

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

Minutes of Regular Meeting  
April 15, 2013

**Call to Order.**

The Allenstown Select Board Meeting for April 15, 2013 was called to order by The Mr. Gryval at 6:00p.m.

**Roll Call.**

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

Excused: Jason Tardiff

**Others Present.**

Residents of Allenstown: Dennis Swanson

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Ron Pelissier, Road Agent; and Shaun Mulholland, Interim Town Administrator.

**Citizens Comments:**

**Public Hearing in regards to house numbering on Dodge Road**

Mr. Gryval asked Mrs. McKenney if she had any questions before they open it up to the public. Mrs. McKenney expressed concern for not hearing from any of the residents on that street. Mr. Swanson stated that he is a resident on Dodge Road.

Mr. Mulholland explained to Mr. Swanson that they started house renumbering to be in compliance to E-911. He stated that they have two houses with the same number on Dodge Road. He stated that the house numbered 68 Dodge Road is scheduled to change to 31 and 33 Dodge Road is scheduled to be the business.

The Board opened this up to the public.

Mr. Swanson asked why he wouldn't have three numbers as his property has three structures. He explained that there is a garage facility, his house and the business on the property. Mr. Swanson showed them a town map of the property that he got a few years ago. Mrs. McKenney stated that right now the garage is considered to be part of the house so that there is no need for three numbers. Mr. Pelissier stated that the second building has always been a business and the garage is just considered part of the home.

Mr. Swanson asked if he would have to move his mailboxes. Mr. Mulholland stated that he would have to change the number on the mailboxes but doesn't have to move them. He stated that the phone numbers at the locations will register with the appropriate house numbers. He stated that E-911 will notify the carrier of the telephone services of the changes. Mr. Mulholland stated that they will send him a package of all the forms that he will need to change his address.

Mr. Swanson asked if this would be done tonight because he has a tenant and that he wants to know his address. Mrs. McKenney suggested extending the 15 days change to give Mr. Swanson time to do the change.

#### **Highway Department Monthly Status Report**

Mrs. McKenney told Mr. Pelissier that they did not receive a Status Report from him. Mr. Pelissier stated that they should have but that he has been having issues with his computer. Mr. Gryval asked Mr. Pelissier what is wrong with the computer as it is only a year old. Mr. Pelissier stated that he is having issues opening emails. He stated that he has scheduled for the IT guy to come out and work on it this week.

Mrs. McKenney asked Mr. Pelissier if he remembers what was on the report. Mr. Pelissier stated that he doesn't remember a lot of changes. He stated that they are getting ready to do Cross Street and that they just finished repainting the bulldozer. He stated that the 2001 Sterling is in the shop and is going to need about \$3,000 worth of work. He stated that they are adding a lean to onto the sander rack. He stated that all of the equipment passed inspection except that the packer will need rear brakes in three months.

Mr. Pelissier stated that nothing has changed for personnel.

Mr. Pelissier stated that they have street sweeping scheduled for the beginning of May. Mrs. McKenney asked if he got a bid on that. Mr. Pelissier stated that all three had the same numbers except the one guy that was cheaper but he doesn't have the vacuum system so they are going with someone else. Mr. Pelissier stated that will cover all the roads in town up to Granite Street and River Road.

Mr. Gryval asked if they should be looking into the future in regards to what type of vacuum, who's doing it, and the amount of times a year it is done. Mr. Mulholland stated that right now it is a minimum of once a year but that will depend on their water quality. Mr. Pelissier also stated that it depends on how much sand they use during the year.

Mr. Pelissier stated that they got quotes for Cross Street and that the cost for paving went down a little bit so that project will cost less. Mrs. McKenney asked what other roads they are going to do besides Cross Street. Mr. Pelissier stated that they were going to wait to see what happens throughout the year. He stated that Pembroke Water is concerned about water piping on Reynolds Street and that they have offered to do the project, rip the whole street out, and pave it and then split it with Allentown. Mr. Pelissier stated that he would have to reclaim the road. He also stated that there is another project for Court Street that the Sewer Department may pay for. Mr. Anderson stated that they are going to look at the bids for that.

Mrs. McKenney asked Mr. Pelissier about the Rio N109 Fire Tanker from the Fire Department. Mr. Pelissier explained that there is a forestry tanker that the Fire Department put out of service because the tank leaks. He stated that he wants to use it for washing out sanders and for putting out the fire at the transfer station. Mrs. McKenney asked if they could get more money by selling the tanker. Mr. Pelissier stated that they could get more money for it and that it might be worth \$1,500 to \$2,000. He stated that the Fire Department is selling the trucks that they currently use for washing out the sanders.

Mrs. McKenney asked Mr. Pelissier where the Dodge Road project stands. Mr. Pelissier stated that is just about ready to go. He stated that they are going to cut the trees so that the trucks can get out there without hitting the trees.

Mr. Gryval asked what kind of mitigation plan he has to get rid of the ash trees. Mr. Pelissier stated that would be up to Mr. Lee and that he knows they can't leave the state. He stated that he hasn't had a chance to talk to Mr. Lee about it yet.

Mr. Gryval asked Mr. Pelissier if he has heard any feedback from the residents regarding the Construction and Demolition removal. Mr. Pelissier stated that they explained things to the residents and that they aren't happy about it but that they understand the situation. Mr. Pelissier stated that he has not spoken with Casella about taking residential C&D. He stated that he has spoken to Hooksett and that they are looking into rather Hooksett will take it.

**Discuss plans with the Road Agent to Upgrade the railroad bed from Ferry Street to the rear of the AES fields and access way from Cross Street**

Mr. Pelissier stated that the school had approached him about cutting some trees and to fix some potholes on the access to the AES fields. He stated that they want to tie West Street into the road

and put a Dead End at one end and a Do Not Enter at the other end. He stated that he would like to have either authorized access only or Dead End at the bottom of the road.

Mr. Gryval asked Mr. Pelissier what kind of plan he has with the school to get some of the work done. Mr. Pelissier stated that he hasn't approached them yet about it but that he would like them to pay for some of the gravel they need down there.

Mrs. McKenney stated that on the map, it shows that there is a possibility that there are some trailers or sheds that are in the town's right of way. She also stated that the ball field may be on town property but that needs to be verified. Mrs. McKenney asked if it is a class six road or just a right of way road. Mr. Pelissier stated that it used to be the old railroad way. Mrs. McKenney asked if they do all the work to it, do they have to accept it as a town road. Mr. Pelissier stated that it is a main road so that if they don't want people to use it they need to post it now.

Mr. Gryval asked Mr. Pelissier what kind of a timeline he is looking at to get this done. Mr. Pelissier stated that they are going to start using the fields pretty soon so they were looking to start within the next couple of weeks. Mr. Gryval asked if they could hold off on this until they had a chance to discuss it further and include the Chair in the conversation. Mrs. McKenney stated that if they are going to do it, she wants to make sure that they do it right. The Board determined to put this on the agenda for the April 30<sup>th</sup> meeting.

Mr. Mulholland stated that there is no issue of right of way because they own that land. He stated that there are a number of encroachments that exist. He stated that it appears as though the ball field is on the town's property. He stated that they need to do lot line adjustments to resolve those issues. He also stated that there are sewer lines that don't belong to the Sewer Department and that there are no easements to go across the land that belongs to the Town. Mr. Mulholland suggested that whatever definition they want to give the road, they need to follow the law for that type of road.

Mr. Gryval asked if the mobile homes are owned by a park or by individuals. Mr. Pelissier stated that they are owned by an individual. Mr. Gryval asked if there is a possibility of doing this in two phases; one being to do something that would help the school with access and the West Street connection separately. Mr. Pelissier stated that they just need to clear the brush and fill potholes to help with the access. There was further discussion of the work to be done and to fixing the issues involved.

#### **Consider participation in MS-4 Legal Action**

Mr. Mulholland stated that he attended a meeting regarding taking some action to try to change the draft permit. He stated that they have asked for another extension for at least ninety days. He stated that there has been some success in terms of the political front and legal front to get EPA to change some of their requirements for water quality and some other things. He stated that the

permit is rather stringent and is vastly different than the 2003 permit that other communities are under. He stated that they are being asked to sign on in this legal action and Allenstown is the smallest community of the group. He stated that they would have to pay less than one percent of the legal cost.

Mr. Mulholland stated that it is up to them rather they want to participate or not. He stated that if they do nothing, they have to meet all of the standards that are on the draft permit. He stated that would include having to build a treatment plant amongst other things. Mrs. McKenney asked how long it will take to resolve and will it stall everything for them.

Mr. Mulholland stated that it will take as long as needed. Mr. Gryval stated that it will stall the requirement to meet any goals as well as give them time to meet those goals. Mr. Mulholland stated that that was done with the 2003 permit which was extended three years and allowed communities more time. Mr. Mulholland stated that there is a risk which he thinks is a fair risk and that by joining this group, it would improve their odds.

Mr. Gryval asked if that permit is targeting New England specifically or if that is nationwide. Mr. Mulholland stated that each EPA region sets their standards. Mr. Gryval asked if even though the greater Manchester area takes up a large portion of the state, are they going to be inclined to listen to a fraction of the State of NH. Mr. Mulholland stated that other regions have been successful in doing this and that the group is hiring Mr. Hall because he has helped other regions do this. There was further discussion of other similar cases and the outcomes of those cases.

Motion. Mr. Gryval made a motion to enter into the MS-4 Communities Permit Proposed Agreement and authorize Interim Town Administrator, Shaun Mulholland to sign on behalf of the Town and authorize Shaun Mulholland to act as the Town's proxy in voting matters. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that he sent them the materials for the QBS process. He stated that there is a process they have to go by to choose an engineering firm and that they have to score the firms. He stated that this has to be done by a committee which he has chosen to be the three selectmen, himself and Mr. Pelissier. He stated that they will have to narrow it down to three engineers. He also stated that there are several areas of work that need to be done and that whoever they choose would be the Town's engineer.

Mrs. McKenney asked if all of the engineers met the requirements of the RFP. Mr. Mulholland stated that they did not and that they can eliminate them when they go through the process. Mrs.

McKenney stated that she thought that was what the RFP process was for and that they should eliminate them after they get the RFP. Mr. Mulholland stated that for engineers they have to make sure they go through the fair process. The Board determined to put this on the agenda for May 6, 2013.

#### **Close Public Hearing of 911 renumbering**

The Board closed the Public Hearing of the 911 renumbering of Dodge Road at 7:08pm.

Motion. Mrs. McKenney to change house number 68 Dodge Road to 31 for the house and 33 Dodge Road for the business under CO 8110 and RSA 231: Sect. II 3a for 911 House Numbering to take effect June 1, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

#### **Consider Fire Truck Lease Agreement**

Mr. Gryval stated that at the last meeting they voted in favor of going with the agreement that was for the E-1 fire truck. Mr. Mulholland stated that they need to vote to enter into the agreement and authorize Mr. Tardiff to sign the agreement.

Motion. Mr. Gryval made a motion to enter into the Lease Purchase Agreement for the E-1 Fire Truck and to authorize Jason Tardiff to sign on behalf of the Town of Allenstown. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

#### **Discuss filling the Town Administrator's position permanently**

Mr. Gryval stated that they need to come up with a direction that they want to go in. He stated that he knows that there seems to be the census to offer Mr. Mulholland the permanent position. He asked Mrs. McKenney how she would like to see that process move forward. Mrs. McKenney stated that she thinks that they need to sit down and discuss things. She stated that they need to discuss things that have happened over the last few months and she want to address any concerns. Mr. Gryval asked if they wanted to give the candidate some idea of what they are looking for.

Mr. Mulholland stated that if there are issues, they shouldn't have waited for now to discuss them but that he will put this on the agenda for next week. He asked how long they think the process is going to take. Mrs. McKenney stated that past experience with him, he has come up with some kind of contract of what he wants that they tossed back and forth until they came to an agreement. Mr. Gryval stated that any agreements need to be run through the legal department.

Mr. Gryval stated that they should not have anyone write their own contract without having the legal department review it. Mrs. McKenney stated that Mr. Mulholland should draft an agreement and then let them look at it and if they like it they will send it off to the legal department. There was further discussion of the hiring process.

### **Discuss and set Process for Personnel Evaluations for 2013**

Mr. Gryval stated that the Chair asked if they could put this off until next week so that he could be part of the process. Mrs. McKenney stated that they are running out of time and that they are supposed to be done by the end of April. She stated that they need to have some meetings on this process.

Mr. Mulholland stated that he has a folder that he is putting together for them which includes some self-evaluations, job descriptions, and evaluation forms. He stated that he could send them some of the evaluation tonight and that they could start working on those. He suggested that when he gets the forms in, he could send them out to the Board. There was discussion of the evaluations they have to do.

Mr. Mulholland stated that later on, sometime in June, they will have the determinations of the merit raises. Mrs. McKenney asked how many evaluations he will have ready to go by next week. Mr. Gryval asked if they could schedule a Monday night where all they do is work on the evaluations and put off all other business. Mr. Mulholland suggested that they do it on the May 13, 2013 and that he will get them the evaluations ahead of time.

Mr. Mulholland stated that he has reiterated to everyone when the evaluations are due but that no one has asked for the forms so he doesn't expect them all to be in on time. He stated that this reflects people getting raises late. Mr. Gryval stated that the last time they did this process, they took their handwritten personal notes and combined them into one copy and then destroyed their original copies and asked if they were going to use that same process. Mrs. McKenney agreed that they should do the evaluations the same way as they did last year.

### **Committee Updates**

#### **Planning Board**

Mr. Gryval stated that there will be a meeting on Wednesday night and that for the foreseeable future he will take Chairman Tardiff's position on that Board.

#### **Budget Committee**

Mr. Gryval stated that they had a meeting last week. He stated that the new Chairman of the Budget Committee is going to be Dave Eaton, the vice Chair is going to be Penny Touchette and the Secretary is going to be Larry Anderson. He stated that they got a chance to meet the two

new members of the Board. He also stated that Mr. Mulholland did a presentation on the MS-4. He stated that they also discussed the work that they are doing with the Sewer Commission on mapping the town. He stated that everyone seemed happy to see the Sewer Commission and the Select Board working well together.

Mr. Gryval also stated that there will be a meeting on May 23, 2013 to discuss the expenditures, revenues and the update of the website.

#### **SVRTA**

Mrs. McKenney stated that there is a meeting scheduled at the end of the month.

#### **Old Allenstown Meetinghouse**

Mr. Gryval stated that there will be a meeting on the third Thursday of this month. He stated that they will be beginning the construction of the ceiling.

#### **Tri-Town Joint Board**

Mr. Mulholland stated there was a meeting and that he sent them the status on that. He stated that they had the first bill that came in. Mrs. McKenney stated that what transpired at the last meeting was financially wise for the Town. Mr. Mulholland stated that in terms of money coming in for billing, are for the town of Pembroke and that Allenstown will have the second half of the year.

Mr. Gryval asked what the period the checks were for because at the end of last year they were doing month payments. Mr. Mulholland stated that he thinks it is for a quarter of the year.

#### **Record Retention**

Mrs. McKenney stated that they haven't had a meeting.

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

Mr. Mulholland stated that he sent out the latest scope for engineering work but that the ball is in their court.

#### **Shelter Committee**

Mrs. McKenney stated that they had a meeting last week. She stated that Mr. Mulholland came in and discussed the exercise they are going to have in November. She also stated that they have a new member and another lady that wants to join but can't at the moment. Mrs. McKenney stated that they are doing an inventory down at the Fire Station. She stated that she spoke to Mrs. Demers about doing the inventory and that Mrs. Demers will be able to attend that.

#### **MS-4 Project**

Mr. Mulholland stated that there is nothing new on that.



### **Website Update**

Mr. Mulholland stated that Ms. Welch is working on the About Us piece and that they are making some more progress on other pieces. He stated that he wants to stick to the date selected to get it up and running and those departments that aren't done by then will have to be Under Construction on their pages.

Mrs. McKenney stated that she pulled some mission statements for other towns and pulled things that she liked from those pages. She stated that she will compile all of that information and get it to the rest of the Board for next week.

Mr. Gryval asked Mr. Mulholland if they need to communicate with anybody who is not getting information into him. Mr. Mulholland stated that they have some boards that are volunteer boards and they can't force them to do it. He stated that he will give them more time and that towards the end he'll give them a call. Mrs. McKenney asked Mr. Mulholland who is going to be updating the website besides him. Mr. Mulholland stated that each department and board has the ability to update their own pages.

Mr. Gryval asked if there are any employees that need to be reminded to get this done. Mr. Mulholland stated that he hasn't seen anything from the Fire Department or Highway Department. Mr. Gryval asked what the best way for them to get this done is. The Board instructed Mr. Mulholland to remind the employees that this needs to be done on time.

Mrs. McKenney asked Mr. Mulholland if he is the only one who does the newsletter. Mr. Gryval stated that they need to decide if they still want to do this with the new website that is coming up. Mr. Mulholland stated that he is the only one who has access to it and that the newsletter reaches out to people.

Mr. Mulholland stated that he had to use his own credit card for the ".gov" email addresses because they require a credit card and the town doesn't have a card. Mr. Gryval asked what types of credit cards are available for municipalities. Mr. Mulholland stated that he already had Mr. Smith look into it and that most banks want them to have an account with them. Mr. Gryval stated that they need to get a town credit card. Mr. Mulholland stated that they need to tighten up the credit card policy they have now and change it to include a town credit card. Mr. Mulholland stated that there are a number of credit cards that there is no documentation of authorizations from the Board of these cards. There was further discussion of other credit cards that the town has.

### **Ratify Manifest**

Motion. Mr. Gryval made a motion to ratify the April 11, 2013 manifest in the amount of \$169,415.64. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Gryval stated that Mrs. McKenney had mentioned that they shouldn't sign the consent calendar until they ratify it at the meeting. Mrs. McKenney stated that the Chair had signed the consent form but that there were other things that weren't signed. Mr. Mulholland stated that they shouldn't be signing it until the meeting and they know what is in the folder.

Motion. Mr. Gryval made a motion to ratify the consent calendar of April 15, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

### **Review and Approve Minutes of April 1, 2013**

Mr. Gryval stated that he was fine with the corrections that Mrs. McKenney had made but that there were a couple of names that were still missing. Mrs. McKenney stated that those names were Sheehan and Phinney and that she mentioned that to Mr. Mulholland.

Motion. Mr. Gryval made a motion to accept the corrected minutes of April 1, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mrs. McKenney stated that she didn't have a chance to go over the April 8, 2013 minutes yet. Mr. Gryval stated that he doesn't read the minutes until Mrs. McKenney sends them to him. Mrs. McKenney stated that she forwards the minutes to the rest of the Board after she has corrected them.

Mr. Anderson stated that they will be having a meeting on Wednesday for the Trustees and the Zoning Board to find out who wants to go to the meetings Mr. Mulholland sent him information about. Mr. Anderson stated that the Trustees are meeting at 2pm and the Zoning Board at 7pm on Wednesday.

Motion. Mrs. McKenney made a motion to approve the non-public minutes of April 8, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Town Administrator Report**

Mr. Mulholland distributed a letter from DRA that they received today.

Mr. Mulholland reminded the Board about the Professional Administrative Appreciation Dinner at 6pm tomorrow at the Red Blazer.

### **Expenditure Reports**

Mr. Mulholland stated that he wanted to speak to them briefly about the expenditure and revenue reports. Mrs. McKenney asked if Mr. Smith is going to do an update once a month. Mr. Mulholland stated that he is probably not going to do the updates because he has a lot that he is doing right now. He also stated that Mrs. Demers will be taking on some of these tasks right now.

Mrs. McKenney stated that she is mostly interested in the things that they go over on. She stated that one of the things that she noticed was that there isn't a line for the volunteer meals on the Highway Department and that they had established that. Mr. Mulholland stated that there was an issue about not putting it in there and that it got removed in the budget process. Mr. Gryval stated that they never voted to remove the food. Mr. Mulholland stated that it got removed without the Board's consideration.

Mr. Mulholland stated that there are some things that get done by staff that are going to change from what's been done before. He explained that each line needs to have a narrative so that the Board knows what the line item is for. Mrs. McKenney asked if they ever matched the expenditure reports with what was on the budget sheets. Mr. Mulholland stated that is what they are doing. He further explained some of the problems that they are having with some of the lines.

Mr. Mulholland stated that the electricity is up on some of these departments because they are paying eleven cents per kilowatts to Glacial. He stated that there are some issues with the Highway Department budget and discussed some of the lines in detail with the Board which included heat and oil, uniforms and the Road Agent's overtime. Mr. Mulholland expressed concern with the department heads needing to review these expenditure reports every week. There was also discussion of the process the Board established for the expenditure reports and when they are due.

Mr. Mulholland stated that for the revenues there are a few things that have caused some misrepresentation of the actual revenues. He stated that property tax lines is down because of the timing of liens, vehicle registrations are down by \$2,400 and dog licenses have also gone down.

He stated that forestry reimbursement is down by \$8,124 because there haven't been a lot of fires and they haven't been seeking reimbursement in some cases. He discussed some other smaller items that are down as well.

Mr. Mulholland stated that he is waiting to hear from the Budget Committee on what kind of report they want for the expenditures and revenues and that the Board may get a copy of that as well as their monthly updates.

Mrs. McKenney suggested that they put the Budget Guideline for 2014 on the agenda for next week to get that process started. Mr. Gryval stated that they will see if the Chairman wants to put it on for next week.

#### **Update of SRO Agreement**

Mrs. McKenney asked Mr. Mulholland if they got anything back from the School Board on the SRO officer. Mr. Mulholland stated that they haven't signed the agreement because Mr. Gilligan wants Appendix A that has been delineated and to make sure that the number matches what the school has. Mr. Mulholland stated that he will generate that new draft and then have the Board execute it and then send it over to the School Board to execute.

Mr. Gryval asked if the officer is already working at the school as the SRO. Mr. Mulholland stated that she is working at home on the website stuff. He stated that she met with the school but that she isn't working over there yet.

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

Mr. Mulholland distributed a purchase order for the paving of Cross Street. He stated that the Road Agent stated that the quotes come back in less than what he was expecting.

Mr. Gryval stated that they have a policy of three quotes and that they heard the Road Agent's explanation tonight. Mr. Mulholland stated that they approved one set of work that needed to be done and now that they need to approve the next set of work that wasn't in the original contract. Mr. Gryval asked if they are keeping any of the quotes that they are getting because the point of this process was to make sure they are getting the bang for their buck and that they are doing it fairly. Mr. Gryval stated that he remembers that no one would lock in the price of this part of the project because the price would change over the year.

Mrs. McKenney stated that she wants three bids for the work. Mr. Gryval stated that he will sign it and see if the Chair wants to and if not go from there. Mr. Mulholland stated that there needs to be contracts for this stuff in the future.

Mr. Mulholland stated that the reason he didn't sign quote for the power generator service is because the price may go over \$2,000 and he didn't want to do that without the Board's

approval. Mr. Gryval stated that he spoke to Mr. Mulholland previously about this and that they are having problems with the engine on it and that it doesn't run other than to be maintained. Mrs. McKenney asked if they just did maintenance on it. Mr. Mulholland stated that the maintenance is done every six months. Mr. Gryval stated that he raised the question of do they really need the generator.

Mr. Mulholland stated that they got the generator for a grant and the assumption is that they are going to continue to operate it. He stated that it will power the town hall if they lose electricity and to keep the pipes from freezing. He stated that this is not an emergency shelter and that they don't really need the generator other than it is nice to have. Mr. Gryval stated that they are paying a yearly maintenance for something that they don't really need. There was further discussion of when the generator has been used and the necessity of it at the town hall.

Mrs. McKenney stated that they need to determine if they want to fix it right now. Mr. Gryval stated that they need to fix it right now because it is useless and if they fix it, they could potentially sell it or use it at another department that may need it. He stated that he wanted them to consider rather or not they need it in the long run. The Board determined to approve the purchase order for the generator.

Mr. Mulholland stated that they have a purchase order for the \$3,500 portion of the intern for the mapping project with the Sewer Department.

Mr. Mulholland distributed the three electrical bids for the town hall. Mr. Gryval asked if this could wait until next week when the Chair is present. Mr. Mulholland stated that he doesn't think anything is going to change and that they could probably wait a week on this. Mrs. McKenney asked if the quotes are for everything electrical to be done. Mr. Mulholland stated that it covers everything and that the one from Granite State Electric included a punch list with their quote. He also stated that R&T Electric has two different labor rates included in their quote.

Mr. Mulholland stated that the Granite State Electric guy spent quite a bit of time here when he did the walkthrough. He also stated that Granite State Electric fixed something when he was here that was an electrical hazard. Mr. Mulholland stated that the residents have made comments about the intercom system and the fact that they can't hear Ms. Rogers through it. The Board determined to wait another week and give the Chair time to review the quotes.

#### **Other Business**

Mr. Mulholland stated that they have made process on some of the items on the tasks list.

Mrs. McKenney stated that they got the diesel price from DOT which came in at \$3.935 per gallon. Mr. Mulholland stated that price is good until December.

Mrs. McKenney stated that they got a document from the Building Inspector. Mr. Mulholland stated that those are tax maps of the places he will be looking at. Mr. Gryval stated that they had discussed where he should begin so that no one can argue that they are getting one area over another and that this shows them where he is going.

Mr. Mulholland stated that he is taking a hard line on people who are encroaching on town property. He spoke of an incident on River Road where he sent a letter regarding a resident putting trash on their property and that was taken care of.

Mr. Mulholland stated that they implemented a new form for the vouchers and that the error rate has gone down significantly in terms of bookkeeping. He stated that some folks have not adhered to using the new form and that he has made a point that they will not process the invoice unless the proper form is used and the procedure is followed.

Mrs. McKenney asked if they set up a date for the safety program. Mr. Mulholland stated that the safety program is not completed yet and that the intern is completing that.

Mrs. McKenney asked how many people are going to the dinner tomorrow night. Mr. Mulholland stated that there are twenty-nine people are going and that Mrs. Baird cannot go because she is not feeling well.

Motion. Mr. Gryval made a motion to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.



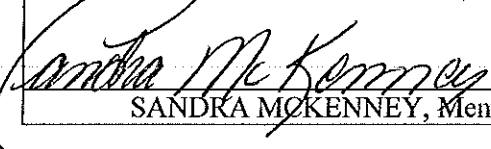
A Roll Call Vote was taken: Mr. Gryval-Yes; Mrs. McKenney-Yes. The Mr. Gryval declared the Motion passed.

The Chair adjourned the meeting at 8:55pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

April 15th , 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	4.29.13 DATE
 JEFFREY GRYVAL, Member	4-29-13 DATE
 SANDRA MCKENNEY, Member	04-29-13 DATE

<b>Amendment Approvals:</b>		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	SANDRA MCKENNEY, Member	DATE

10/10/10

10/10/10

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