



Town of Plymouth Select Board Meeting Minutes Revised and Approved Aug. 10, 2026 Plymouth Town Hall Plymouth, NH 03264 July 13, 2026

Meeting was called to order with the Pledge of Allegiance

Members Present: Chair Zach Tirrell, Ted Wisniewski, Jason Neenos, Phil LaMoreaux, and Maryann Barnsley

Members Absent: None

Others Present: Fire Chief & Co-Interim Town Manager Kevin Pierce, Finance/HR Director & Co-Interim Town Manager Anne Abear, Community and Planning Director Joseph Perez, Highway Director Steve St. Pierre, Facilities Director Jessie Jennings, and others

Approve Minutes:

- June 18, 2026 Non-Public Meeting Minutes -- A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to approve the June 18, 2026 Non-Public Meeting Minutes. Motion passed with one abstention.
- June 22, 2026 Regular Meeting Minutes -- A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to approve the June 22, 2026 Regular Meeting Minutes. Motion passed with one abstention.
- June 22, 2026 Non-Public Meeting Minutes -- A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to approve the June 22, 2026 Non-Public Meeting Minutes. Motion passed with one abstention.

Announcements Read by Chair Tirrell:

- **The Select Board will meet on the following dates at 5:00 PM:**
 - Thursday, July 16, 2026, Public Forum at Pease Public Library for the Town Manager candidate.
 - Monday, July 27, 2026.
 - Monday, August 10, 2026.
 - Monday, August 24, 2026.
 - The previously announced July 14, 2026 meeting was canceled because the candidate for Town Manager withdrew from the process.
 - Town Hall will close at 3:00 PM on July 16, 2026 for Town Manager candidate meetings.

Citizens wishing to be listed on the Select Board's agenda should notify Town Hall before 12:00 PM on the Thursday before the scheduled meeting.

**All meetings are held in Town Hall and are also available by Zoom.
Zoom information can be found on the Town's website at plymouthnh.gov.**

Link to the Zoom meeting:

<https://us02web.zoom.us/j/4103397912?pwd=ZlIUU9EdUFaeUx3eFNpbmRXSG1PUT09#success>

Public Hearing:

Community Development Block Grant (CDBG) Housing Application for Plymouth Apartments on Morgan Drive, review and update of the Housing & Community Development Plan and the Residential Anti-Displacement & Relocation Assistance Plan -

Hearing opened by Chairman Tirrell at 5:05 PM.

Matt Rose of Lakes Region Planning Commission explained the CDBG Housing Application process and noted that the Town would be the applicant, Elm Grove Companies the subrecipient, and Lakes Region Planning Commission the grant writer and administrator if awarded. He explained the overall CDBG program and different funding categories through the CDBG. Up to \$750,000 annually is available on a competitive basis for public facility projects, up to \$750,000 for housing projects, up to \$500,000 for economic development projects, and up to \$350,000 annually is available for emergency activities. Up to \$25,000 is available per planning study. All projects must primarily benefit low- and moderate-income persons.

Matt continued to explain that the proposed grant application for the Plymouth Apartments 27 & 42 Morgan Dr. will be for max award of \$750,000 under the CDBG housing category. He continued by explaining the proposed Anti-Displacement and Relocation Assistance Plan for the Plymouth Apartments project. This plan outlines measures under the uniform relocation act required for CDBG projects that involve any displacement or relocation of persons or businesses. If the town were to undertake a CDBG project which involves displacement or relocation, they would follow this plan. The plan outlines measures that the town would take to find comparable/suitable housing for persons or businesses displaced or relocated. The project does not anticipate displacement or relocation at this point of the application. Matt asked the board or the public if they had any questions. No questions were asked specific to the Relocation Plan.

Matt also discussed the new Housing and Community Development Plan for the Plymouth Apartments project. The plan provides a basis for guiding the town's housing and community development. The plan outlines short and long-term community development objectives, identifies community development and housing needs, and provides a policy for minimizing involuntary displacement of residents.

Joseph Perez of the Town of Plymouth indicated that the Housing and Community Development plan was heavily based on the town's current housing master plan chapter which aligns the project with the town's goal of improving affordable housing access.

Brian Webster of Elm Grove Companies presented the proposed project for 27 and 49 Morgan Drive. He described exterior improvements including playground and pavement work and a community patio, along with full interior renovations to all 66 units. He stated the project would convert the property to workforce housing using income averaging and that Elm Grove expected existing tenants to remain in place.

- 1) After project completion, all 66 units will be income-and- rent restricted to at or below 60% AMI. All 66 units will qualify as Low-to-Moderate-Income (LMI).

The Board discussed compliance obligations, the role of Lakes Region Planning Commission, the possible consequences of noncompliance, anticipated construction timing, and post-construction affordability requirements. The Board also discussed the Housing and Community Development Plan and the Residential Anti-Displacement and Relocation Assistance Plan required for the grant application.

There being no public comment, Chair Tirrell closed the Public Hearing at 5:27 PM.

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to adopt the Housing and Community Development Plan. The motion passed unanimously.

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to adopt the Residential Anti-Displacement and Relocation Assistance Plan. The motion passed unanimously.

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to authorize Anne Abear to sign grant-related documents on behalf of the Town. The motion passed unanimously.

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to move forward with the CDBG grant application. The motion passed unanimously.

Public Hearing:

Easement from BYCO LLC for Page Street turnaround area –

Chairman Tirrell opened the Public Hearing at 5:28 PM.

Chairman Tirrell explained that this hearing is the first of two Public Hearings regarding a proposed easement to provide an appropriate turnaround area to the Town of Plymouth for maintenance of Page Street. Steve St. Pierre explained the purpose of the easement. Public comment was received from Mr. and Mrs. Patten who are abutters regarding the fencing and the turnaround layout.

Joseph Perez and the Board clarified that the hearing concerned the easement area.

The Board agreed to move forward with the second Public Hearing on this easement scheduled for July 27, 2026.

The Public Hearing was closed at 5:38 PM

Chairman's Comments:

Chairman Tirrell discussed the reading of the constitution celebration on the lawn of the Town Hall. This event was well attended and organized by the Plymouth Historical Society. Appreciation was extended to the PBTv staff, the Plymouth Historical Society for the organization of the event, the array of speakers who participated in the event and to M 'n M Scoops for the donation of the ice cream for the social gathering following the event.

Town Manager's Report:

Anne Abear presented the Town Manager's Report.

- Closing documents were prepared for the purchase of land for the future Public Safety Complex.
- Town departments were nearly finished closing out FY 2025-2026 financials. Revenues were reported as tracking close to projections, with final receivable adjustments underway. The annual audit is expected to be scheduled for September or early October once revenues and expenditures are finalized.
- Planning for the FY 2027-2028 budget process has begun. Departments have received budget and CIP materials, and the Board was advised of the tight upcoming meeting schedule.

- Current openings include the Town Manager position, the Assistant to HR and Finance position, Police positions, a part-time Recycling position, and an upcoming Highway opening effective October 1.
- The Town Clerk's Office is preparing for elections on Tuesday, September 8, 2026 and Tuesday, November 3, 2026. Volunteers are encouraged to contact the office.
- During April through June, the Town Clerk's Office processed 2,105 motor vehicle registrations, 201 vital records including 19 marriage licenses, and 352 dog registrations.
- The Town worked with Meredith Village Savings Bank regarding perpetual care, capital reserve, and Plymouth Village Water and Sewer capital reserve accounts, resulting in an increased interest rate from 2.75% to 3.3%.
- During June, the Town Welfare Director met with 18 individuals seeking housing and utility assistance.
- Summer programming is in full swing at the Recreation Department, with approximately 50 daily camp participants and another 50 participants in Theater Camp. Rock Band Camp recently concluded with a performance on the Common, and other youth and adult programming is ongoing.
- Upcoming and current programs include essential oils, the summer concert series, soccer camps, swim lessons, children's archery, adult trips, and discounted Stillwater Park tickets.
- National Night Out is scheduled for August 4.
- The Tax Collector issued required notices to property owners regarding tax-deeded property.
- Residents were reminded that Town Hall staff can be reached by phone, email, and the Town website, and that meetings remain available in person, by Zoom, and through Pemi Baker TV. Channel 1301 is again available.
- Additional updates included the cemetery fence timeline and planned tree removal work at the cemetery later in the year.

Appointments:

Megan Heidenreich, Alternate Member to the Plymouth Conservation Commission -- The Board reviewed a letter of interest and a recommendation from the Conservation Commission. A motion was made by Ted Wisniewski and seconded by Jason Neenos to appoint Megan Heidenreich as an Alternate Member to the Plymouth Conservation Commission. The motion passed unanimously.

New Purchase Orders/Grants:

- **Peckham Road Corp.** -- Highland Street overlay from Broadway to Reservoir Road -- Steve St. Pierre presented a proposal from Peckham Road Corp. to pave Highland Street with a one-inch overlay. The Board discussed the advantage of the contractor already being mobilized in town for other paving work. A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve a purchase order of up to \$60,000, including the quoted amount of \$55,650, for the paving work as presented. The motion passed unanimously.
- **Quality Insulation** -- Spray foam ceiling and walls at the Highway Department -- Jessie Jennings returned with revised bid materials and clarification regarding the inclusion of intumescent paint and available utility incentive funding. The Board discussed the project scope, potential future HVAC improvements, and use of any savings. A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve the quoted amount of \$46,502 for spray foam ceiling and wall insulation with intumescent paint at the Highway Department. The motion passed unanimously.

New/Old Business:

- Railroad Square summary of findings -- Joseph Perez presented research regarding ownership, easements, and road status within the Railroad Square area. He explained that portions of the area are Town-owned while the middle portion commonly discussed remains privately owned, with a 20-foot easement affecting much of the area. The Board discussed possible future conversations with property owners, the need for clarity, drainage concerns, and whether the final Charrette Report should guide any next steps.
- Closing documents for purchase of land for the future Public Safety Complex -- The Board reviewed documents related to the previously approved borrowing and land purchase. A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to approve the Resolution of the Governing Board. The motion passed unanimously.
- A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve the Signature and No Litigation Certificate with Receipt. The motion passed unanimously.
- A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve the No Arbitrage and Tax Certificate Form. The motion passed unanimously.
- A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve the \$850,000 General Obligation Note with Meredith Village Savings Bank at 4.35% interest for a five-year term. The motion passed unanimously.
- A motion was made by Ted Wisniewski and seconded by Jason Neenos to approve IRS Form 8038-G, Information Return for Tax-Exempt Governmental Bonds. The motion passed unanimously.

Signature File Review:

The Board reviewed the signature file presented by Anne Abear.

- Pine Gate Corp., Inc. -- The Board reviewed a Solar Exemption Application in the amount of \$57,500 that had been approved by the Assessors.
- Texas Hill Road in-house abatement due to clerical error -- The Board reviewed an in-house correction reducing the tax amount from \$2,599 to \$1,813 because a Current Use Assessment had not been properly applied.
- Groton Wind LLC abatement request -- The Board reviewed the Assessor's recommendation to deny the abatement request because the property owner had not provided requested information by July 1, 2026.

Committee Reports:

- **Plymouth Village Water & Sewer Commission** -- Jason Neenos reported that the Commission had not met since the Board's last meeting but would meet on July 14, 2026.
- **Planning Board** -- Phil LaMoreaux reported on the Barrett Planning Group discussion of the housing chapter draft and related recommendations, including review of responsibility assignments and anticipated revisions.
- **Parks and Recreation** -- Maryann Barnsley noted no additional update beyond Anne Abear's earlier report and that the official meeting would be next month.
- **Energy Committee** -- Phil LaMoreaux reported that the committee did not formally meet, that an informal brainstorming session was scheduled, and that a new chairman has been elected after Ashley Saba stepped down as chair. He also noted there is room for additional members.
- **Advisory Budget Committee** -- The Board noted that the committee would begin meeting soon.
- **Chamber of Commerce** -- Maryann Barnsley reported on membership renewals, planning for the 2027 travel and tourism seminar, and upcoming Chamber events including a business after hours and a ribbon cutting.

- **Police and Fire Building Committee** -- Maryann Barnsley reported that the committee had not met but noted progress through the Town's land purchase.
- **Economic Development** -- Maryann Barnsley reported continued discussion of the recent Charrette, including possible next steps for the downtown and Riverwalk areas and a planned public walk-through.
- **Plymouth School District / Elementary and Regional High School** -- Ted Wisniewski noted that the elementary school had no update until August and that the regional high school board retreat is scheduled for July 30, 2026 at 2:00 PM at the Bobcat Cafe.
- **Conservation Commission** -- Ted Wisniewski reported that the next Conservation Commission meeting will be held July 21, 2026 at 7:00 PM at Town Hall.
- **Capital Improvement Committee** -- The Board discussed the upcoming CIP schedule and the importance of departmental participation.

Non-Public Session:

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to enter into Non-Public Session in accordance with RSA 91-A:3, II (a), personnel, at 6:53 PM. The Board proceeded by roll call vote and the motion passed.

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to adjourn this Non-Public Session at 7:25 PM. The Board proceeded by roll call vote and the motion passed.

Adjournment:

A motion was made by Ted Wisniewski and seconded by Phil LaMoreaux to adjourn this meeting at 7:25 PM. The Board proceeded by roll call vote and the motion passed by majority vote.

Respectfully submitted,
Anne M. Abear