Day.
- Highway Supervisor, Garlington, has been working with Charlie Zilch from SEC on the cemetery expansion.
- The vendors/contracts for winter snowplowing are all set up except for one (1).
- Recently held a Department Head Meeting. Departments are preparing for the 2024 budget and the Capital Improvement Plan (CIP).
- Met with legal counsel regarding some outstanding issues. They are working on resolving disputes.
- Had a meeting with the Facilities Supervisor regarding the Town Hall sprinkler system. It is not working properly since we switched to Town water because the amount of pressure is different. Underwood Engineering has provided a list of contractors who may be interested in the job.
- The rubber roof on the safety complex still leaks. They are looking into the warranty. It needs to be fixed.
- The playground inspection at PARC went well.
- Working on the IT Server change over at the Safety Complex.
- A graph of electric cost saving from the solar panels on the Public Works Garage is in your packets. May was a good month.
- Everything else is business as usual.

### **Selectmen's Reports**

Selectman Britton – nothing to report.

Selectman DeRoche

- He spent some time spreading mulch at PARC. The Recreation Department is looking for more volunteers as more mulch needs to be spread. Delany Landscaping dropped off the mulch. A resident donated the use of a tractor and many other volunteers also participated.

Selectman Gifford – nothing to report.

Select Chair Coye

- Attended the Planning Board meeting.

### **Events**

1. The Summer Concerts are in progress.

Chair Coye recommends entering a nonpublic session.

***Selectman Gifford motions to enter nonpublic session under RSA 91-A:3 II C) Reputation. Seconded by Selectman Britton.***

***Board Polled: Chair Coye = yes, Vice Chair DeRoche = yes, Selectman Britton = yes, Selectman Gifford = yes.***

***Motion carries.***

Chair Coye states we will not return to public session tonight.

The public session adjourned at 7:31 P.M.

The public session reconvened at 7:43.M.

***Selectman DeRoche motions to seal the minutes of the nonpublic session. Seconded by Selectman Britton.***

***Board Polled: Chair Coye = yes, Vice Chair DeRoche = yes, Selectman Britton = yes, Selectman Gifford = yes.***

***Motion carries.***

***Selectman DeRoche motions to enter nonpublic session under RSA 91-A:3 II C) Reputation. Seconded by Selectman Britton.***

***Board Polled: Chair Coye = yes, Vice Chair DeRoche = yes, Selectman Britton = yes, Selectman Gifford = yes.***

***Motion carries.***

***Selectman DeRoche motions to seal the minutes of the nonpublic session #2. Seconded by Selectman Britton.***

***Board Polled: Chair Coye = yes, Vice Chair DeRoche = yes, Selectman Britton = yes, Selectman Gifford = yes.***

***Motion carries.***

The public session adjourned at 7:43 P.M.

The public session reconvened at 8:00.M.

As there is no further business before the Board, Chair Coye adjourned the meeting at 8:00 P.M.

Respectfully submitted,

Beth Hossack,  
Administrative Specialist