

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

Minutes of Regular Meeting
Old Allenstown Meeting House
August 12, 2013

Call to Order.

The Allenstown Select Board Meeting for August 12, 2013 was called to order by The Chair at 6:01p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Debbie Lee, Andrew Post, Bob Tigges, Richard Merrill, Claudette Verville, and Armand Verville.

Others Present: Peter Michaud, NHDHR, Amy Dixon and Bob Blazon

Other Public Officials: Allenstown Staff: Diane Demers, Office Manager; Paul St. Germain, AFD; Paul Paquette, APD; and Ron Pelissier, Road Agent, Larry Anderson, Sewer Commissioner, Budget Member: Carol Merrill, Budget Member

Citizens Comments:

Mrs. Lee stated that she had spoken to Mr. Mulholland twice regarding the grass on Woodridge and Highfield and also a tree on Deerfield Road in Bear Brook State Park. Mr. Pelissier stated that he sent the guys out to take care of those and that he can go out with Mrs. Lee to look at those areas. Mr. Gryval stated that the tree is the States and that they may not be able to do much about that.

Mr. Tigges stated that he is here to ask permission to set up this slush stand for Old Home Day. He stated that his wife contacted the Town Hall and was told that the church was doing a slush stand. He stated that he has gone to many Old Home Days and that he has seen plenty of competition down there and doesn't think that it is fair that he can't have a slush stand at the Old Home Day. He stated that Deputy Chief Martin told him that he could plug in his stand at the Firehouse. The Chair stated that the Old Home Day Committee has the rules about no

competition and that there is nothing they can do about it. Mrs. Demers stated that as far as setting up at the Fire Station it is a liability.

Mrs. McKenney stated that most of the people on the committee are from Pembroke and that they are pretty much set in their ways. Mr. Tigges suggested that Allenstown has their own Old Home Day. The Chair stated that they don't have enough Allenstown residents interested, the money and that they want to keep a good relationship with their neighbors. He suggested to Mr. Tigges that either he or someone else try to get a seat on the committee. Mr. Gryval stated that it is not just Pembroke residents on the committee and that this is the first that he has heard about things not being fair. Mr. Gryval suggested to Mrs. Demers that they call Mr. Jodoin and find out what is going on.

Presentation to the Town from LCHIP (Land and Community Heritage Investment Program)

Mr. Verville stated that he would like to recognize a few people whom have had a lot to do with the Old Meetinghouse. Mr. Verville thanked Andrew Post and Bob Blazon for all their help with the meetinghouse. He introduced Peter Michaud from the NHDHR and Amy Dixon with the LCHIP Program whom have also been very helpful with the projects. Mr. Verville stated that they have received three grants from the Moose Plate Program.

Ms. Dixon stated that on behalf of the Land and Community Heritage Investment Program, she would like to present a plaque to the Select Board for their support of the Meetinghouse Committee and the Historical Society's efforts to restore the building. The Chair asked Mr. Verville where the plaque will be going in the meetinghouse. Mr. Verville stated that he is not exactly sure where they are putting it at the moment and pointed out a few places that they could put it. Mr. Anderson suggested that they make a duplicate of the plaque and put that on the outside of the building.

The Chair thanked Mr. Verville for all the work that he has done with the meetinghouse and for the support of all their volunteers. Mr. Verville listed off some of the names of great volunteers that they have had.

Meeting with Kevin Kilpatrick to discuss IT Services Proposal

Mr. Kilpatrick distributed copies of his proposal. He stated that he has done a proposal that is short, sweet and to the point which he feels includes everything that he would do. He also distributed a document that shows what all their service plans include. He stated that the RFP had asked for two options; on premise and off premise. He stated that the prices included in the proposal include the necessary hardware. He stated that everything that was requested on the proposal is included. He also stated that in addition to those requests, they included backup software for the servers and desktops, off-site storage of the backup files at no extra charge. He

stated that the company's philosophy is that they don't nickel and dime their clients and that there is one price for the monthly rate.

Mr. Kilpatrick went over the cost breakdown on the proposal which was broken down by entity. He stated that the total is not an estimate and that is a guaranteed number of the cost.

Mr. Kilpatrick stated that option two is a cloud option. He stated that the Cloud option in the proposal includes hosting their desktops, servers, and software at redundant data centers. He stated that there are also standard backups taken which are saved at the data center and also at the office location. He stated that they make sure that there are multiple copies of the data and that it is not just the files but all data from the desktop, server and software. He stated that if something was to happen they can use a backup center to work with the data. He further explained the several ways that they can restore the data through their backup centers.

The Chair asked if the way that he is explaining the Cloud is done the common way. Mr. Kilpatrick stated that there is no common way with the Cloud. He also stated that a lot of hosts will just host the servers but that they host the desktops and software as well. He stated that they have a separate server that hosts all the desktops which allows more speed in how many people are accessing the desktop at the same time. He stated that the database and the desktop will be in the same place and will be accessible faster than they are used to know.

Mr. Kilpatrick stated that there are some things that they need to be careful with and make sure they understand completely before doing a complete Cloud migration. He gave examples of connections with State and connections with Emergency Services. He also stated that they not only do the anti-virus updates but also include the anti-virus software. He explained that they give them LogMeIn on all the PCs if they need to do remote access. He stated that they are able to control who has access to certain PCs. He stated that all the hardware and labor for the server upgrades are also included in the proposal.

The Chair asked about the information being stored on the server not the programs and that if something happened to someone's computer they cannot access the program from the server. Mr. Kilpatrick said that is correct and that they can access the information from anywhere else. He stated that if the files are on the server and the server is not there then they can't get the file. He stated that with the Cloud, they don't need to have a program, like MS Word, to be able to access the files. He further explained the accessibility of programs and files from the Cloud.

The Chair asked how the security is using the Cloud services. Mr. Kilpatrick stated that the security is better in a number of ways. He explained that there is guarded access and tag accessing in and out of the building. He stated that the data security is better because there are multiple data connections from different power sorts and multiple generators backup. He stated that there needs to be file and folder security in passwords that change every six months. He

further explained user techniques for increased security on their desktops and accessibility levels of employees.

Mr. Gryval asked how the email addresses are setup. Mr. Kilpatrick stated that they are all exchange accounts and that each user gets 10 gigabytes of storage. He stated that the exchange hosting is managed at a different set of servers at a different location which allows the user to have access to email if something happens to the data servers. He explained that the email network is not on his equipment and that it is on a provider that they do business with. He explained that they have shared contacts, calendars and the possibility of shared email.

Mr. Kilpatrick stated that the users will get the current operating system when they access the Cloud. He stated that they will be able to use the Cloud on computers that are older as well as newer computers. He stated that they can make the desktop look like Windows 7 if some of the users would like to. He stated that what is seen on one desktop is seen on all desktops. He stated that unless someone has dial up, the speed should run well.

Mr. Kilpatrick stated that he would like to start to manage the systems that are already in place and then transition to the Cloud if that is the direction that they would like to do. He explained that this helps them to know what programs they use and how to integrate them correctly. Lt. Paquette stated that they are working on switching over to tablets at the Police Station and that it will be interesting to see how all that works out. Mr. Kilpatrick stated that their stuff runs on everything so they would need to see what the programs needed will run with.

Mrs. McKenney asked how long of a process this would take if they got the contract. Mr. Kilpatrick stated that it would probably take four to six months to get the entire town setup and running because each department is like setting up a separate entity. He also stated that they would be able to get their software and systems started up right away. He stated that they need to make sure that each department is set up properly and will take the necessary time to do so.

Mr. Pelissier asked if ViewWorks will work on the Cloud. Mr. Gryval stated that ViewWorks is compatible with just about everything. Chief St. Germain asked about the emails being stored for a year and what happens to the emails after that. Mr. Kilpatrick stated that it is a rolling archive and that the year starts when they back the server up. He also explained that the emails will be backed up on the servers which will allow them to get at least the prior two years. The Board thanked Mr. Kilpatrick for coming in and explaining his proposal to them.

Consider and Approve contract for the Safe Routes to School construction project

Mrs. Demers stated that Mr. Mulholland wants them to approve it pending the receipts of the additional documents they need to provide.

Motion. Mr. Gryval made a motion to approve the Safe Routes to School Main Street to Ferry Street sidewalk construction award pending the receipt of pertinent information. 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.

Department Head Monthly Status Reports

Police Department

Mr. Gryval asked how they are doing with filling the open patrol officer position. Lt. Paquette stated that the candidate had to fill out a package which he did over the weekend. He stated that he has been certified in New Hampshire. He stated that he will go speak with the Director and see if he can get things approved.

Mrs. McKenney asked if the overtime line will go over. Lt. Paquette stated that it was the Police Chief's pay line that he thinks that it will go over and that the training line for the officers will have a little more than usual with will cover the overage.

Highway Department

Mrs. McKenney asked if they have safety meetings monthly. Mr. Pelissier stated that they have safety meetings every couple of months. He stated that the meeting that they were mentioning in the report was a meeting for the new safety policy for the town employees. He stated that they were supposed to have a meeting but that they had to reschedule it and will have it done by the end of August.

Mr. Pelissier stated that the cleaning of the catch basins came in just under \$3,100 to do all 130 catch basins and that there were four catch basins that had to be replaced.

Mrs. McKenney asked if the tree on River Road that was taken down was on Town property. Mr. Pelissier stated that it looked as though it was right on the town line but that it was leaning over enough that it needed to come down. Mrs. McKenney asked for an update on Black Hall Road in Epsom. Mr. Pelissier stated that he hasn't spoken to the Road Agent but that the state date isn't until September now.

Mrs. McKenney asked if when they have volunteers from the State, if the Highway employees are supposed to be working or just supervising. Mr. Pelissier stated that they have been trained to supervise the volunteers but that some of them do work.

Fire Department

Mr. Gryval asked if the new fire truck is still on schedule. Chief St. Germain stated that it is still on schedule and that there is no new update. Mr. Gryval asked if there are any updates on the

two pieces that they are selling. Chief St. Germain stated that he put it on the flea market site on Facebook but that there are no leads on that. He also stated that he has some information that he is not ready to present to the Board on one of the pieces. Mr. Gryval asked how they are going to handle Engine 2 if they have to move it outside once they get the new truck. Chief St. Germain stated that it will be gone before that is necessary.

The Chair asked what happened with the Forestry Truck that they were supposed to get from Auburn. Chief St. Germain stated that he has not heard anything from the Chief there and that he is not too worried about it.

Accept Resignation for Library Trustee

Motion. Mr. Gryval made a motion to accept Christine Frost resignation as Allenstown Public Library Trustee. 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 and Project Updates

Record Retention

Mrs. McKenney stated that they are having a meeting next week but that she will not be able to go if it is on Monday because she has a funeral to attend.

SVRTA

Mrs. McKenney stated that they had to reschedule their meeting and will be having one at the end of the month.

Solid Waste

Mr. Gryval stated that they have been working on Solid Waste removal and that there is a company that is interested in working with them. He stated that he can give them more information if they would like to.

Town Administrator's Report

Mrs. Demers distributed a letter from the Library trustees who would like to have the Library Director use the town car on a particular day. The Board gave permission for Library trustees to have the library Director use the town car as she is a town employee and covered under their insurance.

Mrs. Demers stated that Mr. Mulholland wanted to make sure that the staff knows that they have to get rid of some squirrels in the Town Hall.

Mrs. Demers stated that as far as the deeded property to the Town, they have already sold four properties back to people. The Chair asked if there were any updates on 50 Pinewood Drive. Mrs. Demers stated that they want to wait on deeding that because they want to figure out the condo fee on that.

Ratify the Manifests

Motion. Mrs. McKenney made a motion to ratify the manifest of July 29, 2013 in the amount of \$79,372.82. 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.

Motion. Mr. Tardiff made a motion to ratify the manifest for August 8, 2013 in the amount of \$9,856.61. 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.

Consent Calendar

Motion. Mrs. McKenney made a motion to approve the Consent Calendar of August 12, 2013. 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.

Review and Approve Minutes

Motion. Mrs. McKenney made a motion to accept the minutes for July 29, 2013. 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.

Budget Status

Mrs. McKenney asked Mrs. Demers if all the budgets came in. Mr. Gryval stated that they all came in but that a couple has gone back.

The Chair presented Mr. Verville with the plaque that Ms. Dixon had given them as a thanks for all the hard work he put into organizing and running the projects at the meetinghouse.

Motion. Mr. Gryval made a motion to recess to the town hall. 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 declared that they were back from recess at the town hall at 8:07pm.

Non-public Session 1

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 2a at 8:08pm. 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 go back into public session at 9:10pm. 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 minutes previous non-public session because it could adversely affect a person other than a member of this Board. 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.

Hiring Process for Fire Chief

The Chair informed Acting Chief St. Germain that he is to going to create a panel of four people plus Selectman Gryval and that they will interview the five candidates that are within New Hampshire. He also stated that they will send out No Thank You letters to the other five candidates.

Cross Street

Mrs. McKenney stated that she received information from Mr. Mulholland that the contract for Cross Street had gone over the allowed amount by the Select Board. Mr. Gryval expressed

concern for the fact that RFPs and contracts are not being handled properly for work that needs to be done. There was further discussion of how to handle the situation because proper procedure was not carried out on the work.

Non-Public Session 2

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 2a at 9:23pm. 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 go back into public session at 10:27pm. Mr. Tardiff 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 minutes previous non-public session because it could adversely affect a person other than a member of this Board. 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.

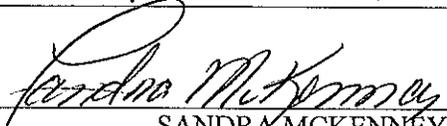
Motion. Mr. Gryval made a motion to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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 10:28pm.

TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 August 12, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	8.26.13 DATE
 JEFFREY GRYVAL	8-26-13 DATE
 SANDRA MCKENNEY	08-26-13 DATE

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