



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

**PLAISTOW BOARD OF SELECTMEN MINUTES:**

**DATE:** Monday, February 8, 2010

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

**SELECTMEN:**

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

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

**MINUTES:**

***Motion by J. Sherman to approve the Minutes of Monday, January 25, 2010 as written.***

***2nd by M. Curran.***

***Vote 5-0-0.***

***Motion carries.***

***Motion by J. Sherman to approve the Minutes of Saturday, January 30, 2010 as written.***

***2nd by M. Curran.***

***Vote 5-0-0.***

***Motion carries.***

***Motion by R. Gray to approve the Minutes of Monday, February 1, 2010 as written.***

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

***Vote 5-0-0.***

***Motion carries.***

**PUBLIC COMMENT:**

No one from the public for public comment.

**AGENDA:**

**Goals**

D. Poliquin discussed going over current goals and having an in depth discussion of each at a later date.

Board members agreed.

D. Poliquin read Goal 1 on Page 1: (Keep things running smoothly in Town Government including: working well with the Board of Selectmen; fairly administrating personnel matters; managing a reasonable level of fund balance to eliminate tax rate swings; keeping assessing values current; successfully completing annual budget process, warrant, town report , and town meeting; adequately overseeing financial accounting and annual audit; maintaining spending within the bottom line of budget; enhancing morale and quality of work force; courteously meeting the public.) and noted to keep it as #1.

J. Sherman discussed not going over Every Year Goals in great detail.

R. Gray noted the Goals are not listed in priority order, they are all equal.

S. Fitzgerald discussed changing the Goals to A, B, C, etc.

J. Sherman suggested changing the designation labeling of the Goals.

S. Fitzgerald agreed.

D. Poliquin discussed Goal 1 on page 2: (Manage the construction schedule, scope and fee for the project to replace the Garden Road Bridge working with Hoyle, Tanner & Associates, Inc., engineers.).

J. Sherman inquired when the goals were due. He noted Goal 1 was due in August and suggested changing the designation of the goal.

Board discussed re-titling of April Review.

D. Poliquin suggested going through each to determine when they should be reviewed: either April or August.

D. Poliquin read Goal 1.

Board determined Goal 1 to be due in August.

D. Poliquin read Goal 2 (Coordinate the replacement of the Town Hall generator and make a recommendation regarding the possible replacement of the Public Safety Complex generator.).

Board determined Goal 2 to be due in April.

J. Sherman suggested split Goal 1 into two parts. One part due in April and the other in August.

D. Poliquin read Goal 3 (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.)

Board determined Goal 3 due in April and to review in a future non public meeting.

D. Poliquin read Goal 4 (Work with legal counsel and the Cable Committee to move forward the franchise renewal with Comcast.).

Board determined Goal 4 due in April/August.

D. Poliquin read Goal 5 (Present strategies to better define the Capital Improvement program for the Highway Department.).

Board determined Goal 5 due in April/August.

J. Sherman discussed change of goal from road surface management system to current.

S. Fitzgerald discussed he took it as advancing strategies to Highway Department but noted he would adjust wording and put in highway garage, salt shed and road surface management.

D. Poliquin read Goal 6 (Create a strategy to improve the Town of Plaistow Website including: a. Forms; b. Links; c. Replacing the 3 most common reasons people call Town Hall with on-line functionality ways to reduce standing in line d. Evolve e-government strategies for broader access to municipal information.).

Board determined Goal 6 due in April/August.

R. Gray suggested updating Selectmen web page.

D. Poliquin read Goal 7 (Implement an Employee Training Program as part of the Personnel Plan update.).

Board determined Goal 7 due in April.

R. Gray inquired how collective bargaining falls into the goals and wondered if it needed to be added to these goals.

S. Fitzgerald noted it fell under Goal 1 on page 1.

D. Poliquin read Goal 8 (Work with local and state officials to establish relationships to better define the operation of the district courthouse.).

Board determined Goal 8 due in August.

M. Curran suggested checking that one off.

S. Fitzgerald noted that he thought it should stay if they want to keep the court house then they need to work closely with state and local officials.

D. Poliquin read Goal 9 (Work with the Public Safety Complex Committee to accomplish their charge from the Board of Selectmen.).

Board determined Goal 9 to be reviewed in both April and August.

D. Poliquin read Goal 10 (Document (via a map) the water line, including planned expansion.).

Board determined Goal 10 was accomplished.

S. Fitzgerald noted they could update after the 2010 project but it has been completed.

D. Poliquin read Goal 11 (Explore opportunities for reducing the costs related to Waste Collection and Disposal, including options for improving the levels of recycling within the Town.).

Board determined Goal 11 due in April.

D. Poliquin read Goal 12 (Review and revise as necessary Town standards for sidewalks, and shoulders.).

Board determined Goal 12 due in August and to review and revise as necessary Town standards for sidewalks and shoulders.

D. Poliquin read Goal 13 (In conjunction with the Cable Committee, develop plans for a long-term permanent location for the cable studio.).

J. Sherman suggested changing Goal 13 in conjunction with the Cable Committee, develop plans for long term and suggested Sean to reword.

D. Poliquin read Goal 14 (Work with the Department Heads to search for recommend and implement no cost & low cost improvements to the level of service offered by Town employees to the citizens of Plaistow.) and noted this goal should be moved to the Yearly Goal section because it is an ongoing process.

J. Sherman agreed.

D. Poliquin read Goal 15 (Implement Best Management Practices in the Storm Water Management Plan, in particular preparation of Master Drainage Map.).

S. Fitzgerald noted we have a master drainage map.

J. Sherman inquired if this should be changed to something else.

S. Fitzgerald noted that it could and he would.

J. Sherman wanted change to Goal 15 and have an update on it in April.

D. Poliquin read Goal 16 (Reactive the Committee of Open Space, Land and Buildings to accomplish their charge from the Board of Selectmen.).

Board noted they were going to discuss Goal 16 this evening.

S. Fitzgerald noted Goals on page 3 were just conversational piece to hold and define other goals.

D. Poliquin read Goals on page 3.

D. Poliquin read Goal 1 on page 3 (Steward Organizational Culture Change. Continue to work with the Town Manager to develop a style and system of leadership that will ensure the effective provisions of services, while supporting the delivery of the Board of Selectmen's goals and objectives.).

J. Sherman discussed page 3 Goals being more strategies than goals. He discussed them being measurable with something that is deliverable.

D. Poliquin suggested having a discussion on them and for selectmen to review and bring suggestions and/or comments up at a later date.

S. Fitzgerald discussed “Champion” as listed in Goal 2. (Champion Plaistow Civic & Economic Development. Create and market an attractive, entertainment, cultural, village district; mitigate the impact of unwanted development & traffic conditions.). He noted he looked at these goals as standards for how he spends his time as a Town Manager.

R. Gray noted page 3 needs to go someplace else, they are not specific goals and goals need to be specific as to something attainable. He noted the list could be part of this but he would not look at them as goals.

S. Fitzgerald discussed surgically accurate and setting broader visions along with collectively sharing Goals.

J. Sherman suggested giving them another name other than Goals and to go through and find specific deliverables for April and to put them on the goals lists.

M. Curran noted they have made great strides in accomplishing goals.

D. Poliquin inquired if anyone had specific goals they wanted to bring forward.

J. Sherman discussed form and lead a recycling committee.

M. Curran inquired about the green committee pamphlet that was handed out at Deliberative Session.

S. Fitzgerald discussed conversation with Sue Sherman and creating greater recycling to improve the Town’s recycling rates.

R. Gray inquired about John’s 20% goal being reasonable or not.

S. Fitzgerald noted 20% should be the goal. He discussed establishing some effort.

D. Poliquin discussed forming a committee of some sort to work on this, and inquired if the Board should look at the Goal in April.

R. Gray suggested forming a recycling committee and inquired if that was the actual goal. He suggested changing words to have committee have a reasonable time frame to get Town to 20%.

J. Sherman noted committee would help establish the Town to get to the 20%. The committee would come up with a plan to get to the 20%. The Goal would be to form a committee by April.

J. Sherman discussed hiring a cable coordinator, having the cable studio on line and allowing cable broadcast from the Library. He noted he was hoping for April.

S. Fitzgerald noted August would be more strategic and discussed the hope was to get the cable studio on line then advertise for a cable coordinator.

J. Sherman suggested splitting into two goals, one for April and one for August. He noted to add another goal for August that would be to develop a strategy.

J. Sherman discussed road surface and having a rating of 80% annually.

J. Sherman discussed proposing a solution to the PARC drainage issue.

D. Poliquin suggested having an update in April and a follow up in August on items.

S. Fitzgerald discussed as built for the fields.

M. Curran and S. Fitzgerald held a quick conversation regarding PARC and its background.

J. Sherman suggested a goal to implement on line transactions in support of the Town Clerk.

S. Fitzgerald noted it is a very good goal and discussed moving clerk's office on line for future payments. E-gov should be a big part of how they manage Town business. The Town has a number of departments that could use online payments.

D. Poliquin suggested splitting into two dates, both April and August.

J. Sherman suggested April for implementing and August for other departments.

D. Poliquin discussed addressing Transit.

R. Gray noted he hadn't worked out specific wording but discussed goals for MBTA by August and meeting with the Governor again.

S. Fitzgerald discussed continuing to work with state officials to explore the possibility of establishing a commuter rail station.

D. Poliquin noted April would be a good update because of upcoming meetings.

S. Fitzgerald discussed his Town Report regarding an update on the CMAQ grant.

J. Sherman discussed reviewing in two weeks on Feb 22.

S. Fitzgerald discussed issue that may come up would be March's Town Meeting and a couple of items that may become goals and need up dating.

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

S. Fitzgerald discussed:

- Sgt. Val Erio completed his Drug Abuse Resistance Education (D.A.R.E.) Instructor class and will begin working with MPO Pat Schiavone and Sgt. Glenn Miller in teaching the 5th grade class.

- Kit Morgan invited him to a Rail and Transit meeting this Wednesday regarding CMAQ grant application.
- Exploring ways to support the Clock tower repairs after receiving a generous \$20,000 donation from Donald Sargent. The Committee formed has been discussing events and programs to see how to support the clock tower and to get the community involved. They have recently discussed a “walk for the clock”.
- Town Report Committee met tonight and the report is nearing completion.
- Next Monday is President’s Day and Town Hall is closed. There will be no BOS meeting.
- Highway Safety Committee is meeting this Friday to discuss traffic impacts regarding the Haseltine/Main Street swap. The Committee has invited a representative from Haverhill’s Planning and Engineering Departments to talk about making the swap and how it may impact traffic patterns. Also Dave Walker will be in attendance to discuss the status of the Main Street Traffic Study.

### **Committee on Open Space – Town land/buildings**

J. Sherman discussed 5, 6 or 7 years ago a committee was formed on open space on town land and buildings. It was an ambition charter. He noted he gave a copy of the Charter to everyone last week. The Committee was to come up with plans for existing lands and building if no particular use was found to retain them and to look at properties that the Town may acquire such as the Smith property. If the plan was in place it would have helped with an analysis and moving forward and we may not have been so last minute. The Committee functioned for a little while but not for very long. It consisted of Town employees and Department Heads who looked at each from a departmental standpoint and not the bigger picture. He discussed Conservation and them looking at it for conservation purposes only. He discussed reactivating the Charter and inquired to the Board if it made sense, if they wanted to participate in this process and to hold a discussion on this. He noted that one reason that drove this initial committee was the Town owns a lot of property and we should examine them. He discussed property out there that we may want to acquire because it may fit into our master plan or any future need that we may have. He thought one of the things would be to print out the charter because it was outdated. He wanted to talk about it and was hoping to be more successful in kicking it off this time than last time.

D. Poliquin read through the Charter.

J. Sherman discussed a very ambitious committee.

S. Fitzgerald discussed property being consistent with the Master Plan; items being brought to the Board annually to give enough time to take action; making the charge of the committee a little less specific; and a little less lengthy but surgically tight.

D. Poliquin thought it may be a possibility; highly aggressive charge here; maybe the committee should be on a yearly basis and having the charge of one or two things to work on throughout the year. He discussed current ongoing items and looking at them; being more specific year to year; giving them a charge to see what happens at the end of the year and to work on this as a year to year basis.

S. Fitzgerald discussed trying to find the right zone for the committee was going to be helpful.

D. Poliquin discussed membership from before and changes needed.

J. Sherman discussed public citizens and a five person board. BOS to nominate persons to be on the committee not a Department Head but a citizen with expertise in some of these areas.

S. Fitzgerald agreed and discussed adding adhoc or state rep or state senator which would be helpful when we get into ambitious discussions.

D. Poliquin inquired if the Board would be in agreement to hold off and put back on agenda for 22nd.

R. Gray noted they need to discuss this committee more. He discussed Open Space and inquired who we have in Town to look at open space. He inquired about Conservation and noted they have funds they could use if they have something that comes available. He noted good ideas have been noted. He discussed review of master plan was done by planning board and wasn't sure if it was a good idea to have them on the committee.

J. Sherman noted master plan should be key input on whatever they do and noted deliverables were tied into the master plan.

R. Gray discussed recommendations coming to the Board regarding land acquisition and disposal of land and committees working on the same thing but in the committee's specific interest.

J. Sherman and R. Gray held a discussion regarding conflicting recommendations of Boards.

C. Blinn discussed establishing what they really want and finding out what is important. He noted getting on a committee is a commitment and all should be working together. He discussed making it a fun committee, being user friendly, no pressure on the people and getting people that are into land. He discussed person from the Conservation Committee and getting the right people to lead.

R. Gray suggested discussing again in two weeks.

D. Poliquin noted this would be put on the February 22nd Agenda.

#### **OTHER BUSINESS:**

D. Poliquin read letter from the Wolf Cub Scouts of Pack 118 which thanked the Board of Selectmen for allowing them to participate in their meeting. They learned about local government and applied that experience to their Wolf Cub badge. He read the names listed: Evan Sapienza; Braeden Ouellette; William (no last name); Isajah (no last name); Rylie (no last name); Cody Fleming; Joe Sweet; Shaun (no last name); Justin Fogg and Caleb Rathe.

#### **SIGNATURE FOLDER:**

D. Poliquin noted Signature Folder and Manifest were going around.



## **SELECTMEN'S REPORTS:**

R. Gray:

- Planning Board last Wednesday night: elderly housing off Newton Road was continued, they are seeking state permit; and discussion held with potential developer for 103/105 Plaistow Road who wants to put in a medical office facility.
- Town Report Committee meeting tonight. Coming along fine. Hopefully wrapping it up in the next couple of weeks.

J. Sherman:

- Read article in Eagle Tribune from Sunday, January 31 talking about trains: Amtrak Down-Easter service would be extended 30 miles toward Maine due to stimulus money so it would run from Portland to Brunswick however the 52 million for track improvements was rejected.
- Went to School District Deliberative session last Thursday night. He found it interesting. There was some concern with Public Hearing of School District regarding it not being legal because there was not quorum however there was no resolution to that. Other discussion was about budget and warrant articles presented and it was unfortunate that items discussed did not get satisfactory explanation. There weren't any changes to articles submitted. There was discontent at that meeting as there usually is at those meetings.
- Recreation Commission meeting this Wednesday night which he planned on attending.
- Budget Committee not meeting at this point.
- Agreed with Bob Gray on the Town Report Committee meeting, it is in overall good shape they just need to button things up. Leigh Komornick has done a great job and put in long hours.
- Received a letter addressed to Board which speaks to some zoning violations. He noted we want all to be operating by the same rules so if there are any reasons why those issues can't be solved then we should talk about it. He discussed treating all equally.

M. Curran:

- Clock Tower meeting rescheduled the new meeting will be this Thursday at 10:30.
- Family Mediation meeting last week regarding reaching into the communities to make their presence a little more known and this week there is another Family Mediation meeting coming up.

C. Blinn discussed Conservation Committee meeting that Jill Senter, Chairman, could not make it but the major discussion was the Smith property. He relayed to them that the Board had set process in the form of a warrant and they were concerned with being part of it. They have the pros and cons and are very glad they got involved with the property. He discussed getting together with Sean to look at the property and noted he was a little concerned regarding the trust of the Board – having the board go out on their own.

S. Fitzgerald discussed waiting to hear from Attorney Valhouli for people to visit the property.

C. Blinn commended Sean for his spear heading these efforts regarding 148 Main Street.

J. Sherman discussed putting a show on cable; not tearing down the Smith building; touring the building; the issue of handicap access and cost of retro fitting; and registering it as a historic home and there not being a cost.

S. Fitzgerald discussed ADA requirements; cost associated with bringing into compliance; property having a historic value; unique value of the property; preserving the property and the property being in pretty good shape.

D. Poliquin noted he had nothing to report from last week just a Highway Safety Committee meeting this week.

R. Gray reminded Board that they need to be at the election polls. Per the Town Clerk, all Selectmen are required to be in attendance. He thought it was important to discuss this ahead of time.

R. Gray and S. Fitzgerald discussed delegating people.

J. Sherman discussed he thought this was remnant of old days.

D. Poliquin reminded all that next week is recycling.

**Non-Public Session – RSA 91-A:3,II (e) Legal Matters**

**Non-Public Session – RSA 91-A:3,II (c) Matters that would affect someone's reputation**

***Motion by R. Gray to go into Non Public under RSA91-A:3,II (c) Matters of Reputation and RSA91-A:3,II (e) Legal Matters.***

***2nd by M. Curran.***

***Board members polled: D. Poliquin = yes; R. Gray = yes;  
C. Blinn = yes; M. Curran = yes J. Sherman = yes.***

Public Meeting adjourned at 8:29 pm.

Respectfully Submitted,  
Audrey DeProspero