

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

Minutes of Regular Meeting  
October 1, 2012

**Call to Order.**

The Allenstown Select Board Meeting for October 1, 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:

Other Public Officials: Larry Anderson, Trustee of the Trust Funds/Budget Committee/Sewer Commissioner; Carol Merrill, Budget Committee; Carl Caporale, Budget Committee/Sewer Commissioner; Richard Merrill, Sr., Planning Board; Deb Moreshead, Library Trustee; Kim Carbonneau, Library Trustee; Ron Pelissier, Road Agent; Diane Demers, Town Clerk;

Allenstown Staff: Amber Cushing, Library Director; Chief Shaun Mulholland, APD; Paul Apple, Town Administrator.

**Citizens Comments.**

None.

**Meet with the Library Trustees to discuss Operating Budget 2013.**

Ms. Cushing distributed the Library Operating Budget for 2013. Ms. Cushing discussed some of the budget numbers to the Board. She stated that she wanted to show the Board how they got to those numbers. Ms. Cushing explained that about 217 books circulate per month, about 42% of the town have library cards and almost 12 ½ people come into the library to use computers each

month. Ms. Cushing stated that the most popular days for the Library are Tuesdays and Thursdays.

Ms. Cushing stated that she cut the book budget by \$500. She stated that she has determined that they don't have enough room for all the books they have now and don't want to buy any books this year. She explained that they are in the process of converting to database books through e-books and downloadable audios which gives them access to 11,000 books. Ms. Cushing also stated that she is going to buy a subscription to Ancestry.com and offer it to residents for free for a year. A trustee explained that by having the library be able to offer downloadable data, it allows the school to be part of this as it is available to the students and teachers.

Ms. Cushing stated that the contracted services for the website have gone up a little bit because she redesigned it and placed it on a new server. She stated that she also decided to use a new catalog and showed the Board a demo of the website. Ms. Cushing showed the Board the new catalog that rests in the cloud (online database). She explained that she has closed the basement to the public because the library is not ADA accessible. She stated that people can still browse titles through the catalog.

Ms. Cushing explained that there was an increase in the Dues and Professional Development because there have been several conferences that herself and some of the trustees have gone to. Ms. Cushing discussed some of the new services that the library has added. She explained that they have added services such as assistance with Google search, information tasks, looking for a job on the internet and offering 30 minutes appointment for Information Consulting services.

Ms. Carbonneau stated that currently if you come into the Library, it looks like there are not a lot of books at the moment. She explained that they have been able to teach people how to use the new catalog to browse through books and then have assistance finding that book.

Mr. Apple stated that Ms. Cushing had made a change to the recommendation for Databases from \$2,500 to \$1,500. Ms. Moreshead also explained that there was a decrease in the health insurance as Ms. Cushing has COBRA insurance from her previous employment and that, for this year, the cost of paying COBRA is less than paying the health insurance premium. Mr. Apple stated that the bottom line amount should be \$47,830.

Mrs. McKenney asked if they have the expenditures sheet for this year. The trustees will get a copy to Mr. Apple to be distributed to the Board. Mrs. McKenney commended them for coming in under default budget. Mrs. McKenney asked if they are maintaining all of the programs that were in place before. Ms. Cushing stated that she noticed a trend in more pre-teens coming in and shifted it towards them but has enough volunteers to cover if they have a lot of younger children.

Mrs. McKenney asked what the percentages of the raises for their employees. A trustee explained that they did not give increases to their two employees. She stated that they gave Ms. Cushing an increase in her salary because she had access to COBRA.

Mr. Caporale asked the trustees what the bottom line for the Library budget was. Ms. Cushing stated that the bottom line for the budget was \$47,830.

Motion. Mr. Gryval made a motion to recommend the Library budget in the amount of \$47,830. 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.

Ms. Carbonneau stated that she had been in contact with the Road Agent in regards to performing some maintenance by plowing and shoving their property. She asked if the Select Board would give permission for the Road Agent and the Library to work together. Mrs. McKenney stated that her only concern was that the school and other public areas need to be done first, so that the Library would be done towards the end of the Road Agent's list.

The Road Agent stated that they have always cleared a path for them and it would mean getting out and shoveling and sanding. The Board determined that the Road Agent could provide the services as long as he left that he has the time to do so.

#### **Meet with the Department Heads regarding Status Updates.**

##### **Fire Department.**

Chief Martin stated that they are doing another EMT Practical Exam on Saturday. He stated that there will be some outside trainings and some fire fighter safety training. Chief Martin stated that they will be assisting Chichester with a house burn on November 3, 2012.

Chief Martin stated that everything has been changed over with the E911 mapping and he hasn't heard any discrepancies from the residents. Chief Martin stated that the AFD grant is still pending and that they are currently working on a grant for the ADD program to local businesses.

Chief Martin stated that all vehicles are in service and have passed inspection. He stated that the Engine 3, 2004 truck, went to Greenwood for work on some corrosion and the truck was repainted. He stated that all that work is being done with no cost to the Fire Department. Chief Martin stated that they are waiting for the command box to be built to put radios and command boards.

Chief Martin also stated that they are still waiting on the Opticom system at Route 3 and School St as they have not heard anything from the insurance company for about two months now. He also stated that they haven't heard anything further about the tanker. He stated that the Apparatus Committee is still working on engine specifications. Chief Martin stated that Open House is this weekend going from 9am to 2pm.

Mrs. McKenney asked what they are doing in the schools. Chief Martin stated that the only thing that is pending right now is the apparatus showcase where the classes come out and view the trucks and learn about safety issues.

Chief Martin stated that they are at 39.72% left in the budget for the year. He stated that the 2013 budget was submitted and approved by the Select Board. Chief Martin stated that they had 8 hours of inspections for school and foster cares and 50 calls of service.

Mr. Gryval asked Chief Martin about the Opticom system and if that was from the Town's insurance. Chief Martin stated that it is the Town's insurance that he is waiting on. Mr. Apple stated that part of the delay was that they had to wait for an estimate but that they are on track with that claim.

Mr. Gryval asked Chief Martin how things went with the ceremony last week for the Fire Fighters. Chief Martin stated that it went very well and that he had sent some pictures to Mr. Apple.

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#### **Emergency Management Budget Status.**

Chief Mulholland informed the Board that the instructor at the recent emergency management exercise, Tim Campbell, had died a few days ago. The Chief has sent condolences on behalf of the Board and the Town.

Chief Mulholland stated that he is scheduled to go down to EMI for Short-term Recovery course for some training in Maryland in January. He stated that that is all expenses paid for that training. Chief Mulholland stated that the budget is over-expended because of the semi-annual maintenance to the generators.

Chief stated that the RFC grant is continuing on and that there are two more properties to go. He stated that the State Fund Acquisition project is moving along quite well. He explained that they have purchased 32 Riverside and 1 Albin Ave in September. He stated that there is a DHS Exercise coming up next week and 1 Albin Ave will be burned by the Fire Department for a training exercise.

Chief Mulholland stated that they had a delay in the EMPG projects as they were waiting on the State meeting with them to give the town things that they have for the shelter before they close up that project.

Chief Mulholland stated that the Regional Shelter Agreement has not changed much. He stated that thirteen towns have participated in the Regional Shelter survey so there may be other towns that have signed on since then. He stated that they have five or six people scheduled to go to training. Chief Mulholland stated that for the 2012 Exercise Program they have completed a workshop last week. He stated that there is a training seminar on October 18<sup>th</sup> for IED and ICS for police and fire department personnel. He stated that there is a functional exercise scheduled for the 20<sup>th</sup> of October.

Chief Mulholland stated that there is grant availability for \$35,000 that he would like to apply for the Recovery Plan. He stated that the grant is 100% funded and is through the FEMA Challenge Program. Mr. Gryval asked if they got the grant, who would do the work. Chief Mulholland stated that they usually contract the work out. The Board gave Chief Mulholland permission to apply for the grant.

Chief Mulholland stated that he participated in his first training with the Seacoast Management Team. He stated that it went very well and that there is a week-long certification training in January. Chief Mulholland stated that he thinks this is a good opportunity for the town because they can call on that team if needed.

Chief Mulholland stated that he attended a Risk Conference last week for FEMA Regional One. He stated that it appears that Allenstown is the only ones who have a Recovery Plan in New England. Chief Mulholland stated that he has been asked to assist FEMA with Vermont in doing some acquisitions because they don't know how to do it.

#### **Police Department Status Report.**

Chief Mulholland stated that they have two officers starting at the Academy on September 17<sup>th</sup> and done on the 21<sup>st</sup> of December but won't be available until April 2013. Chief Mulholland stated that Officer King is still on light duty but they expect that status to change soon. He stated that they are still on twelve hour shifts and expect to be until April. Chief Mulholland stated that he has asked the Sheriff for what assistance he can provide however, they have had some layoffs as well.

Chief Mulholland stated that all vehicles are fully operational. He stated that the new vehicle has been delivered and is operating at this time. He explained that they are still reviewing and doing a lot of research on the new cruisers as others are having some issues and are working them out.

He stated that this will allow them to wait until those issues are resolved and thus saving money from those expenses.

Chief Mulholland stated that they will be turning back a little less than one percent this year because of the over expenditures with the unanticipated costs. He stated that the major thing that is hurting them is the state-funded training now having a cost of \$3,000 per person. He explained that it would take him four years to send someone through their course right now. Chief Mulholland stated that there is an IPM training coming up in Braintree in the spring.

Chief Mulholland stated that there were 33 arrests for the month of September. He stated that there is a new item under miscellaneous. He explained that all of their laptops are beyond their useful life span and are researching the option of purchasing tablets instead of new laptops. He stated that the new technology would allow them to do some things that they can't do now at a cheaper cost.

Mr. Gryval asked if the tablets is something that they could phase in or is that something that they need to purchase all at once. Chief Mulholland stated that they could phase it in but he is researching if they want to do that or if it will be more cost efficient to buy all of them at once. He discussed the technology that the tablets will offer and how they will be able to combine services like cameras, phone capability, and internet service. He stated that he wants to do a little bit more research first before making a decision on how to purchase.

Chief Mulholland stated that dog licensing is mostly completed and they are on to people that have been summoned and will be summoned again.

Mr. Gryval asked Chief Mulholland if there is still an Emergency Management Information Session. Chief Mulholland stated that they are meeting on Tuesday.

#### **Highway Department Status Report.**

Mr. Pelissier stated that there have not been any changes to personnel. He stated that he completed the outdated training for Federal Grants.

Mr. Pelissier stated that for vehicles and inspections, they have not had any major expenses and have all passed inspection. He stated that the front ramp that they discussed last month has been repaired. He also informed the Board that they made arrangements for the sander for the one ton that was damaged to be purchased and installed today.

Mr. Pelissier stated that they need to do bag inspections at the transfer but he feels that a member of the Select Board or a member from the police department there because there has been some

issues there. He explained that there are a lot of people not complying with the recycling regulations and his men are having a difficult time with some residents.

Mr. Gryval asked how he envision something like that working if a Select Board Member and a Police Officer there. Mr. Pelissier stated that there are people who give the "I pay my taxes" routine or who think that they don't have the right to look through their trash. Mrs. McKenney asked what the enforcement piece for this at the transfer station. Mr. Apple stated that the Road Agent has the right to prevent violators from using the Transfer Station. He stated that the Solid Waste Ordinance sets out a progressive system of informal and formal notices to notify someone that their behavior violates the Ordinance and the consequences of non-compliance. Mr. Pelissier stated that he is going to look into what Pembroke does to see if they can do it themselves.

Mr. Gryval asked Mr. Pelissier if it would make sense for him, Mr. Apple, and Chief Mulholland to get together and map out a plan of exactly of what they are going to do and to create a letter that they are going to send out. Mr. Apple stated that having a consistent form of how they are going to carry out notices of violation every time is a good idea. Mr. Pelissier agreed that they need to do that. The Chair asked if Chief Mulholland still have an officer that drives by on Saturday if he's available to do so. Chief Mulholland stated that if he needs to go out there himself, then he will. He also stated that they need to be willing to carry out the ordinance as they drafted it. There was further discussion of an incident where a resident violated regulations at the transfer station and the proper course of action for the violation.

Mr. Pelissier stated that they haven't gotten the DES inspection yet. He also informed the Board that they have started removing the building on Albin Ave and that should be done by the end of the week.

Mr. Pelissier stated that Campbell Street road work is complete and they are monitoring the new construction because a little bit eroded on the side. He stated that they addressed the edges of Oak Street. He also stated that the bottom of Cross Street is looking very good. He asked Chief Mulholland if they paint a yellow line down the edge, will that be sufficient enough to keep people from parking on the sidewalks. Chief Mulholland stated that parking on a sidewalk is a state violation and that they don't need to do anything. Chief Mulholland explained that they had an issue like that on Ferry Street and they won that case.

Mr. Pelissier is waiting to see where they are at budget-wise to see if they can complete the other side of Cross Street. He stated that Ferry Street has the base done. Mr. Pelissier stated that they have begun the crack seal but they are pretty busy over the next couple of weeks so they won't be working on that for a bit.

Mr. Pelissier stated that the new sander rack is scheduled to be installed on Monday. Mrs. McKenney asked if they are putting lights on the sander racks. Mr. Pelissier stated that it is not part of the contract so they are waiting to see where they are at when the work is completed.

#### **Administration Status Report.**

Mr. Apple stated that Mr. Pendergast started working today and that he and Mr. Paquin spent the morning working together. He stated that Mr. Pendergast will be working Mondays, Wednesdays and Thursdays. Mr. Apple stated that Ms. Markowitz will be starting on Wednesday. He also informed the Board that he did a course on Right to Know which he felt was very informative and helpful.

Mr. Apple stated that they have about 33% of the bottom line remaining in the budget for this year. He stated that Mr. Smith will be presenting his end of the quarter presentation on October 15<sup>th</sup>.

Mr. Apple stated that the Joint Board for Tri-town has a tentative meeting scheduled for October 10<sup>th</sup> which includes the budget process. He explained that his assignment was to work with Mr. Pope to develop a personnel plan. He stated that their opinion is that they adopt most of the Pembroke personnel plan in the interim because they don't want to have two different plans in conflict regarding vacation period and benefit calculations. Mrs. McKenney asked if all the sub-committee projects are going to be finalized on October 10<sup>th</sup>. Mr. Apple stated that he doesn't know if everyone else is done with their project but he assumes that they will be voting on them. He stated that the budget would be completed in November.

Mr. Apple stated that for Safe Routes to School, there is a survey being done and they go out to bid in January. He stated that Economic Development did not have a meeting in September and will be rescheduling one for October. Mr. Apple stated that for CIP that has been adopted so this is the last time he will be reporting on it. Mr. Gryval asked if they got a copy of that. Mr. Apple stated that he can send them an electronic copy of the report.

Mr. Apple stated that he does not have anything new to report on the Ferry Street Boat Landing. He stated that the Sewer Commission was supposed to be meeting with the landowner and talk about acquisition. Mr. Anderson stated that they are supposed to be hiring an appraiser to appraise the property which hasn't been done yet because they have only gotten one appraiser to give a bid price. The appraisal has to be done before they can do anything else.

Mr. Apple stated that there will be a meeting tomorrow to begin to implement the priority plan that was approved last week for Strategic Planning. He also stated that there are three bids in their materials for the Town Hall renovations. He stated that one thing they need to discuss



scheduling for the work with the holidays coming up and if they will need to encumber some of the funds for that.

Mr. Apple stated that he has not heard from The Way Home and he plans to make one more call and if he doesn't hear anything consider the matter closed.

Mr. Apple stated that there is a separate agenda item for Budget Preparation for tonight in terms of submitting to the Budget Committee. He stated that the Budget Committee is meeting October 4<sup>th</sup> and the Department Heads will be presenting their budgets to them. Mr. Apple stated that he has responded to the information request for the Budget Committee.

Mr. Apple stated that he has not been able to get any response from Mr. Williams, so he has asked Ms. Cushing to help him with the website redesign as she did a great job on the Library website. Mrs. McKenney asked if he signed a contract with Ms. Cushing for her services. Mr. Apple stated that he just asked her to help.

Mrs. McKenney expressed concern with how much money it would cost for Ms. Cushing's services. Mr. Apple stated that he has instructed Ms. Cushing to report back to him when she has put in 10 hours total of work. Mrs. McKenney asked if that has any effect with her being an employee as far as retirement benefits. Mr. Apple stated that they have a separate agreement from her work at the Library. He also stated that Ms. Cushing has her own company that she is billing it through but that he will investigate that more and let her know.

## **Reviewing and Considering Operating Budgets for 2013.**

### **Personnel Budget.**

Mr. Apple stated that the retirement figures shown are the latest update from NH Retirement with the greatest increase with respect to the group two employees. He stated that he has spoken to LGC and they are recommending that the health insurance go up 4.2% and the dental insurance go up 1.2%. He explained that the figures provided include the new social security and Medicare numbers as well as a 3% raise. He also explained that unemployment compensation is increasing to \$6,200.

Mr. Apple stated that worker's compensation is going up to \$34,600 and that they do have some offsetting revenue in the form of the premium holiday. Mr. Apple stated that the better policy would be to put the total amount that it costs in the budget and offset it with the revenue.

Mr. Apple stated that the merit increase is \$15,000 as directed by the Select Board. He stated that the bottom line is \$663,330.00. The Chair asked if they can even accept this without solid numbers. Mr. Apple suggested that they recommend the budget as is with the right to revise it as

the numbers come in. Mrs. McKenney stated that she would rather wait until they have all the numbers. Mr. Gryval stated that he believes they should take Mr. Apple's recommendation so that the Budget Committee will have some numbers to go by.

Mrs. Merrill asked Mr. Apple if they are getting some money back from the lawsuit with the Health Insurance. Mr. Apple stated that they may get some money and if so, it will be in the form of a premium holiday.

Motion. Mr. Gryval made a motion to recommend the Personnel Budget in the amount of \$633,330.00 with the condition that it may be revised as more solid numbers come in. 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.

#### **Insurance Budget.**

Mr. Apple stated that they are in the same circumstance with the insurance numbers. He stated that the recommendation is that it is a zero percent increase to the LGC Board. He explained that LGC has the option of increasing it by 1% but after speaking with the representative at LGC, he does not think it will go up.

Motion. Mr. Gryval made a motion to accept the Insurance Budget for the Fiscal Year 2013 in the amount of \$53,500. 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.

#### **Discussion of the Budget Schedule, Remaining Budgets, Budget Items, Submissions to the Budget Committee.**

Mrs. McKenney asked about one of the budgets on the Supervisor of the Checklist amount going up. Mr. Apple stated that he would imagine that was because a bunch of checks were just written for it. Mrs. McKenney stated that she is looking at Expenditures Report and that it shows them in the red. The Chair stated that they are not in the red. Mr. Apple stated that they have \$447 left in that budget. Mr. Apple explained that the Ballot Clerks have their own line and they had spent \$1,200 with 25% of that budget left.

Mr. Apple stated that they have a few remaining budgets which are Ambulance, Town Clerk/Tax Collector and Sewer Budgets. He stated that he believes that they have a good enough amount of

budgets done to present a large amount to the Budget Committee on October 4<sup>th</sup>. Mr. Apple stated that they could do Town Clerk/Tax Collector now or wait and do it on October 15<sup>th</sup>. He stated that Mrs. Demers prepared this budget. Mrs. McKenney stated that she would like to wait and have both Mrs. Demers and Mrs. Rogers.

### **Consideration of Proposals for Town Hall Renovations.**

Mr. Apple stated that they have three bids before them from Mahachik Builders, 123 Contracting, Apex Kitchens. He stated that Mahachik is the low bidder and that he would be satisfied with any of the contractors. Mr. Apple stated that there are some questions as to scheduling because of the upcoming holidays and not wanting to schedule at the beginning or end of the month. Mr. Apple stated that it may be better to encumber the funds and schedule the renovations for some time in January.

Mrs. McKenney expressed some concerns in that when this originally came up, it was for making the lobby more secure. She stated that she does not see the benefit of taking walls up and taking them down and making the lobby smaller. She stated that she believes it is a waste of the taxpayer's money to do all this extra work outside of the lobby.

Mr. Gryval stated that the \$10,000 bid had come back to them with missing work which is why they went back out to rebid. He also stated that it was originally planned to move the walls to help to make it safe for the lobby. He explained that they are also making a secure area for Mrs. O'Callaghan to meet with her clients which is part of the safety plans they had before. There was further discussion of the safety requirements needed and way they are looking to make the renovations proposed.

Motion. Mr. Gryval made a motion to go with Mahachik Builders in the amount of \$16,800. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Mr. Caporale asked the Board about the acceptance of the bid for \$16,800 and setting aside the money last year for this in the amount of \$25,000 and if they would encumber the whole amount. Mr. Apple stated that he can only encumber the amount in which they enter into contract for. He stated that the \$25,000 is not in the budget for 2013.

Mrs. McKenney asked when the work will be done. Mr. Apple stated that he would like to speak to the contractor to see if he could get the work done over a long weekend and if not have it scheduled for January. Mr. Gryval asked why they could not close the Town Hall for an extended weekend so he can do the work. Mr. Apple stated that he didn't see any particular issue

if they do it in the middle of the month. He stated that he will check with the builder and get back to the Board about scheduling.

Mr. Anderson asked what happened to moving people downstairs. Mr. Apple stated that the Board determined not to do that. He stated that people would have to go back up and down stairs to get records. He also stated that now they will have a conference room to meet with people without them having to go up the stairs which aren't very safe.

#### **Purchase Orders, Abatements, Other Business.**

Mr. Apple stated that he does not have any purchase orders or abatements for the Board.

Mr. Apple stated that he has one manifest for them to approve for September 24, 2012.

Motion. Mr. Gryval made a motion to accept the September 24, 2012 manifest in the amount of \$49,014.60. 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.

Mr. Apple stated that the Board had asked for expenditure details from the Planning Board which is reproduced in their materials this week. Mr. Apple also stated that the Master Plan scope of work they also asked for is reproduced in their materials. He stated that Mr. Mike Tardiff will be providing a written update of their work so far that he will forward to the Board when he has it. Mr. Apple stated that the spending reports are also reproduced in their old form in the materials.

Mr. Apple stated that they had a meeting today to discuss the Appreciation Dinner for Diane Demers. He stated that they have three options to discuss for the dinner. Mr. Apple stated that Mrs. Demers' last day is officially November 6<sup>th</sup>. He explained that they were debating between the Puritan, the Red Blazer and the Common Man as options. He stated that the sub-committee determined that Diane would prefer the back room. Mr. Apple explained that they are recommending that they do a ticket system where people would pay \$30.00 for the dinner and then a little bit for a small gift.

Chief Mulholland stated that they also need to choose a date in November that the room is available. He also stated that they determined that people would pay by cash. Mr. Gryval suggested Friday, November 2<sup>nd</sup> as the date for the dinner. There was discussion of the gift to get for Mrs. Demers that would be on the behalf of the Select Board and the events of the evening at the dinner.

Mr. Gryval asked if they know how many people are planning to attend the dinner. Chief Mulholland stated that they don't have an amount but that the room holds about 55 people. Mr. Apple stated that he will be advertising it by speaking to people personally. Chief Mulholland stated that they will also speak to her husband to see who in the family would be interested in attending.

#### **Execute Pembroke's copy of the Inter-municipal Agreement.**

Mr. Apple stated that the Board signed copies of the Intermunicipal Agreement two weeks ago but that Mr. Jodoin copy is unsigned by them and asked them to execute it. The Board executed Pembroke's copy of the agreement.

Mr. Apple stated that Rep. Reagan will be attending the October 15<sup>th</sup> meeting and asked that the Board think of any questions that they might have for him. Mr. Apple stated that he thinks it is important that they build a good relationship with Senator Barnes' successor since the Town has had such a good relationship with Senator Barnes.

#### **Committee Updates.**

##### **Planning Board.**

The Chair stated that the Planning Board had a meeting last week. He stated that Mr. Tiggs spoke to the Planning Board and they sent him to the Zoning Board.

Mrs. McKenney asked Mr. Apple if they got the escrow account resolved for Mr. Donigian. Mr. Apple stated that he has an escrow account but that the money was never separated. He stated that the matter is still in discussion with Mr. Donigian. The Chair stated that Mr. Donigian still has some things to do before they can resolve the matter.

##### **Budget Committee.**

Mr. Gryval stated that Budget Committee has a meeting this Thursday at 6:15pm at the Fire Department. He stated that the Old Allenstown Meetinghouse has a meeting at 6pm at the Police Department so he will not be able to attend both and asked if anyone would be able to go to the Old Allenstown meeting in his place. The Chair stated that he might be able to but that he will get back to him.

##### **SVRTA.**

Mrs. McKenney stated that they have a meeting scheduled for October 24, 2012.

### **Old Allenstown Meetinghouse.**

Mr. Gryval stated that they just discussed the Old Allenstown Meetinghouse.

### **Tri-Town.**

Mrs. McKenney stated that they had the Membership meeting last Thursday. She stated that the Membership voted to give the resolution authority to the E-Board. Mrs. McKenney stated that it was also mentioned that the towns have to go to town meetings on this matter and it was indicated that if the vote comes to Allenstown, the voters won't pass it. She informed them that if Allenstown and Pembroke and Tri-Town want this to work, they will make it work.

### **Record Retention.**

Mrs. McKenney stated that they have not had a meeting since last week. Mr. Apple stated that the Public Hearing on policy is scheduled for October 15, 2012.

### **Safe Routes to School.**

The Chair stated that they had already discussed this.

### **EDC.**

The Chair stated that they had already discussed this.

### **Town Hall Renovations.**

The Chair stated that they had already discussed this.

### **Other Business.**

Mr. Gryval stated that he had an opportunity to stop by the Police Department last Saturday during their Drug Take Back and that he thought it went very well. He stated that one of the ladies that came in asked if they would be doing a Hazardous Material Take Back Day. Chief Mulholland stated that they used to do it and that it was funded through a grant. Mr. Apple stated that he will look into the grant for that. The Chair asked what they do with the drugs that are collected. Chief Mulholland stated that they go to the hospital.

Mr. Gryval stated that he noticed some people coming in with bags for pills. Chief Mulholland stated that they were given a waiver for this time but that new regulations will not allow them to take medications in that form because officers could theoretically take some for themselves. Mr.

Gryval stated that he thought it was very interesting and that Detective Baker has a great way of speaking to people.

Mrs. McKenney asked when the Audit begins for the Tax Collector because she closed the books the other day. Mr. Apple stated that he doesn't have a date yet but that he can inform them that the Board has signed off on that and that he expects that they will be here relatively soon.

Mrs. McKenney stated that in the Expenditure Sheets Mr. Apple gave us, the Minutes Clerk was missing and she did not receive page eight. Mr. Apple stated that he won't be giving them the sheets anymore and will be relying on Mr. Smith's report because his reports are more comprehensive.

Mrs. McKenney asked Mr. Apple about the shelter classes and if he spoke to Mrs. O'Callaghan. Mr. Apple stated that Mrs. O'Callaghan had informed him that she already took those classes and that she only has a couple of volunteers who have also taken the classes. Mr. Gryval asked if this is the first time the class has been offered and if it is even a class. Chief Mulholland stated that it is a class with an exercise on the second day. He also stated that this is the first time this class has been offered.

Chief Mulholland stated that they have five town employees signed up for this class. He explained that they supposedly have other people but they don't have information on those people so they will not be covered by worker's comp. Chief Mulholland explained what the classes are and what happens in the classes. Mr. Gryval asked Mr. Apple to forward the email he received from Mrs. O'Callaghan. Mr. Apple stated that he will forward them the email and that she will be coming to the October 15, 2012 meeting.

Mr. Apple stated that he had just forwarded them the email from Mrs. O'Callaghan and that she had responded that she had taken both of the classes but would attend again if they would like her to. Mr. Apple stated that he forwarded the email that Chief Mulholland had sent and informed her that the Select Board would like her to attend the classes.

Chief Mulholland stated that both of their insurance companies have told them that they need to register their volunteers so that they are covered if something happens. He also stressed that those in leadership positions show their employees the importance of attending these classes. Mr. Apple stated that he will send Mrs. O'Callaghan an email that the Select Board requests that she attend the training and to see Chief Mulholland for details. There was further discussion of the importance of people attending these training opportunities. There was also discussion of who has the authority to instruct people to attend training classes.

Mrs. McKenney stated that Chief Mulholland can put her down for going but that she is not sure she will be attending. She stated that she would like to attend if only to show support. Chief

Mulholland stated that he just needs to know in order to tell them how many people to plan for enough food.

Mrs. McKenney asked about the email from Sharon Somers and if they were going to discuss that. Mr. Apple stated that they were disinvited from the discussion but that Attorney Somers, Chief Mulholland and he agree that the Town should be represented at the presentation. The Board determined that Mr. Apple should attend and represent the Town.

Mrs. McKenney asked if they found out how much the School gave back. Mr. Apple stated that they have not heard anything yet.

Mrs. McKenney asked Mr. Anderson if he wanted to talk about the Trustee Meeting today. Mr. Anderson stated that they transferred the money into the account today and that it will cost the Town 4.5% and they will have all the numbers by the end of the week to make it work.

The Chair called for any additional business. There was none.

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 8:34pm.

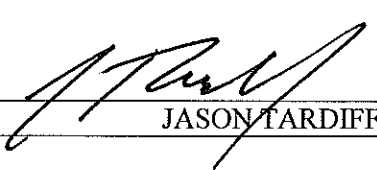
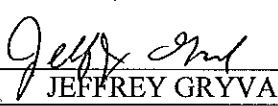
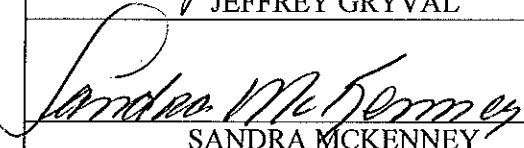


TOWN OF ALLENTOWN  
SELECT BOARD  
MEETING MINUTES  
October 1, 2012

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**Signature Page**

**Original Approval:**

 JASON TARDIFF	11-19-12 DATE
 JEFFREY GRYVAL	11-19-12 DATE
 SANDRA MCKENNEY	11-19-12 DATE

**Amendment Approvals:**

Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE