

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

Minutes of Select Board Workshop  
April 5, 2012

**Call to Order.**

The Allenstown Select Board Meeting for April 5, 2012 was called to order by the Chair at 4:00 p.m.

**Roll Call.**

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

**Others Present.**

Others Present:

Allenstown Staff: Chief Shaun Mulholland, APD; Paul Apple, Town Administrator.

**Meet with Chief Mulholland for Disaster Recovery Workshop got upcoming Exercise.**

Chief Mulholland stated that people who have access to the building are allowed to come upstairs to ask questions and that they will make arrangements to move downstairs if anyone who is handicapped wishes to speak to them.

Chief Mulholland stated that he wanted to allow them to ask their own questions; however, that he wanted to go over in detail some of the things covered in the Disaster Recovery Plan book. One of the primary tasks is appointing a Disaster Recovery Coordinator (DRC). In the plan, Mr. Apple is listed as the Disaster Recovery Coordinator; however that is up to the Board to determine. He explained why having the Town Administrator be the DRC would be beneficial. He stated that Mr. Apple and himself had discussed whether they should hire an interim Town Administrator to do Mr. Apple's duties during a disaster if he was to be the DRC.

The Chief stated that another task is to assign members of the Recovery Task Force (RTF). He stated that he had already done that for the Board by default when creating the plan. The Chief discussed the listed members of the task force and how to go about establishing the RTF. There was discussion of whether to establish a core group that would report to the Select Board and make critical decisions or if they would meet with a large group to discuss issues. Mr. Gryval stated that he thought the Department Heads would be the Task Force and then have everyone

else under them. Chief Mulholland suggested a group of five key people who would work under the DRC. He suggested that the five members be made up of the Town Administrator, Emergency Management Director, Central NH Planning, Road Agent, and Town Council.

The Chair asked if during a disaster can that group change and if they could start with all of the Department Heads and change that as they determine what's going on. The Chief stated that each scenario is different and it's up to the Board to make the final decisions with the working group they establish.

Mr. Gryval stated that he would rather speak to Mr. Apple, Mr. Smith, and Ms. Welch than a go between from NH Central Planning. Chief Mulholland responded that whatever the issue is, the working group are the ones synthesizes all of it. He explained that Central NH would be the one briefing them of the functions. He clarified that when he is discussing the economic development of the Town, he is referring to the Planning Board, Zoning Board, and statutes of economic cost but nothing to do with the Town's finances.

Mr. Gryval asked if they will be making these decisions they have been discussing at the table top exercise. The Chief stated that they will be making some of the decisions at the exercise. The Chief gave the Board a scenario of discussions they will be making during a disaster and how the working group will be reporting to them to aid in the decision making process.

Mr. Apple stated that he heard a report on the news regarding shootings after Hurricane Katrina and that the U.S. Attorney determined that the U.S. Constitution remains in full force no matter what the disaster. The U.S. Attorney had also stated that local official's don't have the right to suspend the Constitution just because of the disaster. Mr. Apple stated that he thought of the Select Board during this report because they are going to want to make decisions; however be able to balance property rights with instinct of keeping the lid on things and keeping control of things.

The Chair stated that it sounded like there are a lot of decisions they are responsible for and that they will have to make them on the spot. The Chief stated that the decisions will be time sensitive however, that they don't want to make any quick decisions without discussing it.

The Chief discussed the importance of the level of Board participation and the legal processing of replacing a Select board member if the member was not able to be there due to the disaster. Mr. Gryval stated that in a situation like this, he believes that they would meet every day. The Chief discussed filling critical positions and that they are to be filled by appointing them for the duration of the disaster. Also, that they could then determine to hire the appointed member on full-time after the fact, should they deem appropriate. The Chair asked how well staffed MRI is in case of a disaster if they were needed to fill positions. Chief Mulholland responded that it depends on the given time, but that they have staff just for those instants.

The Chief discussed the potential for special town meetings for any changes to ordinances, financial needs, and any permanent barring that would require a special meeting. He also discussed the expenditure control being a big area of concern. He stated that the Board will need to make sure that what the department heads say they want to do will be reimbursed. Mr. Gryval asked if a FEMA representative come out and says they will pay for something, is there paperwork that they would sign off on stating that they will do so. The Chief stated that the FEMA representative would go back and complete the paperwork and then send it to the Town for signature.

Chief Mulholland discussed other issues on how to negotiate with FEMA personnel. Mr. Apple stated that in the case were he or the Police Chief were not there, the Board would need to instruct the Road Agent or Building Inspector to go with the FEMA representative and explain what the damage looks like and advocate the process. He also stated that the staff would need to show documentation to the Board that verifies that the actions they wish to perform are covered by FEMA. The Chief stated that the Recovery Coordinator should check with staff that what they want to do meets FEMA regulations before it comes before the Board.

Chief Mulholland stated that they should get an idea of the short-term and long-term costs from Department Heads and where the revenue stream is coming from, where the cash flow gap is at, and what limits need to be set. He discussed what is included with accepting government loans during a disaster. Mr. Apple stated that if they needed to they would file an emergency petition and the judge may waive the Town meeting. Chief Mulholland suggested that they present a procedure to accepting purchase orders and sticking to that during a disaster. He also suggested having them attach documentations stating that FEMA is paying for it if appropriate. There was discussion of how and where to set out public notices for the residents.

Mr. Gryval asked that in the event of a disaster and that they no longer have any members of a planning board, would they appoint a new planning board or would the Select Board become the new members of the planning board. Mr. Apple stated that they would have to appoint new members or bring the alternates up. The Chief also stated that in that case they would have Central NH to help as well.

The Chief discussed that they would need to determine if they are going to hire temporary personnel, specifically for the highway department. Mr. Gryval stated that they have used a temp agency in the past at the highway department. It was determined that they have used Labor Ready as a temp agency in the past.

Chief Mulholland stated that ultimately this is the Board's Recovery Plan and that they have to decide how they want it to look. The Chair asked about the availability of prisoners during a disaster. The Chief stated that they will still have the use of the prisoners during a disaster but

that the Board will want to be careful of that because of added costs of feeding and housing them overnight.

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The Chief discussed the Board leading in the After Action Reviews and that they dictate who would do what. The Chief suggested that the Board do a Selectman's meeting or workshop with the Department Heads to determine who would be doing what. It was determined that the Board would wait until sometime during the next few months.

Chief Mulholland asked if they had any questions, changes that needed to be made, or wanted to deal with any issues or concerns that they might have at this point. Mr. Gryval asked what the format of the meeting was and stated that he wants to be very clear and give the Department Heads a sense of security that they are in control and know what they are doing. Chief Mulholland stated that the Select Board will be at the head table, himself off to the right, and everyone else will be in a horse shoe around them.

The Chief stated that he will give a formal assessment and then they will discuss goals and objectives that they want to accomplish. Then they will discuss the task force objectives for the operation period, logistics needs, how communication will work, change of command, and safety of residents as well as town employees. The Chief discussed what the different responsibilities of himself, the town council, and the PIO persons will be at the meeting.

Mr. Gryval asked if they would be presenting of what's happening on the streets or presenting concerns that need to be addressed. The Chief responded that they will be presenting both at the meetings.

Chief Mulholland gave a scenario to the Board about people wanting to have relatives bring in trust that don't have dump stickers. The suggestion might be to give the relatives a temporary sticker and not just let them dump. The Board would have to determine a procedure for relatives dumping. There was discussion of other similar scenarios.

Mrs. McKenney asked if there was a time frame on how long the discussions would go. The Chief responded that they may require people to go back and work it out on the side and then come back before the Board with what they want to do or that the Board may determine to discuss the issues at the meetings.

Mr. Gryval asked about having things they are going to be tasked with already done; for example, do they need to name the task force. The Chief stated that he had already done that for them and that they would have five key people to help them make decisions. He stated that they are not going to go through the decisions part at the workshop as they won't have the time.

The Chief stated that the abatements are going to be a big issue to fix. He stated their job would be to help determine how to handle abatement issues. The abatement issue will be coming up at them a while after the disaster. They discussed the possible abatements that would come from the scenario during the exercise and how they will determine to accept or deny the abatements.

The Chair asked if the meetings would be considered official meetings and would minutes need to be done. Mr. Apple stated that they would continue the process and would dispense of noticing agendas and that the Board will meet every day during the disaster. He explained that they would adjourn or recess to a specific time each meeting. He also stated that the Minutes Clerk would keep record of books and would have to take notes and present a brief summary to the Board every day of the previous meetings.

There was also discussion that the help desk would be able to assist residents in speaking with the Board and/or appropriate persons. Mr. Apple stated that they may want to hold off on citizens comments and hold a town meeting every few days were citizens would discuss issues there.

The Chief stated that another topic would be Fatigue and Personnel which will be part of the Safety function. The Chief stated that he spoke with Cindy Baird who has already spoken with LGC regarding programs available for town employees. He also stated that there is a Disaster Behavioral Response team to help the residents.

The Chief also discussed that if something were to happen to the municipal buildings, the Board should determine if they would rebuild the buildings or build joint buildings. He stated that Central NH would help establish focus groups to help determine what to do in this case.

Mr. Gryval asked about towns in the south where a disaster had happened and had happened to their populations. The Chief responded that some communities had been rebuilt and were able to keep most of their residents while others were not able to recover from the disaster. Chief stated that this would allow the Town to be restructured and therefore improve the overall well-being of it. He discussed further actions that the community should take to help them recover better. Mr. Apple stated that they should be prepared to decide or be prepared to ask for more information, but don't be stampeded.

Mr. Apple restated a question of Mr. Gryval's to the Chief regarding staff demonstrating failure to anticipate or comply with regulations and what advice would the Chief give if they were confronted with that situation. The Chief responded that some people the Board would have direct authority to remove if needed. Mr. Gryval asked that if someone was not looking up information and presenting things to the Board, how they would know. The Chief stated that if something is not getting down, the residents will start complaining and things will begin to fall apart.

The Chief recommended that the Board ask the staff how they are going to product operations in their briefs to the Board, to think ahead and prevent noncompliant behaviors. He also stated that they should challenge people at the exercise to help the Department Heads know what they should be thinking about during a disaster. He stated that the Board needs to ask questions and expect mistakes to happen and be able to give constructive criticism to do better the next time.


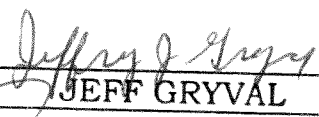

It was determined that the Table Top Exercise would start at 9:00am on Saturday, April 21, 2012.

Motion. Mr. Gryval moved to adjourn. Mrs. McKenney 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 5:44pm.

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	4-16-12 DATE
 JEFF GRYVAL	4-16-12 DATE
 SANDRA MCKENNEY	04-16-12 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE