

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

Minutes of Regular Meeting
October 22, 2012

Call to Order.

The Allenstown Select Board Meeting for October 22, 2012 was called to order by The Chair at 6:04 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 Trust Funds/Sewer Commissioner/Budget Committee; Carol Merrill, Budget Committee; Richard Merrill, Sr., Planning Board; Carl Caporale, Sewer Commission/Budget Committee; Ron Pelissier, Road Agent.

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

Citizens Comments.

None.

Review and Consider Proposed FY 2013 Operating Budgets.

Ambulance Budget.

Mrs. McKenney expressed concern on the \$15,000 in the line items under oxygen being in the budget and that it should be in the Capital Reserve. Mr. Apple stated that the \$15,000 is for last year and that there is no line item for Capital Reserve for this year. The Chair asked why the lease payment is higher than last year. Mr. Apple stated that he does not know why that is. The

Chair also asked why the Comcast phone and internet is increased by \$1,000. Mr. Apple stated that he would find out why and email them the explanations.

The Chair asked if the rise in per-diem was for a raise. Mr. Apple stated that was because they will be relying more on per-diem than employees with the new system and they want to give them a slight raise to encourage people to volunteer.

Mr. Gryval asked what the difference is in General Liability insurance and property liability insurance. Mr. Apple explained that property insurance is for things that may happen on their property and that general is for anything else that they may be liable for. He also stated that he is not aware of rather or not they had general liability insurance last year or not.

Mr. Gryval asked if they are coming under Pembroke, shouldn't they be covered under Pembroke's insurance. Mr. Apple explained that as long as they are in the Safety Center they would be under Pembroke's insurance as well but that it would be a good idea for the Town to have their own insurance. He explained that they will be coming in under Pembroke's health insurance but not under the general liability.

The Chair asked that Mr. Apple get clearer answers as to whose insurance they will be covered under for general liability. Mr. Apple stated that he will put them on the agenda to after November 6th to have them clear things up better.

Workshop Session for Development Goals for Department Heads.

Mrs. McKenney stated that she would like to go into non-public on this because they will be discussing employees and whether they met their goals. Mr. Gryval stated that he agrees with Mrs. McKenney as they gave them the goals last year in non-public.

The Chair asked if they wanted to discuss what they are going to do first. Mrs. McKenney stated that they are going to review the sheets they gave them stating rather or not they met their goals and there are personal things she would like to discuss.

Mr. Gryval stated that he has a lot of confusion with how they were going to go about this workshop. He stated that if they were going to have the workshop to go over how they were going to handle the department heads, then they shouldn't have scheduled for them to come in today. Mrs. McKenney stated that this year they are going to review the goals based on materials the department heads gave them this week and that there are things they need to discuss in non-public. The Board determined to table the discussion for later this evening.

Purchase Orders and Abatements.

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

Review and Approve Minutes.

Mrs. McKenney discussed grammatical errors in the minutes for September 24, 2012. Mr. Apple will make the necessary corrections to the minutes.

Motion. Mrs. McKenney made a motion accept the minutes for September 24, 2012 as amended. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Manifests.

Motion. Mr. Gryval made a motion to ratify the manifest for October 15, 2012 in the amount of \$21,821.92. 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.

Committee Updates.

Planning Board: no meeting;

Budget Committee: meeting on Thursday, October 25, 2012;

SVRTA: meeting on October 24, 2012;

Old Allentown Meeting house: nothing new to report;

Tri-Town: no meeting. Mrs. McKenney indicated there should be a meeting second week of November.

Record Retention: no meeting. Mrs. McKenney asked Mr. Apple if he was able to get them a policy number. Mr. Apple stated that he had but that he does not have it on him and that he wrote it on the policy.

EDC. Mr. Gryval reported that there will be meeting tomorrow evening, October 23, 2012.

Town Hall Renovations: Mr. Apple reported that the contractor has started the renovations. They will be having the wiring for computers done this week and they should be able to start on the conference room. He stated that they will be starting on the Town Clerk window a week from this Friday.

Other Business.

Mrs. McKenney asked Mr. Apple about the Personnel Budget that he sent them. She asked Mr. Apple about the health insurance amount, the Selectmen recommendation is \$312,600 and on the default he has the amount as \$291,000. Mr. Apple stated that he did not change the amounts that the Selectman recommended but that the new numbers have come in and that is what is in the default. Mr. Apple stated that all the numbers in purple on the budget need to be revised. The Board determined to review and approve the Personnel Budget next week.

Mr. Anderson asked if the Sewer Department was on the agenda for next week. Mr. Apple stated that they are on the agenda for next week's meeting. Mrs. McKenney asked Mr. Apple if he was able to find out about the Master Plan. Mr. Apple stated that he can't find the letter with the price information and is looking for it.

Mrs. McKenney asked about the After Review for the Table Top as she was not there for that. Chief Mulholland stated that they identified some shortfalls that occurred in the incident command structure. He stated that there were some after action reviews that were changed. He explained that the evaluators have a couple of weeks to get out their full report.

The Chair stated that it seemed to be that there was a breakdown in communication between the EOC and the incident command post. Chief Mulholland stated that there were some technological issues and that the persons responsible for telling other people certain pieces of information also caused some breakdowns. The Chair stated that the evaluator told him that they just had minor little tweaks for the process.

Mr. Gryval stated that he would like one of the Selectmen to say something to the evaluators when they are giving them an assessment of how the day went. He stated that it is important that the people know they are there and that they care.

Mrs. McKenney asked if they were going to discuss the Joint Board member that they need to replace. The Chair stated that they posted it and hasn't had any responses yet. Mr. Apple stated that he put an ad in the LGC and also in the newspaper this week.

Mrs. McKenney asked if they had a chance to pull the information that Scott Lane wanted and if they could schedule that for next week. Mr. Apple stated that he had intended to schedule it for next week.

Mr. Gryval asked if all the department heads had looked at the questions. Mr. Apple stated that they had looked at it in the staff meeting today. He stated that it was originally phrased in the negative and they thought it should be restated in the positive. He explained that they all worked on clarifying the questions and that he thinks they got something they could all agree on. There was further discussion of the questions and how they were asked to the department heads. Mr. Apple suggested that if the Board has different wordings for questions to send them to him.

Mrs. McKenney stated that she is working on the purchasing policy and that she got responses from Pembroke, Hooksett and Bow. She stated that LGC doesn't have anything and suggested going around to the towns.

Mrs. McKenney stated that she heard last Friday, that Holiday Acres is planning on putting another trailer on the park. She stated that it was her understanding that it was capped at 298 trailers. She stated that the Building Inspector had informed her that Holiday Acres had come in for a permit to excavate the lot. Mrs. McKenney stated that the Building Inspector had said no decisions had been made to up the cap from 298. The Chair stated that right now it is in the Building Inspector's hands and that there is nothing for the Board to do at this time.

Revisit Discussion of Developing Goals for the Department Heads.

Mrs. McKenney stated that she wants to review the memos that each of the Department Heads had sent them in a non-public format. Mr. Gryval asked about the workshop portion of developing the goals and if that was to decide how they were going to do it. He also stated that he thinks they should use the same procedure that they did last year. Mr. Gryval stated that if they are going to do a personnel review and not a department review, they should do it in non-public format. There was discussion of the procedure they used last year.

The Chair asked if they are skipping the evaluation of the department or if they are using the memos as their evaluations. Mrs. McKenney stated that she thinks it is to their benefit to review their goals from last year. Mr. Gryval stated that he was under the impression that they were going to use this year to look back and see if the goals were met and how were they performed. He stated that he envisioned the department heads being with the Board and talking about the goals from last year, what they have achieved and what they want to see from now until June. There was further discussion of what they want to discuss with the department heads and rather they should go into non-public session or not.

Motion. Mrs. McKenney made a motion to go into non-public session under RSA 91A:32a at 6:52pm. Mr. Gryval seconded the Motion. There was no additional discussion.

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

The Board returned to public session at 7:15 p.m. The Chair reported the following action in nonpublic:

Motion. Mrs. McKenney made a motion to go back into to public session at 7:15pm. Mr. Gryval seconded the Motion.

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

Motion. Mr. Gryval made a motion to seal the minutes previous non-public session. Mrs. McKenney seconded the Motion for the purpose of discussion.

Mr. Gryval stated that they needed to seal the non-public minutes because this was a personnel matter and that the employees have the right to privacy and it should not become public. He also stated that if they weren't going to seal the minutes they should have never gone into non-public. Mrs. McKenney stated that they set goals in non-public and they are sealing those minutes. Mr. Gryval responded that they set goals for individuals not departments so they should be sealed.

Mr. Apple suggested that they seal the minutes at this time and next week they can acknowledge the goals in an open session. Mrs. McKenney stated that they are still sealing the minutes. Mr. Apple stated that they are talking about personnel goals not department goals so they should follow the procedure they did last year by carrying them out in non-public. Mr. Apple stated that the Department Heads are the only ones who can waive the information in the non-public sessions.

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

The Chair asked the Selectmen if they wanted to send an official letter to the Governor and Senator thanking them for their services since they are losing them. Mrs. McKenney stated that she is still looking for a card for Senator Barnes. Mr. Gryval stated that he thinks a letter to the both of them would be good.

The Chair called for additional business. There was none.


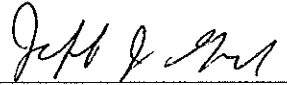
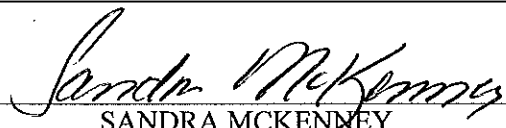
Motion. Mr. Gryval moved to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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 8:03pm.

TOWN OF ALLENSTOWN
SELECT BOARD
MEETING MINUTES
October 22, 2012

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