



**Town of Plaistow  
Public Safety Complex  
Building Committee**  
27 Elm Street, Plaistow, NH 03865



**PUBLIC SAFETY BUILDING COMMITTEE INFORMAL NOTES**

**MEETING DATE:** Wednesday, May 11, 2016 @ 3:00 PM

**PRESENT:** *Chief Kathleen Jones, Chair, Chief John McArdle, Vice-Chairman; Sean Fitzgerald, Town Manager; John Sherman, Selectman; Bill Query; Mike Dorman, Building Inspector; Gino Baroni*

**ABSENT:** *Pat Schiavone, Detective; Tammy Bergeron, Selectman; Barbara Kiszka*

**MEETING CALLED TO ORDER:** 3:06 PM

Note: this will be a work session as we do not have enough members for a quorum.

Chief Jones states the name of the committee has changed from the Public Safety Complex Expansion Committee to the Public Safety Building Committee based on a vote by the Board of Selectmen on April 25<sup>th</sup>, 2016. Also, Martha Sumner will take the place of Darryl Britton as the second representative from the Budget Committee. Chief Jones discusses ways to select new members. She would like to select a Chair and Vice Chair tonight if a quorum is established. She hands out a draft of the Charter of this new committee.

Dennis Heffernan, Dan Poliquin, and Julian Kiszka (in for Tammy Bergeron today) arrive. A quorum is now established.

J. Sherman mentions this is an Ad hoc Committee and its role is advisory. He inquires if we should designate a person to post minutes to the web site.

S. Fitzgerald states Beth will be responsible for this task.

J. Sherman inquires if we want to make it clear in the scope of the Charter the method for invoice approval and processing.

S. Fitzgerald recommends we let the Town's Administrative staff handle it. The OPM (Owners Project Manager) and Architect will be reviewing all invoicing. It is part of their contracts. The invoicing will come directly to S. Fitzgerald from G. Baroni.

Chief Jones inquires if there are any other recommendations for changes to the Charter draft.

***J. Sherman motions to adopt the Building Committee Charter as presented on 5/11/16 with the 3 changes noted in the meeting minutes. Second by D. Poliquin.***

***Vote: All in favor  
Motion passes.***

D. Poliquin mentions the chart showing the chain of command should include the Town Manager.

G. Baroni states S. Fitzgerald is part of the Project Team therefore the Town Manager is part of the chain of command.

***J. Sherman motions to approve the minutes of 4/13/16. Second by M. Dorman.  
Vote: all in favor  
Motion passes.***

***D. Heffernan motions to appoint Chief Jones as the Chair of the Public Safety Building Committee. Second by B. Query.***

***Discussion on the motion ensues as S. Fitzgerald states Chief Jones is an end user and it may be a conflict if she is the Chair of the committee. A conflict could arise if scope changes are necessary due to costs.***

***D. Heffernan states it is hard to have a Chair and Vice Chair with so many town employees and Board of Selectmen members on the committee.***

***M. Dorman states basically the Chair will run the meetings.***

***J. Sherman suggests we vote on the motion as presented.***

***G. Baroni states the Chair must have enough time to put into the Committee.***

***D. Poliquin agrees with G. Baroni and suggests we wait until we have the new members and absent members before voting.***

***M. Sumner arrives at 3:27.***

***A vote for the motion on the floor is called for.***

***Vote: 6-3-1 (yes = J. McArdle, S. Fitzgerald, B. Query, M. Dorman, J. Kiszka, D. Heffernan, no = J. Sherman, K. Jones, D. Poliquin, abstain = M. Sumner)  
Motion passes.***

***B. Query motions to appoint Chief McArdle as Vice Chair. Second by J. Sherman.  
Vote: 8-1-1 (yes = S. Fitzgerald, B. Query, M. Dorman, J. Sherman, Chief Jones, D. Heffernan, M. Sumner, J. Kiszka no = D. Poliquin, abstain = Chief McArdle)  
Motion passes.***

Discussion regarding how often the committee should meet, on what day and what time ensues.

***J. Sherman motions to have the committee meet every other week on Thursdays at 8:00am. Second by D. Heffernan***

**Vote: 7-2-0 (no = J. Kiszka, B. Query)**

The next meeting is scheduled for Thursday, May 26<sup>th</sup>, 2016 at 8:00am.

G. Baroni discusses updates of project activities. The project team has been meeting weekly. They plan to break ground in July. There is continuous effort working on the site foundation, plumbing and civil engineering.

S. Fitzgerald states he will soon be meeting with NHDES to obtain environmental permits, a wetland permit for dredge and fill (actually approved in 2008) and will complete an application for movement of soil/alteration of terrain.

G. Baroni states we have a finalized building layout/footprint, the design team is in motion, and Eckman's contract has been reviewed and proposed the Dore & Whittier contract.

S. Fitzgerald states we were approved by the Bond Bank and once this is approved at Monday's night's Board of Selectmen's meeting the funds will be wired to the Town in July.

M. Sumner inquires what the interest rate is.

S. Fitzgerald states it has not been set. Rates are still low. We should be in the high twos or low threes.

Chief McArdle inquires as to how far back we want to get minutes on the web site.

D. Heffernan recommends we go back as far as the Dore & Whittier RFP. There is consensus amongst all to go back to this point.

J. Sherman recommends G. Baroni present an update to the Board of Selectmen at their next meeting.

D. Poliquin inquires what the committee should expect to see at the next meeting.

G. Baroni states the key points to be presented at each meeting are design, schedule, and budget. In two weeks a "State of Project" will be presented.

D. Poliquin states the Board of Selectmen should be presented with updates after the Building Committee meets, not before. Discussion ensues. It is decided the normal process will be for the Board of Selectmen to receive updates following the Building Committee Meeting. However the order will be changed one time as the BOS is expecting to be updated on 5/16/16.

J. Kiszka states Geoffrey Adams, a Plaistow resident and contractor would like to be a member of the Building Committee.

S. Fitzgerald recommends anyone interested should submit their resume or letter of interest outlining their experience. There is consensus amongst all to adopt this recommendation.

**ADJOURNMENT:** Meeting adjourned at 4:04 pm.

Respectfully submitted,

Beth Hossack  
Recording Secretary