

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

Minutes of Regular Meeting
August 6, 2012

Call to Order.

The Allenstown Select Board Meeting for August 6, 2012 was called to order by the Chair at 6:00 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present: Paul Lawrence, Tiffany Lawrence, APD officer candidate, Jamie O'Boilard, Glenn Chislett, APD officer candidate.

Other Public Officials: Richard Merrill, Sr., Planning Board; Carol Merrill, Budget Committee.

Allenstown Staff: Chief Shaun Mulholland, APD; Diane Demers, Town Clerk; Diane O'Callaghan, Welfare Director; Paul Apple, Town Administrator.

Citizens Comments

Mrs. Merrill asked how the website is coming along. Mr. Apple stated there are about six items that need to be done and that Ms. Welch is working with the volunteer to finish those things up. Mrs. Merrill stated that nothing has been updated since May and she thinks that they should have paid to have it done professionally because it would be done by now. Mr. Apple stated that he will check with Ms. Welch as they had requested they complete the project by August 1, 2012.

Meeting with Diane Demers regarding Tax Deeding

Mrs. Demers stated that she had sent Mr. Paquin out to inspect the original list of properties that she had sent to the Board. She stated that she wants to deed the first property, 1 Pinecrest Circle, but that there are some title issues that they are working on in order to do the deed. Mrs. Demers spoke about deeding a property that is abandoned in Catamount Park. She also stated that there

are some other properties that had some title issues as in that the wrong property got transferred. Mrs. Demers discussed other properties that are abandoned or going through eviction. Mrs. Demers stated that she is recommending that they deed 289 Pinewood Road, 19 Fanny Drive, and 1 Pinecrest Circle. Mr. Apple stated that they will prepare the deeds for the properties that Mrs. Demers recommends and then have the Board approve the properties.

The Chair asked about the property in Old Town Co-op and if the town is going to be responsible for the park rent. Mrs. Demers stated that she'd check with them to make sure but that she doesn't think that they will be responsible for the rent. She also stated that there is someone living there so they can't clear it at this time. Mrs. Demers stated that they may have to deed it to the Town and then deed it to Old Town Co-op, but that she would like to talk to them first. The Board gave Mrs. Demers permission to go ahead with the deeding of the properties she recommends.

Meeting with Chief Mulholland and Police Officer candidates regarding department hiring.

Chief Mulholland stated that the hiring process has been very lengthy and that they now have two candidates before the Board tonight. The two candidates are Tiffany Lawrence and Glenn Chislett. Chief Mulholland stated that the Board should have two candidates basic information, but that they are available to answer any questions.

Mr. Chislett told the Board about himself and why he is interested in becoming a police officer for Allentown. He stated that he has two children and has been married for eight years. He explained to the Board that he has two Criminal Justice majors; one in Law Enforcement and one in Corrections Probation Parole. He also stated that he is Narcotics Detector Dog Certified. Glenn went to 74th NH Corrections Academy and has been a Correction Officer for eight years.

Glenn stated that he is very interested in working for Allentown because of the honor and privilege to work with a chief that is as dedicated to the community and emergency management as Chief Mulholland is. He also stated that he is interested because the rest of the staff has been extremely professional and competent.

Mrs. McKenney asked why he got into law enforcement. Glenn stated that he has always felt that as a career, he should get involved in something that involves giving back to the community and that the reward from doing so would be a benefit. Mr. Gryval stated that he had the opportunity to spend a good part of an afternoon with the two candidates that Chief Mulholland has brought forward as he was on the oral board's panel and that he can assure the Board that they are two fine candidates.

Mrs. Lawrence introduced herself to the Board and explained a little bit about herself and why she is interested in working for Allentown Police Department. Mrs. Lawrence stated that she is

23 years old and resides in Northwood with her husband and dog. Mrs. Lawrence stated that she is currently going to school at Granite State College for Business Administration and that she will have her Associates Degree in December and her Bachelor's Degree in 2013.

She also stated that she wants to be a police officer because she has a passion for helping people. She stated that she knows she can't change the world but that she can make a difference and finds it rewarding and satisfying at the end of the day. Mrs. Lawrence stated that she was inspired to be a police officer because her husband is in the Air Force and that her father had always wanted to be a State Trooper but that he was never able to follow his dreams.

Chief Mulholland stated that if both candidates were appointed they would attend the Academy starting in September and graduate in December and then start the Field Training program which will allow them to start working on April 1, 2013. The Chair asked Mrs. Lawrence about being able to balance working on her degree and the academy at the same time. Mrs. Lawrence said she has spoken with her advisor and with one online class, she plans to be able to manage both. Chief Mulholland also stated that they have been able to work with people in the past to allow them to attend their classes while attending the Academy.

Motion. Mr. Gryval made a motion to hire Glenn Chislett to the position of patrolman effective date of August 6, 2012 at an hourly rate of \$18.46 per hour. 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.

Motion. Mr. Gryval made a motion to hire Tiffany Lawrence to the position of patrolman effective date of August 6, 2012 at an hourly rate of \$18.46 per hour. 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.

Mrs. Demers swore the candidates into office and had the Board execute their commissions.

Meeting with the Emergency Manager for Budget 2012 expenditures regarding generator repairs.

Chief Mulholland stated that he has a Purchase Order for repairs to the Fire Department generator due to being struck by lightning and that there is also a part of the circuit board not related to the lightning storm. He explained that the budget is going to go over because of the generator repairs and that is why it would be good for the Board to sign a purchase order.

Mr. Gryval asked why the repairs aren't covered by insurance. Chief Mulholland explained that they were except for the additional part to the circuit board and that the deductible is \$1000 and therefore the insurance is only covering \$400 of the repairs to the generator. There was discussion of the life span of the generator and its dependability. The Board also discussed claims and deductibles that the Town has paid this year.

Meeting with Diane O'Callaghan regarding Welfare Guidelines

Mrs. O'Callaghan distributed guidelines to the Board. Mr. Apple stated that her memo from July 2nd is in their materials. Mrs. McKenney stated that the only problem she sees right now is how they are going to be able to pay Mrs. O'Callaghan to do the upgrade. Mr. Apple stated that Mrs. O'Callaghan needs approximately 24 hour of work time to upgrade the guidelines and that she could do an additional six hours over four weeks or whatever time span the Board sees fit. Mrs. O'Callaghan suggested accessing the miscellaneous budget money to cover the costs.

The Chair asked if she was going to rewrite the guidelines from scratch. Mrs. O'Callaghan stated that she doesn't have the time to do that in the time period given. Mr. Apple stated that with her hourly rate and the additional 24 hours needed, that the miscellaneous fund would handle the cost with some room to spare. The Board granted Mrs. O'Callaghan permission to upgrade the guidelines and that she will start next week.

Mrs. McKenney asked about the email from Mrs. O'Callaghan that originally came from Rick Carrier and asked if she is having more people apply. Mrs. O'Callaghan stated not to his extent and she does not see anyone trying to create more work or cost them more money.

Consider regulations conduct on Town Property

Mr. Apple presented the draft ordinances on how to regulate conduct on town property and also the Park and Recreations statute or ordinance for conduct prohibited in parks. He stated that there are certain properties where if they were to adopt proposed CO315 that would be sufficient. He also stated that some other smaller pieces would be more amendable to regulations like the conduct prohibited parks that they would selectmanize to those and apply to particular parcels.

Mr. Apple stated that their recommendation is that the Riverside Drive properties would be more amendable to the conduct prohibited parks. Chief Mulholland discussed potential issues on Riverside Drive if they only enforced the Town ordinances versus the Parks & Rec statute. Mr. Apple stated that they are suggesting that they set a date for a public hearing on adopting the ordinance and/or application of the parks regulations to particular pieces of property.

Mr. Apple also stated that they are looking for guidelines of what approach they want to put on Riverside for restrictions. There was discussion regarding the different approaches they would use to regulate conduct on the parcels.

Mr. Gryval asked if they wanted to cover the land under the Parks & Rec regulations, would they have to designate it as a park. Mr. Apple responded that the Board would need to instruct them to "selectmanize" the CO310 and then apply that as an ordinance to those properties.

Mrs. McKenney asked if the properties they would do this to were Riverside Drive, Albin Ave, and Brookside. Chief Mulholland explained that Brookside is land locked and that the only way to legally access it is through other resident's property or by boat.

Mr. Apple stated that he needs the Board to determine if they can have a Public Hearing on the 27th to adopt regulations, does it sound reasonable to modify CO310 and propose that as a specific ordinance for Riverside, Alvin Ave, and Brookside.

Mr. Gryval asked how people will know what ordinance is on which piece of land. Mr. Apple stated that they would place signs at each property stating the ordinance. Mr. Gryval asked if there were any regulations of how to post a sign. Chief Mulholland stated that there are no such regulations.

Mrs. McKenney asked about the CO315 D & F "will maintain a fire without fire permission from the Superintendent of town land" and then "operator or bring on town land, any motorized vehicles" and that she doesn't understand why they would want to do that. Chief Mulholland gave an example of work being done at the police station and needing space to put construction equipment, so they put it on such type of property.

Mr. Gryval asked what kind of activity has been going on at these properties other than the people that can't get along that live there. Chief Mulholland stated that there was a big pile of beer cans and a bon fire but that we have had people wanting to use the property to go fishing and the sorts. He also stated that the Ferry St Boat Ramp is not regulated and that they have things going on there.

Mr. Gryval asked Chief Mulholland and Mr. Apple if they were to pass all three regulations and apply them to the boat ramp, riverside properties, and the others; will that enable them to do their job more effectively. Chief Mulholland stated that it would because they won't be able to go there after 8pm and that most of this stuff happens at night. He also stated that this is the reason restrictions would make it reasonable and allow them to use the property.

The Chair asked how other towns that have riverfront property control that. Chief Mulholland stated that most towns don't have waterfront property and that the only properties that they do have are Parks & Recreation properties. He also explained that some have conservation land while some has town force but he doesn't think they want to do that because you need a whole separate board for that.

Mr. Apple recommended posting notice of the Public Hearing at the Town Hall and in the newspaper and then send out an email like they usually do.

Discussion of LGC Memo

Mr. Apple stated that the Planning Board is not meeting until this Wednesday so that they won't be able to make that deadline. He asked if the Board wants to give them some direction regarding the memo. He stated that LGC will not give them an extension and they plan to send out all of the materials on the 20th. He recommends that if the Board were so inclined to act on it, they should look at page 14 of their materials and review the action policies. He stated that if they would just identify those that they are not able to support and focus on those. He stated that if they don't think about it then their Delegate will make an informed choice and vote on their behalf.

Mr. Gryval asked if the Planning Board or the Chairman of the Planning Board have gotten the chance to see this memo. The Board asked the Chair of the Planning Board if he received the email. The Chair stated that he had received the email and asked what he was supposed to do with it. Mr. Apple stated that he needs to look at the questions and review them. Mr. Gryval stated that they had wanted them to review the memo and give their input but that it was needed for the Tuesday deadline this week.

Mr. Apple suggested that they discuss the issues that they have and the items don't want to support and whatever isn't brought up will be assumed that they support those items. The Chair of the Planning Board asked if Mr. Tardiff and Mr. Gryval's past experience would allow them to answer the questions that pertain to the Planning Board in place of them due to not being able to do so by the deadline. Mr. Apple stated that they can answer the questions. Mr. Gryval thanked the Chair of the Planning Board for giving them that opportunity as he feels the Planning Board has a unique purpose and wants to make sure the Board doesn't step on anyone's toes.

The Chair asked Mrs. McKenney which items she has concerns with. Mrs. McKenney stated that she has concerns with item #3: Tax Rate Setting. Mr. Apple stated that this one would allow the legislative body to authorize the governing body to establish the local property tax rate. Mrs. McKenney stated that she feels that they should continue to let the DRA do it that way they are doing it and people can't say anything about them playing the numbers. The Board determined to not support Item #3.

Mrs. McKenney stated that she was concerned with Item #4: Signing Manifests. Mr. Apple stated that this one would allow them to continue to do what they have been doing on signing manifests before a public meeting rather than approving manifests during the meeting. The Chair and Mr. Gryval stated that they were fine with that item.

Mrs. McKenney also stated concern with the Item #2: Counting Absentee Ballots. Mr. Apple stated that the statute requires absentee ballots to be counted throughout the process. The Board determined that they were fine with this item.

Mrs. McKenney stated that she wanted to address page five and the item of clarifying the Accepting of Highways. Mr. Gryval stated that he read that and thought it was kind of redundant because he thought they do it now. Mr. Apple explained that there is a doctrine implied in this case but this would overrule the doctrine. Mr. Gryval stated that he was fine with supporting it because he didn't know that there was another way of doing it.

Mrs. McKenney stated that there were items under the Planning Board section that she wanted to discuss. The first item is Item #3: Incidental Burning of Construction and Demolition debris. Mr. Apple stated that this allows them to do occasional burning at the transfer station. He stated that he thinks some burning at the station is a good idea.

Mrs. McKenney also stated that she wanted to discuss Item #6: Permitting Municipalities to establish central business utility district water supplies. Mr. Apple stated that he doesn't think this will ever apply to them and it doesn't really matter. Chief Mulholland stated that he think it would give local governments more flexibility.

Mr. Gryval stated that he only had one item that he wanted to review. He stated that Item #9: Petition Signature Requirements and that they want to see 2% of registered voters to sign the petition warrant articles. He stated that right now only 10 people are required to sign the petition and that it would require about 270 people from Allenstown to sign the petition. Mr. Gryval stated that in their case, this would take the people out of it because they probably wouldn't have any warrant articles and he doesn't think that's fair to them. The Board determined to support this item.

Mr. Apple stated that his notes are that they have a no vote on Item #3: Tax Rate Settings and that they support all other items on the LGC Memo.

P.O., Abatements, and Applications

Mr. Apple stated that they had already done the purchase order and that there were no abatements for today.

Committee & Projects Updates

Planning Board

The Chair stated that they did not have a meeting last week and that they will be meeting this Wednesday.

Mrs. McKenney asked Mr. Apple to send out the letter that he got. Mr. Apple stated that they petitioned the Select Board to accept the road and that it was the Planning Boards responsibility to do so. Mr. Apple stated that it is his recommendation that the Planning Board vote no.

Budget Committee

Mr. Gryval stated that the Budget Committee will meet this Thursday and that Budget Committee Chairman has sent out a notice to the members.

SVRTA

Mrs. McKenney stated that she had sent out an email and was notified that they do not plan on meeting until after the insurance study is completed. She stated that the paperwork for the study was late. The Chair asked if this committee was doing anything else or if they were pretty much done. Mrs. McKenney stated that there had been no meetings and that they will have a meeting after the study is done.

Old Allenstown Meetinghouse

Mr. Gryval stated that he had attended the Historical Society meeting last week and that the main discussion was the upcoming car show because that money will be going to the Friends of Old Allenstown Meetinghouse predominantly. Mr. Gryval informed the Board that the antique car show will be on this coming Saturday at Bear Brook State Park, the Fire Station will be servicing food and the meetinghouse will be open.

Tri-Town Ambulance

Mrs. McKenney stated that there hadn't been any meetings but that there is a meeting scheduled for August 23rd for the membership to have a vote. She asked Mr. Apple about a joint letter being sent out to Tri-Town. Mr. Apple stated that the letter was a written statement of the action the Joint Board took that they want a vote to dissolution to be effective on December 31, 2012 on or before September 30, 2012. He stated that the Joint Board wants a written solution to that effect. Mr. Apple stated that the Joint Board's vote is to end our cooperation with them if they don't vote to dissolve.

Mrs. McKenney stated that Tri-Town membership is supposed to be voting on amending their by-laws at the August 23rd meeting. Mr. Apple stated that he was appointed secretary for the sole purpose of noticing the meetings in Allenstown but not for the purpose of keeping minutes. He also stated that they have divided into various sub-committees to do various things like licensing issues and budget preparations.

Record Retention Committee

Mrs. McKenney stated that they are meeting on Monday. She also stated that they have some boxes in the hallway that need to be moved back into the room because it is a safety issue where they are.

Safe Routes to School

Mr. Apple stated that there is nothing new to report.

Economic Development Committee

Mr. Gryval stated that they are having some issues coordinating meeting times with volunteers because of vacations and that they are planning on meeting in September.

CIP

Mr. Apple stated that there is nothing new to report and that they are almost done.

Central NH Regional Planning Commission

The Chair stated that Jim Rogers is coming in this Wednesday.

Budget Preparation for 2013

Mr. Apple stated that all the major Department Heads replied on a timely basis. He stated that they are meeting tomorrow at 9am to begin working on a final draft on the default budget. He informed the Board that they will be meeting on Tuesday mornings for the next month until they give the Board the overview to reconcile which is scheduled for the 27th.

Town Hall Renovations

Mr. Apple stated that the RFP and new drawings will be done by August 10, 2012.

Manifests

Mr. Apple stated that most of the Board has signed the manifest from today.

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

Mr. Gryval stated that the August 2, 2012 checks and manifest have been signed by both him and Mrs. McKenney but thinks that they should put them off another week to give Chairman Tardiff a chance to review them. The Board agreed.

Review and Approve Minutes for July 9, 2012

Mr. Apple stated that he made most of the changes Mrs. McKenney had suggested. He stated that the only change he did not make was in reference to Steve Haight being the town's engineer when Mr. Apple gave them the update to the Safe Routes because he is the town's engineer that they hired.

Mr. Gryval stated that he had a question about the statement on page three regarding his question to Mr. Trainque about the leftover funds at the end of the project. He stated that the minutes state

that the only money left was the town's money. The Chair stated that it should be the Sewer's money. Mr. Apple stated the he thinks Mr. Trainque said it was the town's money but that he meant that it was the Sewer's money. There was discussion on how it should be worded. The Board determined to leave it as is.

Motion. Mrs. McKenney made a motion to approve the July 9, 2012 Selectman's meeting minutes as amended. Mr. Gryval seconded the Motion. There was no additional discussion.

Discuss and Accept Steve Paquin, Building Inspector's Resignation

Mr. Apple stated that the Building Inspector had received a counter offer from Belmont for a substantially more amount of money and has elected to take it. He stated that the Board has a copy of his resignation that is effective August 15, 2012. Mr. Apple needs the Board to make a motion to accept that resignation and then some direction on how to fill that position.

Motion. Mr. Gryval made a motion to accept Steve Paquin's letter of resignation effective August 15, 2012. 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. Apple stated that there are a couple of options for filling the position with the first being that they could go back to MRI and hire them for interim services and then post it as they have done before. He also stated that they could call their number 2 and 3 candidates this year's earlier process and see if they are interested or they could go back to other towns and see if they have any part-timers that they would be willing to share.

Mrs. McKenney stated that she would like to go back to other towns and see if they have anyone available for part-time because MRI is so expensive. Mr. Apple stated that they did try that before and that they couldn't find anyone to do that.

Mr. Gryval stated that he would like them to go back to their number 2 and 3 candidates from before and see if they are interested. He also stated that they need to reconsider the position in that a few weeks ago they changed it from part-time to full-time position and would they want to do that with the new person. The Chair stated that if they wanted to hire someone full-time, they should have Mr. Apple post it as full-time and see what responses they get.

Mr. Apple stated that he could post it tomorrow and put a due date for August 21st and have recommendations for the Board at the August 27th meeting. He asked the Board if they wanted to reconstitute the same search committee as before which consisted of himself, Mrs. Demers, and Mr. Tardiff. The Board agreed to have the same committee reconstituted. Mrs. McKenney stated

that she thinks Mr. Apple should call candidates 2 and 3 and let them know that the position has opened up at full-time and see if they are interested.

Mr. Apple stated that he will first see if there are other towns that have part-timers that are willing to help during the interim, if not then he will ask candidates 2 and 3 if they are interested in working part-time during the interim, and as a last resort he will contact MRI and the Turner Group.

Mr. Grvyal suggested that if both candidate 2 and 3 are interested in a part-time job to have them both play off each other and have one be in charge and have a deputy. Mr. Apple stated that he will talk to them and report back to the Board by email.

Other Business

Mrs. McKenney asked Mrs. Apple if he and Mr. Smith were going to have the updates on August 20, 2012. Mr. Apple stated that he couldn't remember if it was supposed to be for the 20th and that he could get back to her about that.

Mrs. McKenney asked Mr. Apple if he had gotten a letter from NH Electric about them doing upgrades as she had received a copy of the letter from a resident. She stated that they will be walking around with their badges and things but didn't know if that was something Chief Mulholland should know about in case he gets phone calls. Mr. Apple stated that he hadn't gotten the letter but that he would look at it.

Mr. Apple informed the Board that he will be taking some time off the week of August 13th. He stated that he will post the meeting for August 20th this week before he leaves. He also stated that they will have to do it the old fashion way and that they will not have a lot of the materials ahead of time for August 20th but that he will sent what he has this week.

Non-Public Meeting under RSA 91A:3, II(a)

Mr. Apple stated that he's not sure that they need to do the non-public. He explained that there had been an issue with vacation time and that they had determined how to fix it. He stated that he believed that they had informed the Board how they planned on fixing it. Mr. Apple asked if there was a need to continue the practice that they voted on in 2010. Chief Mulholland stated that they don't and confirmed that they could come before the Board if they have another need for further authorization for that. Mrs. McKenney stated that she would like to discuss this in non-public.

Motion. Mrs. McKenney made a motion to go into non-public session under RSA 91A:3, II (a). Mr. Grvyal 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 Board entered non-public session at 7:55 p.m.

Motion. Mr. Gryval made a motion to go back into public session at 8:05pm. 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.

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



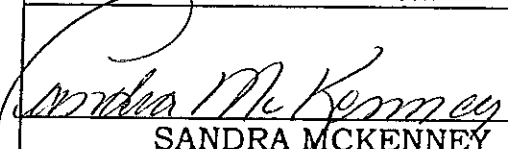
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

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 8:06pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	8.27.12 DATE
 JEFF GRYVAL	8.27.12 DATE
 SANDRA MCKENNEY	08.27.12 DATE

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