

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275

Minutes of Regular Meeting
February 6, 2012

Call to Order.

The Allenstown Select Board Meeting for February 6, 2012 was called to order by the Chair at 6:04 p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandra McKenney.

Others Present.

Residents of Allenstown: N/A

Others Present:

Other Public Officials: Larry Anderson, Trustee/Budget Committee

Allenstown Staff: Rob Martin, Chief, APD; Shaun Mulholland, APD; Paul Apple Town Administrator; Cyndi Giannattasio, Minutes Clerk.

Citizens Comments.

The Chair called for citizens' comments. There were no comments that time.

Meet with Mike Trainque of Hoyle, Tanner, and Associates regarding Request of Disbursement and Partial Payment

Mr. Trainque presented the Board with a Request of Disbursement and a Partial Payment for the Waste Water Treatment Facility. Mr. Trainque informed the Board that the one year warranty on the project expires this month.

Mr. Gryval asked about a letter he had received requesting financials regarding the final completion of project. Mr. Trainque stated that they are gathering the reports that are being required. He will forward the reports to Mr. Apple for review.

Motion. Mr. Gryval made a motion to disburse \$353,387.37 for partial payment for the Waste Water Treatment Facility for the period of June 1, 2011 to December 31, 2011. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Anderson asked Mr. Trainque about the condition of the project and how the facility is running compared to before. Mr. Trainque stated that the facility is running about 50%-60% better than before.

There was no further discussion.

Consideration for the Proposed Revisions of the Personnel Manual

The Chair asked the Board if they had any questions of proposed revisions. Mr. Apple stated that he had given a copy of the proposed revisions to all the Department Heads and that he had only received comments from the Chief of Police.

Mr. Gryval asked the Board to review a few of the suggested changes. The Board discussed further the proposed revisions with the assistance of Chief Mulholland. Mrs. McKenney recommended that they approve the proposed revisions as presented. The Board determined that they would change the wording for accumulated sick leave hours to clarify the amount of hours allotted and when they expire. The Board also discussed how they would train employees and staff on the revisions to the Personnel Manual.

Motion. Mrs. McKenney made a motion to accept the Personnel Policies and Procedures Manual for Allenstown, NH effective March 1, 2012. Mr. Gryval seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Review and Approve Minutes

The Board determined that they were not prepared for reviewing minutes tonight as they had not had enough time to go through all of the minutes. Mr. Gryval recommended reviewing the minutes at another time and asked if Ms. Giannattasio could be present at that meeting.

The Chair asked Ms. Giannattasio if she could be present at the Select Board meeting on February 27th to discuss the minutes. Ms. Giannattasio agreed to attend the Select Board meeting on February 27th. Mr. Apple stated that they were caught up on minutes with the exception of November 14, 2011 of which Ms. Giannattasio will be finishing this week. Ms. Giannattasio will get Mr. Apple a complete list of all the minutes she has completed for the Board.

Review of Sealed Non-Public Minutes

Mr. Apple proposed that every January 30th, the Board select one of the selectman to sit with the town administrator to review sealed minutes for previous years to determine if they can be unsealed and if so to bring them before the Board for approval. He also recommended appointing one selectman to review the 2010 and 2011 minutes with himself to determine the work load associated.

Motion. Mrs. McKenney made a motion to accept the policy for Non-Public Minutes Review Process effective February 6, 2012. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Committee Updates

Suncook River

Mr. Gryval stated the Historical Society has shown interest in the Information Session with the Planning Board on February 22nd at 6:30pm. Chief Mulholland and Mr. Gryval are working on a presentation for the meeting.

Mr. Gryval stated that he and Chief Mulholland had met with members of lower Suncook communities regarding the \$2 (two) million appropriate for hazard mitigation; however they are still determining when that will happen.

Tri-Town

Mrs. McKenney stated that there will be a Membership meeting this Thursday to discuss issues brought up at the last Joint Meeting between Pembroke and Allenstown. Mr. Apple will confirm with David Joden that he sent Tri-Town a copy of the changes in the language of the Intermissable Agreement.

Co-op Withdrawal

Mr. Apple is still waiting for the Joint Board to approve the Co-op Withdrawal which should be happening at the end of the month.

Deliberative Session

Mr. Apple stated that Diane had sent out the Ballet to be printed with the amendments. Mr. Apple asked the Board for guidance on the layout of the Buck Street Dam and the recycling symbol. He also asked about the dedication.

Economic Development

Mr. Apple asked about the charge put out a couple of weeks ago regarding EDC and when they would like to get that going. The Board determined to put on the agenda for February 27th. Mr. Apple recommended circulating any changes the Board may have to himself so he could get it out to everyone else. Mrs. McKenney expressed concern of overloading Mr. Apple by putting him on the committee.

Upcoming Select Board Meetings

Mr. Apple stated that February 20th is a holiday and that unless the Board has any objections there will be no meeting that day. He also stated that the Board will meet at Pembroke next week for their Joint meeting.

Fire Fighter Interviews

Mr. Apple stated that Mrs. McKenney and he had participated with Chief Martin and other Fire Department members to conduct interviews. They had narrowed it down to three candidates and proposed to do interviews with the Board on February 27th. Mr. Apple recommended that the Board determine what questions they would like to ask the candidates. The Board determined to conduct the interviews on March 5th.

Town Photos

Mr. Apple stated that he had received quite a few more town photos and would be emailing them to the selectmen.

Memo regarding New Attorney

Mrs. McKenney stated that Bob Lee had asked her about the new attorney that had been at the Deliberative Session. Mrs. McKenney recommended that there be a memo sent out informing the appropriate staff of the new attorney and his contact information. Mr. Apple will send out a memo to the Planning and Zoning Boards.

Complaint regarding Trash Cans

Mrs. McKenney stated she had received a complaint about trash/recycling bins being thrown on the street and possibly damaging them. She recommended that the Road Agent have them be more careful with the trash cans. Mr. Gryval stated that a reminder to not throw trash cans across the neighbor's yard should be sent out.

The Board determined to reschedule its Non-Public Hearing until February 27th as the matter may resolve itself before then.

Adjournment

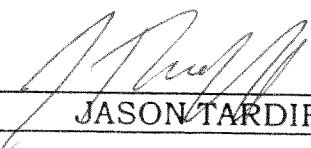

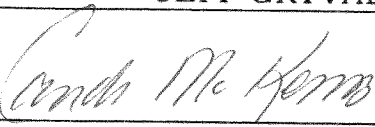
The Chair asked for any other business. There were no additional items.

Motion. Mrs. McKenney moved to adjourn. The Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 7:31pm.

Signature Page.

Original Approval:	
	7-27-12
JASON TARDIFF	DATE
	2-7-12
JEFF GRYVAL	DATE
	02-07-12
SANDRA MCKENNEY	DATE

Amendment Approvals:		
Amendment Description:		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE