

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

Minutes of Regular Meeting
July 30, 2012

Call to Order.

The Allenstown Select Board Meeting for July 9, 2012 was called to order by the Chair at 6:03 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Bernadette Evans, recipient of the Boston *Post* Cane; David Evans, Elizabeth Gagne, Ken Joyce, Mary Ann Joyce, Kathy Evans, Dave Evans, Lenora Stokes, Patrick Evans, Kaitlyn Evans, Jane Laliberte; Jan Skoby

Others Present: Warren J. Mackensen, Deborah Lynch, Mackensesn & Co.

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Jerry McKenney, Trustee; Richard Merrill, Sr., Planning Board; Carol Merrill, Budget Committee; Ron Pelissier, Road Agent.

Allenstown Staff: Chief Shaun Mulholland, APD; Dana Clement, Superintendent of Allenstown Waste Water Treatment Plant; Paul Apple, Town Administrator.

Citizens Comments:

Presentation of the Allenstown Boston Post Cane to Bernadette Evans

Mr. Gryval read a brief history of the Boston Post Cane to the audience and Board. The history explained the responsibility of the Select Board to maintain and pass on the cane to the oldest resident in Allenstown. Mr. Gryval read the Citation for Mrs. Evans that was signed by each Select Board Member and then presented Mrs. Evans with the Boston Post Cane.

The Board recessed at 6:07pm to allow for congratulations to Mrs. Evans.

The Board reconvened at 6:12 p.m.

Public Hearing #1: To review and accept unanticipated funds from the NH Department of Safety Homeland Security Emergency Management.

The Chair said that the funds represented an award from Suncook River in the amount of \$457,200 for purchases of properties located on flood plains. These properties include 32 and 52 Riverside Drive and 1 Albin Ave. Chief Mulholland stated that it is 100% funded through State funds and therefore there are no matching funds. He also stated that the project included 50 Riverside Drive.

Motion. Mr. Gryval made a motion to open the hearing to the public. Mrs. McKenney seconded the Motion. There was no further discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed and the public hearing open at 6:13 p.m.

The Chair asked if the public had any questions, and there were none.

Public Hearing #2: To review and accept unanticipated funds NH Department of Safety Homeland Security Emergency Management, Performance grant funds up to the amount of \$7,500 for purchase of mass care/emergency shelter and utility trailer.

Chief Mulholland explained that this is the other half of the EMPG project that they had accepted already. He also explained that they have already purchased the trailer, blankets, and other items. He stated that it is also 100% funded.

Motion. Mr. Gryval made a motion to open the hearing to the public. Mrs. McKenney seconded the Motion. There was no further discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed and the public hearing open at 6:14.

The Chair asked if the public had any questions, and there were none.

Public Hearing #3: Take the public's comments on considered amendment to the Allenstown Personnel Policy to create a system of merit based salary system.

Mr. Apple explained that they were consideration of amending the personnel policy to allow for a merit based system. He stated that the Department Heads have created evaluation forms that mimic what the police department had in place. The LGC will come in on August 7, 2012 to do some training of the system. Mr. Apple explained that the system allows for a rater, senior rater and reviewer. He stated that the proposed policy before the board had been modified to delete the word "shall" and add the word "may" in the cost of living section.

Mrs. McKenney asked about the training offered and that she would like to see all the employees go so that they have a full understanding of the process. The Chair stated that they had already discussed this and that they had determined that they cannot afford all of them going to the training.

Mrs. McKenney also expressed concern of the call fire fighters being part of the merit based system. Mr. Apple stated that after speaking to Chief Martin, they will not be part of it. Mr. Gryval stated that he agrees that it would be beneficial for all the employees to go but that they can't make it mandatory. The Chair stated that the training is available to all employees and they have the option to go. Mr. Apple stated that the supervisors are required to go but not the employees. He also stated that all Department Heads have reviewed the materials and evaluations with their employees as the Board instructed them to do so.

Mr. Gryval asked if there were any written guidelines to handout to employees to review and sign. Mr. Apple stated that they did give all the employees a copy of the policy with proposed amendments and asked for written feedback, a copy of the evaluation forms and a copy of their job descriptions. Mr. Pelissier stated that he gave his employees a copy of their job descriptions as well and gave them a deadline to let them know if there were any questions.

Mr. Gryval also asked if they were going to run into any problems if they allow employees to go to training on paid time while others who weren't working went to the training and wanted to get paid. Chief Mulholland stated that if they allowed them to go to the training, they would have to pay regardless if they are on paid time or not. He also stated that the scheduled training on August 7, 2012 is for the supervisors and there is a separate training for the employees.

Mr. Apple stated that he believed the Board's prior instruction was for the Department Heads and supervisors to train their employees and not schedule a training session with LGC for them. Mr. Gryval asked if they were confident about doing the training to the employees. Mr. Apple stated that as far as administration goes, he feels that the training he gave was sufficient.

Mrs. McKenney asked about the rate for the COLA and if it was set for 3.0%. Mr. Apple explained that the raise for this year was set by the Board as 3%. No specific number is given in the policy for following years. Instead, it will be based on the Department of Labor for Metro Boston area. Mrs. McKenney stated that it will be 2.7% next year for 2014. Mr. Gryval stated that that is only if Section A doesn't change.

Mrs. McKenney asked about the evaluation forms and if the Select Board goes through all of them. Mr. Apple explained that they would be a senior rater or reviewer and then whenever an increase is proposed, they will make a decision on the pay rate to ensure the Department Heads are providing a fair and reasonable increase.

Mrs. McKenney asked if all three selectmen would sign that way they know they all have reviewed it. Mr. Apple stated that one person would be delegated to sign the reviews. The Board determined to have all three Select Board sign the reviews.

Mrs. McKenney also asked about the draft copies of the evaluations and stated that she would like to see the original draft evaluation form instead of a cleaned up copy of the forms. Mr. Apple stated that the point is to make sure that any conflicts between the rater and reviewer, they are resolved before it goes before the Board. The Board determined to leave that process as is and to get a cleaned up copy of the evaluation forms.

Mr. Gryval asked if the Board really wanted to link the COLA raise to this merit system. Mr. Apple stated that linking it to the Department of Labor is a standard practice among employers because it provides a rational basis for making decisions but it is just a policy and if something substantial happens it can be waived should the town need to do so.

Motion. Mr. Gryval made a motion to open the public hearing. 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 and the hearing open to the public at 6:34 pm.

The Chair asked the public if they had any comments on the matter. A resident asked how much they would get on the merit system. The Chair explained that it depends on how they score on their evaluations. He stated that there is a maximum of 2 percent. He explained that the point is to encourage employees to go above and beyond.

Public Hearing #4: Take Public comments on and considers adding Section 5.13 to Allentown Town policy, getting on the policy governing notification to the Select Board of when an investigation of any town employee is undertaken.

Mr. Apple stated that he reproduced the proposed policy in their materials and that there are no changes since they have last seen it. The policy states that if Chief Mulholland were to undertake an investigation of a town employee, he would have to notify the Select Board so that they could stay informed.

Motion. Mr. Gryval made a motion to open the public hearing to the public. 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 and the hearing open at 6:35.

Public Hearing #5: Present RSA 231:131A and take public comment on and consider assignment and/or alternation of address and numbering of building and other properties

conformity to acceptable E911 regulations along with the following public and private ways; Sunrise Lane, Swiftwater Driver, and Young Drive.

Chief Martin explained that these addresses don't currently meet 911 regulations. He explained that they will change the Building letters to numbers. Mr. Apple stated that page 17 in the materials lists the properties that are affected and reviewed changes. Mr. Apple stated that a notice was published in the Concord Monitor and a letter was sent to both the property owners and the residents informing them of this public hearing.

Mrs. McKenney asked if they got any responses to the letters. Mr. Apple stated that he received a phone call this morning. He explained that they are required to do this. She was a little concerned of the costs associated of having to reprint checks. Mr. Apple stated that they ended their conversation on good terms.

Mrs. McKenney asked what the process to change the addresses and how long they would give them to complete the process. Mr. Apple stated that the Board would have to approve it and he would then authorize Chief Martin to implement it no later than whatever date they choose. Mr. Apple recommends not waiting a long period of time for residents to make necessary changes. Chief Martin stated that they usually give them 30 days.

Motion. Mr. Gryval made a motion to open the public hearing to the public. 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 and the hearing open at 6:40 pm.

A resident asked when it will go into effect and how long will they have to make the changes. Chief Martin stated that they will have 30 days after the date the Board sets until it goes into effect.

Mr. Gryval asked what the plans were for the changes to Sunrise Lane and Young Drive. Chief Martin stated that Sunrise will have even numbers on the left that would be 2, 4, and 6. For Young Drive, the buildings would be 1 and 2. Chief Martin stated that they made quite a few changes in 2006 and still has parts of town that needs to be reassigned.

Meeting with the Trustees of Trust Funds and Mr. Mackenson regarding investment options for town funds.

Mr. Anderson introduced Warren Mackenson, who represents Mackenson and Co. who handles trust funds for prudent investors. Mr. Mackenson distributed an Investment Management Proposal that he gave to the trustees a few weeks ago. He gave the Board a brief history of the company. He explained that the custodian of the trust funds was concerned about the security of the money; therefore he explained that the money would be segregated into three accounts under

the town's name. He stated that there are bios of David Maze, CEO at Mackenson as well as his own.

He explained two types of accounts; Capital Reserve Funds and Expandable Trust according to Prudent Man Rule pursuant to RSA 35:9 and that they are using 100% U.S. treasury and government agencies securities. He stated that they average a 12 month total return of 3.78% after their fee of one half percent. He also stated that the average 10 year total return is 4.4 percent.

Mr. Mackenson explained that the trust funds are invested according to the Prudent Investor Rule and have a little longer time horizon. He explained that the Prudent Investor Rule states that the portfolio as a whole needs to be prudent but within that portfolio it can have certain securities that by themselves might not be prudent and that's where they pick up additional yield and put some equities so they can have some securities to fight inflation. He stated that the total average 12 month return is 4.91% and the 10 year average return is 6.58 percent.

Mr. Mackenson stated that his company provides personal attention, no phone trees, and created specialized database that creates MS9s and MS10s, the trustees have online access to funds, has supplied them with bios of their administration, that fee schedule puts them at 1/2 %, and conducts transactions through ACH. He showed them a couple of examples of Town Reports, MS9s and MS10s, comparative performance of Allentown compared with model portfolios discussed earlier. He also informed the Board that the annual interest as of June 30, 2012 has come down to 3.75 percent.

Mr. Mackenson distributed a fee schedule to the Board. He explained that with regards to Trust Funds, the RSAs say that investment advisors can debit the trust fund for the investment advisor fee; however, with the Capital Reserve Funds the law is silent. He explained that because the law is silent, it means that investment advisors cannot charge the Capital Reserve Fund for its fees. He stated that RSA 31:24 says that trustees shall submit expenses and they shall be paid as incidental expenses to the Town. He stated that the Sewer Commission has stated that they would like to hire Mackenson and will pay the Sewer's Capital Reserve Fund with their own funds.

He stated that the Select Board has the town Capital Reserve Funds and the School's funds. He stated that the annual fee would be about \$1,600. He explained that they bill quarterly in arrears and such that the last fee of the year is actually paid in December. He stated that the fee they would charge the town for this year would be \$529, which would be for August through November, and the return would be approximately \$4,000.

Chief Mulholland stated that the Capital Reserve Fund's RSA 35:9 states that "can only be expended for" and asked if there was an RSA that allows for taking the money out of the Capital

Reserve Funds to pay those fees. Mr. Mackenson explained that there isn't and that he put a bill in for it but that it didn't pass.

Mrs. McKenney asked how long the interest fees are guaranteed for. Mr. Mackenson stated that nothing is guaranteed because they are mutual funds invested in U.S. treasuries. He also stated that in this economy, nothing is going to change and that in the Capital Reserve Funds portfolio the interest rates go up ever so slightly. He explained that U.S. treasury is considered a risk-free investment. Mrs. McKenney asked if there were any other fees and if money can be taken out when needed. Mr. Mackenson stated there are no other fees and money can be taken out when requested. He also stated that there are no transaction fees from ACH.

The Chair asked if the fee is based on the amount in the account. Mr. Mackenson stated that the ½% is based on the \$500,000 in the account. He explained that if the amount in the account goes up, the fee goes up and if it goes down, the fee will go down. The Chair asked Mr. McKenney his thoughts on the matter. Mr. McKenney stated that what TD Bank is giving them, 1.45%, is pretty much nothing and that the amount Mackenson is offering is a little better.

Mr. Gryval asked if the trustees have looked at other companies. Mr. Anderson stated that they haven't. Mrs. Merrill stated that she didn't believe there was another company who could offer what they do. Mr. Anderson stated that they are not looking for a decision from the Board today. Mrs. Merrill stated that at the luncheon, she spoke with someone from Chichester who is very happy with Mackenson and Co. The Chair stated that he would like to see what other companies there are and would like to know how other towns are doing using Mackenson. Mr. Anderson stated that he will get more information to the Board before the next meeting.

Meeting with Steve Landry and Shane Csiki from NH DES regarding the status of Suncook River Studies.

Mr. Landry stated that they wanted to come out and update them on ongoing work on the Suncook River. He stated that he'd like to have Mr. Csiki explain some of the work and results completed with geophysical surveys to update the Board on underlying geology that was found and then fees and consultants that are working on the project to develop, design, engineering, and permitting and then conclude with the hazard assessment work that's planned for the summer.

Mr. Csiki stated that NH Geo Survey contracted with Hydro Terik Services out of Dover, NH last fall and that they conducted a geophysical survey to identify depth to either bedrock or hard substrate. He explained that the effects of the river on the Route 4 bridge and Blackhole Road require treatments to try to stabilize the river to prevent further potential impact to those two bridges. Hydro – Terik is working on a final report that will be posted to the DES Suncook River webpage. He stated that in some areas the depth is 28 feet while others are 40 feet, therefore, they have determined the Suncook River to be a very sandy system to work with.

Mr. Landry stated that they don't have a lot of structure to anchor the in stream treatments to; however, they do have 30% of their designs in place. He stated that they are very pleased with the work that Interfluv has completed so far. He also stated that they have integrated an agency review team of the Department of Safety, Department of Transportation, Environmental Services, U.S. Geo Survey, and NH Geo Survey. He stated that they are approaching 50% completion of designs and moving on to the 75% designs getting in place.

He explained that the work now involves stabilizing the left and right river banks downstream of the Route 4 bridge down to the natural deposits and beefing structures up to make them more stable in the long-term. He stated that they are probably going to have to install large expansions of sheet piling that will be driven into refusal at one of those locations to have something as a backup plan. He explained that the whole point of this work is to give NH DOT some time until they can afford to replace the Route 4 bridge.

Mr. Landry stated that the Blackhole Road plans for Latin River are to narrow it up, keep it as a steep stream slope going down to Suncook, getting it back to its original dimensions. He stated that they are confident that those designs are final. He also stated that they are still debating over some designs and are due to have a meeting with their agency heads and commissions to talk to DOT and everyone else to discuss where they are at with construction funds which is the next hurdle to overcome.

He explained that their construction budget forecast is higher than the \$850,000 that they were awarded last year; therefore, they are looking at getting Federal money or Dept. of Safety or FEMA to make up the difference. He informed the Board that the schedule now is to get past the 75% design phase, draft permits this fall, finalize required permits and hopefully gets packages to contractors in the late winter or early spring with the goal of starting construction late next year.

Mr. Landry stated that with the process they worked on last year, part of that capital budget appropriation that contains construction funds \$185,000 was set aside for erosion acid study in Suncook River from the mouth in Merrimack to headquarters up to Gilmanton. He stated that the progress has been made on execution of that project, that there is a contractor on board; Field Geology Services in Farmington, ME. He stated that Dr. Field has been working with Interfluv on design work for Route 4 bridge and therefore has quite a bit of familiarity with the Suncook River.

Mr. Landry explained that what they plan on doing next is to be sending out a letter to landowners along the river about Field Geology Services will be out on the river and that they are invited to a public meeting to meet Dr. Field and find out what he's going to do. He stated

that the Board is invited as well and they will be sent that same letter. Mr. Landry discussed various surveys they will be conducting including surveys regarding large wood debris.

The Chair asked if it would be easier to take the wood out rather than do all the studies and then remove it six months later. Mr. Landry stated that there are regulations that govern the removal of that debris. He stated that the studies will give information to determine the areas that would have the greatest impact and where they may want to remove the debris from.

Mr. Gryval asked Mr. Landry how the work in Epsom was going to affect those downstream and that there was talk about the debris removal and rock monuments to help slow down the settlement transfer. Mr. Landry explained that is what the 30% designs and sheet piling is supposed to help with. He stated that there won't be anything at the evulsion site as that was not in the directive they were given.

The Chair asked if the public if they had any questions. The Chief stated that it was the communities that asked for the studies on the trees. He stated that they have to short-tag them before they can get permits to remove them. The Chief asked whose responsibility it would be to maintain the structures. Mr. Landry stated that he didn't know and would have to ask the contractor and get back to him.

Department Head Monthly Updates

Highway Department

Mr. Pelissier stated that as far as personnel were concerned, August is a busy month for vacations. He has work for the weeks that two employees will be out at the same time. He stated that they will keep busy with trash removal, mowing, and roadside maintenance.

Mr. Pelissier stated that for vehicles, the packer needed a front right wheel bearing and new brakes in the front and that was fixed last week. He stated that he doesn't know the cost because he hasn't gotten the bill yet. He explained that it would cost them \$300 just to have 3 bids done because of the cost of towing the packer to different shops.

Mr. Pelissier stated that they have three buildings set up for the transfer station which are for waste/soil, electronics, and batteries. He stated that they still haven't gotten the DHS report and are supposed to get that by the end of the month and that they are making headway as far as what they have asked. He stated that they have started rolling the compost and it is readily available for anyone who lives in town. Mrs. McKenney suggested maybe putting an ad in the newspaper about the compost.

Mr. Pelissier stated that they are estimating the racks for the sander to cost \$5,000 for materials and \$3040-\$3500 for installation. He stated that it's up to the Board if they want him to do it. The Chair asked how much they got from the claim of the current sander. Mr. Pelissier stated that they got \$5,600 which he thinks is a pretty fair price. He stated that it's going to cost them

about \$3,000 to \$3,500 total to repair it. He also stated that they are planning to move it inside a gated area so that it doesn't keep getting hit.

Mr. Gryval asked about the safety issue of moving it and the guys getting to it in the winter. Mr. Pelissier explained that he would like to install catwalks. Mr. Gryval stated that he would like to have the Road Agent to get the Board a firm price of the cost to do this project right. The Chair asked for a price with a roof and a price without a roof and to get three quotes for the costs.

Mrs. McKenney asked why there was a problem with the brakes on the packer. Mr. Pelissier stated that when the wheel bearings were removed, they noticed the brakes were worn and needed to be replaced in September, so he went ahead and have them done now.

Mr. Pelissier stated that for road work, the Cross Street project is moving along as expected. He stated that Fairpoint has gotten their ticket to do their work and have ten days to get it done. He stated that Oak Street is taking a little longer to get done. He stated that they asked for contractor bids and that the bids have come in all bundled and haven't separated from the Sewer Department portions. He stated that the bids didn't include material so they are waiting for those to be in as well. Mr. Pelissier stated that he is hoping to have all the bids in by the end of the week. Mr. Pelissier stated that they would like to widen Bailey Ave. to after the catch basins because the road is only about 18 to 19 feet wide. He would like to extend the width by about 3 to 4 feet.

The Road Agent stated that he did have a Purchase Order for a compressor and a crack sealer for repairing roads. He explained that if they don't take care of some of these roads, they will disintegrate. Mr. Pelissier stated that the cost of having someone come in and just do Granite St and Al's Ave Ext would be \$3,300. Mr. Apple stated that the cost is \$6,500 for the compressor and \$1,139 for the crack sealer.

Mr. Gryval asked if they had the money for these items in their budget. Mr. Pelissier responded that they would find the money in their budget. Mrs. McKenney asked if all the roads needed to be done. Mr. Pelissier responded that it could be a full-time job for 3 guys for quite a few years. He stated that there are a lot of roads that need to be sealed. Mrs. McKenney asked if their guys were capable of using the equipment. Mr. Pelissier stated that they are simple to use.

Mr. Gryval stated that they used to do this annually. Mr. Pelissier stated that he searched out a lot of compressors and found what he thought had the least amount of hours and the best warranty. He also stated that as far as the sealer, they researched and found what they thought was the best machine and that all the machines cost about \$1,000. There was further discussion of the costs of purchasing the machines.

Fire Department

Chief Martin stated that for training they have assisted Pembroke on preparing 14 Riverside Drive for house burning yesterday. He explained that they have been doing some joint training with Pembroke. He stated that they sent some guys over to help NH CPR with practical training.

Chief Martin stated that all the fire trucks passed the pump tests. He stated that Engine 2 passed the test but they did find a nail leak which has been repaired and is back in service. He stated that the E911 mapping and addressing changes they reviewed tonight have been ongoing since May.

Chief Martin informed the Board that they have received a letter of congressional support from Charlie Bass and are working on a letter from Jean Shaheen which goes into the grant process for the EFG Grant. He explained that the EFG Grant is open to all fire departments and EMS, throughout the country and Canada. He stated that it's open for anything; fire trucks, equipment, new facilities, physicals, etc. He stated that they are going for 30 sets of tear out gear.

Chief Martin informed the Board that all vehicles are in service. He stated that a breathing apparatus is out of service and is being repaired. He also stated that a second gas meter is out of service and that because it is an older model, it is difficult to get parts for it. He stated that they will be trying to upgrade and will be applying for grants for that.

Chief Martin stated that his wall has been fixed from the damage that was done there. He stated that the opticom system was damaged by the last lightning storms and is on a temporary fix while they wait on the insurance claim. He also stated that the station generator that was hit during the last lightning storm has been fixed.

Chief Martin stated that as far as the budget status, they are at 55% left and that some lines have gone over budget because of unknown costs. He stated that the 2013 Budget is finalized and that he is meeting with Mr. Smith to go over payroll issues.

He stated that his staff has done roughly 20 hours of inspections, paperwork, and typing letters of notification to building owners, etc. He stated that they had 56 calls of service including 29 EMS runs, building fire in Concord, 3 motor vehicle accidents, 1 electrical equipment, control burns, and 8 fire alarm activations.

Mr. Gryval asked about the fire alarm activations and were they still looking into putting a warrant article on that. Chief Martin stated that they are still looking into that warrant article for this year.

Police Department

Chief Mulholland stated that the FMA1 project they started back in 2008 now will burning structure #14, once that bill comes in, that will end that project. He stated that the FMA2 has

been closed already. He also stated that they have already torn down 20 structures for the RFC project which leaves 33 and 24. He informed them that 33 is scheduled for August or September for purchase but that 24 is in foreclosure so the date for that is unknown for acquisition.

Chief Mulholland stated that they have already purchased 50 Riverside with the State Funds. He stated that they now have the funding for 1 Albin, 32 & 52 Riverside and have already contacted the property owners for scheduling dates for purchasing the properties. He stated that Pembroke and Epsom have also received funding for some properties from grants for those programs as well.

Chief Mulholland stated that for the EMPG projects there is currently a public hearing open for the shelter trailer which allows them to have the resources they need in case of a disaster. He also stated that the 2012 Exercise Program includes a ball fire exercise scheduled for August 20, 2012 and the IED ICS workshop on October 18, 2012. Chief Mulholland stated that for the Recovery Plan Program, he has submitted a letter of intent regarding funds available under the disaster in May for Cheshire County which he intends to use the money for their encumbered funds.

Chief Mulholland stated that the hiring process is now completed and that he will have two candidates come before the Board on August 6, 2012. He stated that assuming the Board approves the candidate; they will go to the academy on Sept 17th and complete it on Dec 21st, participate in field training program and be ready to start in March or April. He also explained that for the third candidate, they are waiting for one person to come back and be off duty from the army on September 15th. He stated that the candidate has already begun the process.

Chief Mulholland stated that all vehicles are fully operational. He stated that the Chevy Tahoe has been delivered to the outfit location and hopefully that process will continue this week and be finished at the end of August. He stated that they have continued to progress with their field testing of new cruisers and went over to Pembroke to look at their newly purchased cruiser and are tweaking their plans based on what they have discovered.

He informed the Board that the computer server has been fixed and that there is a new copier online. He stated that the crime rates continue to be low. He stated that there were 927 calls to service and that July and August are usually the busiest of the year. Chief Mulholland discussed recent crimes and investigations. He stated that there was an increase in arrests from 21 to 40 with 99 criminal incidents.

Mr. Gryval asked if the Tahoe was damaged by a fire truck at the dealership and how bad the damage was and stated that he is concerned about the long-term use of the vehicle. The Chief stated that the damage was a scratch to the bumper. They further discussed the delay in fixing the Tahoe.

Town Administrator Report

Mr. Apple stated that his report is reproduced in their materials and the next reporting schedule will be on August 25, 2012. He stated that Kathleen Rogers has started in the town clerk's office and will be doing state training on August 10, 2012. Mr. Apple stated that Mr. Paquin will be going full-time this week and has been instructed to focus on zoning violations, permits, and the developing of the filing system upstairs.

Mr. Apple updated the Board of the current Budget Status. He stated that town wide as of July 9th, they were at 55%. He stated that draft budgets are due on Wednesday and that he already has received the Highway Department budget but that he has not heard from some of the smaller outlets such as the planning and zoning boards. He stated that they are scheduled to meet on Tuesdays during August to begin the reconciliation process and to finish their revisions of the default budgets. He also stated that he received a memo from Doug Smith that the Budget Review process is under way.

Mr. Apple stated that he has sent around the department budget schedule to the department heads that the Board adopted on July 17th. Mrs. McKenney stated that she was looking at that and that they don't review the Sewer budget. Mr. Apple stated that they do and believes that they did it last year as well. He also stated that given that they are trying to cooperate, they want to have them be part of the process even though they don't have supervisory authority over them because their budget has an impact on them.

Mr. Apple updated the Board of ongoing projects. He stated that they meet with Tri-Town tomorrow. He also stated that they are in the process of trying to get a schedule coordinated to meet with charitable trusts to go over the dissolution of Tri-Town. Mr. Apple stated that he did write the letter that the Board commissioned him to write but that Mr. Jodoin wanted to hold off until the July Tri-Town meeting.

Mr. Apple stated that they have had a site meeting in Allentown last week for the Safe Routes to School project. He also stated that Mr. & Mrs. James Roger have some concern of the location of the right-of-way. He stated that the town's project manager has determined that he would like to have full surveys for the properties. He stated that because of this, it has pushed the bid date back to January with proposed construction date of March or April 2013. He stated that the good news is that the Division of Historical Resources has given final approval to the RPR and the Categorical Exclusion has finally been completed.

Mr. Apple stated that the Economic Development Committee met and finished their goals and objectives. He stated that they have had some difficulties getting a meeting scheduled because of vacation plans and what not. He stated that they are going to try to meet in August and that the agenda for that meeting is to develop tactics for achieving those goals and objectives.

He informed the Board the CIP is largely completed and that they only have one or two more meetings. He also informed the Board that he has nothing new to report regarding the Ferry St Boat Ramp. He stated that he is aware that the property owner met with the Sewer Department but he doesn't know the outcome of that. He also stated that Chief Martin had updated them on the Fire Department Insurance Claim and that the check is on the manifest for this week to pay for that work.

Mr. Apple stated that he has nothing new to report on Strategic Planning. He stated that the Road Agent already updated them on the Highway sanders. Mr. Apple stated that Mr. Paquin is drawings up new plans based on Mr. Gryval and his conversation and they plan to bring a RFP by August 10, 2012.

He stated that he met with Mary Sliney of A Way Home and that there are three areas that need work with them on. He stated that they are unsure of what kind of work they want to do for the CDG grant and that is an internal decision for them that they need to figure out. Mr. Apple stated that he told them that the town can't participate in any CDG grant unless they follow the CDA advice and get a grant administrator. Therefore, Mr. Apple anticipates that in their next meeting they will be interviewing possible administrators.

Mr. Gryval asked how everyone within Mr. Apple's department is doing with their budgets. Mr. Apple stated that they do have some lines that are over spent but everyone is running between 1-5% ahead and that he thinks everyone is in good shape. Mr. Apple stated that the next Department Head meeting to report to the Board will be August 27, 2012.

Mrs. McKenney passed out a letter from North East Utilities indicating that company representatives would be going door-to-door in the coming week.

Close Public Hearings

Public Hearing #1

The Chair asked if there was any further public comment.

Motion. Mr. Gryval made a motion to close the public hearing at 8:31 pm. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to accept the NH Department of Safety appropriation in the amount of \$457,200 for the purchases of properties in the flood plains; 32 and 52 Riverside Dr. and 1 Alvin Ave. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Public Hearing #2

The Chair asked if there was any further public comment.

Motion. Mr. Gryval made a motion to close the public hearing at 8:32. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made motion to accept the unanticipated funds from NH Department of Safety Homeland Security Emergency Management in the amount of \$7,500. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Public Hearing #3

The Chair asked if there was any further public comment.

Motion. Mr. Gryval made a motion to close the public hearing 8:34 pm. 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.

The Chair asked if there was any further discussion on this. Mrs. McKenney stated that she is still not 100% happy with this matter. She stated that she has concerns and believes that the training should be mandatory for all employees. Mr. Gryval stated that he agrees all employees should be trained, but that if the Department Heads have already done it, why pay for them to get trained again.

Mrs. McKenney stated that the Department Heads are still learning so how can they train the employees. Mr. Apple explained the training process he went through with his employees. There was further discussion of who should train the employees and the process they should use. Mrs. McKenney also expressed concern of who the senior rater would be and who would fill their place if they were not available which the Board further discussed.

Motion. Mr. Gryval made a motion to amend the Allentown personnel plan that would create a system for merit based salary increases. Mrs. McKenney seconded the Motion. There was no further discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

Public Hearing #4

The Chair asked if there was any further public comment.

Motion. Mr. Gryval made a motion to close the public hearing at 8:47 pm. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to add Section 5.13 to the Allentown Town Policy, said policy governing notification to the Select Board where an investigation of any town employee is undertaken. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Public Hearing #5

The Chair asked if there was any further public comment.

Motion. Mr. Gryval made a motion to close the public hearing at 8:48 pm. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to accept the E911 changes effective September 14, 2012 and to authorize Chief Martin to prepare paperwork necessary to implement it. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Review and Approve Manifests

Mr. Apple stated that he has two manifests for the Board to approve and explained that they are going to start having the Board approve and make motions in the public.

Motion. Mr. Gryval made a motion to approve the manifest for July 19, 2012. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to approve the manifest for July 27, 2012. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Mr. Apple apologized for not having both sets of minutes as he only received the July 9, 2012 minutes this morning. He stated that he does have the July 17, 2012 minutes for the Board to review and approve.

Mrs. McKenney stated that on the first paragraph, very last line it states "that the issue is that he needs a full-time job" and that she believes it should be defined a little bit more. She explained that there was a reason why he needs a full-time job. She explained that with the way it is stated, it seems as if the Board gave him a full-time job just because and that others will think they can do the same thing.

Motion. Mr. Gryval made a motion to accept the July 17, 2012 minutes as written. Mrs. McKenney seconded the Motion. There was no further discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

Committee and Project Updates

Planning Board

The Chair stated that they had a meeting last week. He stated that they are still trying to resolve issue with Donigian with no resolution yet. Mrs. McKenney asked what the issue was. The Chair stated that it's the same as the last two years. He stated that they sent him a letter, he sent one back wanting different things changed, and we sent a letter saying no.

Mrs. McKenney asked Mr. Apple about an email regarding the escrow accounts being done properly. Mr. Apple stated that there are no escrow accounts set up and that this is a matter that shouldn't be discussed in a public session.

SVRTA

Mrs. McKenney stated she hasn't heard anything from anyone and that she has not tried to contact them.

Old Allenstown Meetinghouse

Mr. Gryval stated that they have skipped a month of meetings this summer. He updated the Board on the grant for the ceiling and that it looks good but that they are probably not going to get the approval when they thought they would. He stated that there are additional requirements which will delay them a couple of months, therefore the ceiling will probably not be repaired until 2013.

Tri-Town Ambulance

Mr. Apple stated that they have already discussed this earlier in the meeting tonight.

Record Retention

Mrs. McKenney stated that the next meeting is going to be on August 13, 2012. She also stated that Mrs. Demers and the Chief's daughter have been going through files. The Chief stated that a lot of progress has been made in both the town hall and the police department.

Safe Routes to School.

Mr. Apple stated that they have already discussed this earlier in the meeting tonight.

EDC

Mr. Apple stated that they have already discussed this earlier in the meeting tonight.

CIP

Mr. Apple stated that they have already discussed this earlier in the meeting tonight.

Central NH Committees Regional

The Chair stated that he was unable to show and is being rescheduled to come before the planning board.

Budget Committee

Mr. Gryval stated that the next meeting will be on August 9, 2012.

Other Business

Mr. Apple stated that they received a request for a Block Party on Bailey Ave and Park St and that they would like permission to close down that street so they can have their party.

Motion. Mr. Gryval made a motion to allow the closure of Bailey Ave and Park St for a neighborhood block party on August 18, 2012. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Mrs. McKenney asked Mr. Apple about the floor policies that goes through the planning board. Mr. Apple stated that the planning board already has it. Mr. Gryval stated that it probably won't be ready next week. Mr. Apple said that he would ask them to do a special meeting and act on it before next week.

Proposed Non-Public Session with Chief Martin

The Chair asked if this was about hiring or not hiring a call fire fighter. Chief Martin stated that it is for that. The Chair stated in his opinion, it is his call for choosing who to hire or not hire. Chief Martin stated that a couple of years ago they applicant tried for the position and was denied by the Board not to hire him. Chief Martin told him to reapply and go through the process and now all that's left is to get the Board's approval.

He stated that he believes it is high risk to hire him. The Chair stated that if that's his opinion, then he has no reason to go against his opinion. Mr. Gryval stated that if he doesn't want to hire him, then don't bring him before the Board. The Board determined not to go into non-public regarding the matter and that Chief Martin will notify the applicant of the decision. The Chief also discussed the three openings he has and that they are looking to fill those shortly.

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91:A Section 3:2A at 9:07pm. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made motion to go back into public session at 9:22pm. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public minutes. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Motion. Mr. Gryval made a motion to authorize the Town Administrator to proceed in the manner discussed. Mrs. McKenney seconded the Motion. There was no further discussion.

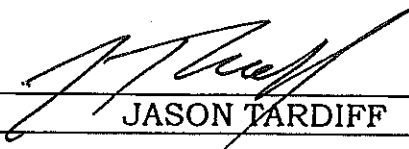


A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

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 9:24pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	8.20.12 DATE
 JEFF GRYVAL	8-20-12 DATE
 SANDRA MCKENNEY	08-20-12 DATE

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