



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

**PLAISTOW BOARD OF SELECTMEN**

**MINUTES:**

**DATE:** Monday, June 22, 2009

**MEETING CALLED TO ORDER:** 6:33 pm

**SELECTMEN:**

Chairman, Daniel Poliquin  
Selectman, Charles Blinn – excused  
Selectman, John Sherman

Vice Chairman, Robert Gray  
Selectman, Michelle Curran  
Town Manager, Sean Fitzgerald

**MINUTES:**

*Motion by J. Sherman to approve Minutes of June 15, 2009 with correction to page 4.*

*2nd by M. Curran.*

*Vote 4-0-0.*

*Absent from vote: C. Blinn.*

*Motion passes.*

**PUBLIC COMMENT:**

Troop Master, Charles Fowler, from Scout Troop #18 announced the Scouts opened the Time Capsule from 1974 today at 4:30 pm. He handed a list of the contents to the Board of Selectmen and showed them a box which contained the contents from inside the capsule and noted the contents were in great shape. He requested to have a copy of the BOS minutes to put inside the Time Capsule that they will be placing in the ground on Saturday. He also gave a list of Saturday's Time Capsule items for the Board to approve.

D. Poliquin read the list: Copy of Town Report, School District Report, coins, Commencement Program from High School, Middle School and Pollard School, Troop 18 neckerchief, Eagle Scout list from 1974 – present, Yankee Clipper Council patch, Troop 18 roster, Committee list, blue card, letter from Scout Master, picture of the Troop, and newspaper clipping of car and home prices.

C. Fowler and Board members discussed showing items at Town Hall and the Historical Society.

*Items inside today's opened capsule were: 1973 Town of Plaistow Annual Report, 1973 Timberlane School District report, Plaistow News February 21, 1974 for Eagle Scout Scott Hamel, 225th Anniversary Schedule published in the Plaistow News 6/13/74, Plaistow News 6/20/74 Anniversary Schedule and historical piece, car prices, house prices, Haverhill Gazette*

*clippings 6/20/74 Anniversary Events Schedule, Plaistow News 6/20/74 whole paper, Timberlane Regional High School Commencement Exercises, Eagle Scout Gregory Caskie Court of Honor Program and Invitation, Eagle Scout Scott Hamel Court of Honor Program and Invitation, picture of Eagle Scout Gregory Caskie from newspaper, 225th Anniversary of the Town of Plaistow Program, 1974 50 cent piece, 1974 penny, 1900- silver dollar with letter to Troop 18 and copy of Selectmen meeting notes 5/20/74.*

D. Poliquin noted it was quite an event, all enjoyed themselves.

C. Fowler noted that they will be putting in a new time capsule on this Saturday at 4:30 during the Old Home Day Commencement. Also a plaque will be placed on a rock above the time capsule to note the location of the time capsule.

D. Poliquin discussed the present members attending today along with the original ones who placed the time capsule in the ground back in 1974.

S. Fitzgerald discussed that Ruth Jenne was the original note taker of the time capsule and Dan Garlington and Dana Rabito worked hard at locating the time capsule. This was a wonderful program put on by the Scouts. He thanked Chuck for his work coordinating this event.

Board reviewed contents of time capsule exhumed from the ground today.

#### **AGENDA:**

##### **Tim Sheehan - Taxi**

S. Fitzgerald noted Tim was not present tonight.

##### **Goals**

S. Fitzgerald passed out a list of Goals to the Board members for review. He discussed these were established previously by the Board of Selectmen and reflect the broader responsibilities of government, a great focusing point for annual responsibilities in terms of moving the Town forward. He noted they have many goals and responsibilities and discussed broader leadership, objectives, vision for the future and goals outlined.

Board discussed reviewing goals in the following order: Every Year, For Review in August 2009, and Other Projects Under Consideration.

R. Gray discussed some goals are done on a day to day basis by the Town Manager, goals need to be specific and measurable, and time should be noted with goals as well as whether the Town has achieved the goal or not.

J. Sherman discussed previous goal discussion regarding goals not being measurable. He went over explanation of handout pertaining to goals and categories.

Chief McArdle arrived and announced that the new Fire Truck was outside Town Hall for the Board of Selectmen members to view. Board took 15 minute break; 6:58 pm to 7:23 pm.

Board discussed timing for goal review and consensus was April, August and December.

D. Poliquin read lists of Every Year Goals.

Board advised and discussed their suggestions for amendments to listed Goals as follows:

**Every Year:**

1. Same wording just delete “etc” at end of sentence.
2. Same wording just delete “etc” at end of sentence.
3. Leave wording as is.
4. (Change wording) Improve the Budgeting process by improving the flow of information from department to department and minimizing the re entry of budget-related data. Do a better job of communication with the public on revenues as part of budget process.
5. (Change wording) Update the salary structure and performance management plan for Town employees.
6. Leave wording as is.
7. (Change wording) Review Personnel plan and benefit structure for changes as needed and job description annually and at least every time a vacancy occurs. Revise as deemed appropriate.
8. As the opportunity arises, review paper road situation and make necessary correction.

*D. Poliquin turned meeting over to Bob Gray, Vice Chairman, at 8:01 pm. Dan left meeting with notification of his returning.*

*D. Poliquin returned at 8:06 pm. Bob Gray turned meeting back over to Dan Poliquin, Chairman, at 8:09 pm.*

9. (Change wording) Ensure that goal setting and subsequent job evaluations are done on full-time, part-time and salaried employees at least once a year.
10. (Change wording) Maintain and enhance Town programs and services to the youth and seniors of Plaistow.
11. (Board decided this item was a task not a goal and to combine both #11 & #14 to read): Annual work to ensure compliance with the EPA’s MS4 Storm Water Management Permit with annual review of Best Management Practice Review and as needed updates.
12. (Change wording) Actively Manage the Beede Site remediation with a thorough application of the (ROD) Record of Decision and EPA regulations while making timely recommendations to the Board of Selectmen.
13. (Board noted this was an ongoing item) (Change wording) Research properties for which the owners are unknown and map all. Also inventory/map all of Town owned land, keep focus on land use and development and include currently owned Town property and research
14. (Goal has been combined with #11) Work on Best Management Practices for Storm Water including delineation of outfalls and observation of them.
15. Delete.
16. (Change wording) Identify, propose and update as necessary municipal operating policies that will enhance administrative functions to the Town.
17. Delete.

**For review in April 2007:** (Change wording) For Review in August 2009

1. (Change wording) Change, manage and coordinate the construction schedule, scope and fee of the replacement of the Garden Road Bridge with Hoyle, Tanner and Associates Inc engineers.
2. (Change wording) Coordinate the replacement of the Town Hall generator and possibly the replacement of the Public Safety Complex generator.
3. (Change wording) Investigate/research plans for water testing for Old County Road Wells. Implement agreements with property owners for water usage of the Old County Road wells.
4. Delete.
5. Delete.
6. Leave as is.
7. (Change wording) Enhance strategies to better define Capital Improvement program for Highway Department.
8. (Change wording) Review and update accounts payable procedure and cash flow management strategies and reporting. Review annual audits for corrective action concerning material findings.
9. (Change wording) (Delete from “*For Review*” section and place in “*Every Year*” section) Work with Planning Board and staff to review impact fee schedules and develop operating procedures for use and disbursement of funds. Annual review of impact fee balances with appropriate review to schedules and balances.
10. Delete.
11. Delete.
12. Delete.
13. Leave as is however move to “*Every Year*” section.
14. (Change wording) Create strategy to improve the website including a. forms; b. links; c. Look at 3 most common reasons people call and having that on the Web; and d. ways to reduce standing in line such as evolve e-gov for broader access to government.
15. (Change wording) Implement an Employee Training Program as part of Personnel Program.
16. (Add new goal) Work with local and state official to better establish relationships to better define its operations as to how it ensures working with the courthouse.
17. (Add new goal) Provide an MS to the Board of Selectmen each year.
18. Work with the Public Safety Complex Committee to accomplish their charge from the Board of Selectmen.

**Other Projects Under Consideration:**

1. Leave as is.
2. (Change wording) Review and revise as necessary Town standards for sidewalks, and shoulders.
3. Leave as is.
4. Move to “*Every Year*” section.
5. Leave as is.
6. (Change wording) Develop an accurate list of all Town-owned land and clarify title problems.
7. Leave as is.
8. Leave as is.
9. Delete.
10. Delete.

11. Move to “*For Review in August 2009*” section.
12. Delete.
13. Delete.
14. Leave as is.
15. Leave as is.

R. Gray recommended to Sean to only report on items needing review by BOS.

#### **TOWN MANAGER REPORT:**

S. Fitzgerald discussed:

- Storm Water Management report.
- Requested meeting by Mayor Fiorentini from Haverhill.
- Training scheduled for Wednesday, July 8 from 9am-11:30 at Derry - Continuity of Operations Plan regarding alternate ways of working during an emergency.
- 2008 audit being conducted at the Town Hall starting on June 26th.
- Request from the Fire Chief to move forward with a fundraising effort to offset remaining balance on the Auto-Pulse Cardiac Compression unit. The unit will maintain constant rate of chest compressions on a patient who is experiencing cardiac arrest. If acquired the unit will be placed and used on their ambulance.
- Beede Team’s community presentation last Thursday night at Plaistow’s Public Library.
- Scheduled meeting regarding Main Street Study to present concerns to traffic engineer.
- Follow up meeting regarding Town Hall generator scheduled for July 1 at 6pm.
- Visitor who came to Town Hall last Friday who was travelling around the 48 states visiting towns and places that share the same names as places on the London Sunway.
- Director John Depew of 27 Down’s request to use the first floor of Town Hall on Saturday, in July for a scene in his film.

#### **OTHER BUSINESS:**

D. Poliquin noted Old Home Day is this coming weekend on Saturday. Sunday’s events on June 28 will take place at Old County Road at P.A.R.C; Lions Club sponsoring 5K Road Race during Old Home Day; and a Tentative Schedule of events can be picked up at Town Hall, Library, seen on the cable channel or found on the Town’s web pages.

#### **SIGNATURE FOLDER:**

Signature folder and manifest were being passed around for review and signatures.

#### **SELECTMEN’S REPORTS:**

M. Curran discussed:

- Her very informal meeting with Barry Sargent regarding a potential evening at Town Hall. They were tossing ideas around and when she has solid facts she will bring information back to the Board to discuss further.
- Her attendance to this Wednesday’s meeting at 6:30 which she is looking forward to.

R. Gray discussed:

- Last Thursday’s meeting with the Beede Representative and Sean. He noted nothing was decided at that meeting.
- His expected attendance to the parade at Old Home Day.

R. Gray inquired if candy had been ordered for Old Home Day.

S. Fitzgerald noted yes.

R. Gray thanked Mark Harding for the phenomenal work on the median that he has done.

J. Sherman discussed:

- His attendance at the opening of the capsule at 4:30pm this afternoon by the Boy Scouts. A great turnout. He was pleased to see previous and current Boy Scouts in attendance.
- Attendance at hearing for presentation by the EPA for the Beede site. There were 25-30 people in attendance and he decided prior that he was not going to say anything however he did speak to explain the Board's position on the bridge that is needed to be built to help eliminate traffic.

D. Poliquin discussed:

- Family Mediation meeting: presentation regarding correctional and reoffending statistics which is approximately 85% in the state of NH, attributed to very little after care to these individuals after they are released
- Attendance at today's time capsule event.
- Attendance at Hazardous Mutual Aid District meeting. They have a new web site which we can link our web page to. Their web site contact is Jim Stone, Part Time Director. He noted there was a new Part Time Director and Bylaw changes. He spoke of the proposed budget and noted he had hard copies of this information to place inside Board's folders.
- Historical Society will be open 10am-4pm during old home day
- Wednesday evening the Landfill will be open from 4pm – 8pm.
- Recycle is this week.

M. Curran inquired as to what the First Annual Wayne Elliot was that was listed under Old Home Day events.

S. Fitzgerald noted that it was a bike race that will be conducted during Old Home Day.

**Non-Public Session – RSA 91-A:4,II(e)**

***Motion by R. Gray to go into Non Public under RSA 91-A:4,II(e) Consideration of lawsuits threatened in writing or filed against the body or one of its members.***

***2nd by J. Sherman.***

***Selectmen polled: D. Poliquin = yes R. Gray = yes M. Curran = yes J. Sherman = yes***

Meeting adjourned at 10:09 pm.

Respectfully Submitted,  
Audrey DeProspero