

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

Minutes of Regular Meeting
July 15, 2013

Call to Order.

The Allenstown Select Board Meeting for July 15, 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, Richard Merrill, Pauline Boutin, and Joanne Dufort

Others Present: Mike Trainque, Hoyle, Tanner & Associates Inc.

Other Public Officials: Carol Merrill, Larry Anderson, and Jerry McKenney

Allenstown Staff: Diane Demers, Office Manager; Paul St. Germain, AFD; Paul Paquett, APD; Ron Pelissier, Road Agent; and Shaun Mulholland, Town Administrator.

Citizens Comments:

Mr. McKenney read an email out loud that was sent to Mrs. McKenney. He stated that he felt that it was disrespectful to his wife. Mrs. McKenney expressed that she has felt disrespected by The Chair during her time on the Select Board and not treated as an equal member. The Chair stated that this line of questioning is better suited between himself and Mrs. McKenney and not during Citizens Comments.

Appointment of a Library Trustee

Mr. Mulholland stated that Joanne Dufort is the applicant for the Library Trustees. Mrs. Boutin stated that Mrs. Dufort came to them with interest in becoming a trustee for the Library and that they have a need to fill that spot. Mrs. Dufort stated that she thinks highly of the Library and that she feels that the library is going in a very good direction. She stated that she is supposed to write a letter to express her interest and that she will have that done shortly.

Motion. Mr. Gryval made a motion to appoint Joanne Dufort as a Library Trustee pending her background check. 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.

Consider Agreement with the Allenstown Sewer Commission for repair of roadways around specific sewer manhole covers.

Mr. Pelissier stated that he spoke with the Sewer Commission this morning and that they are going to go out to five manholes to evaluate them. The Chair asked if the wording for the agreement is all set. Mr. Pelissier stated that they are going to get rid of the seven year wording and then it will be all set.

Mr. Anderson expressed frustration with the way the process was handled. He stated that the Sewer Commission had to send a letter to Mr. Mulholland before anything got done. He stated that they have to get the project done in September or October before the snow comes. He stated that they are going to do 21 manholes that the plows hit and raise the road up to match the existing manholes. He stated that point number nine on the agreement states that the Town goes out and repairs the road then the Town will reset the manholes and pay the associated costs which will be done in seven years. He stated that the Sewer Commission wanted to make sure that they were not going to have to pay twice for the work.

Mr. Pelissier stated if the Sewer Commission doesn't agree to take out number nine then he won't enter into the agreement with them. He stated that what has to be done with the manholes has nothing to do with what they want to do on the roads. Mr. Gryval asked if that is the reason why the latest letter has changed since Mr. Apple drafted one for the Highway Department last year. Mr. Pelissier stated that it doesn't and that they had spoken about repairs around the structures so that cars and trucks don't hit the lips.

Mr. Anderson stated that the biggest problem is not the manholes but that the road is settled around the manhole. He stated that they need to change the shape of the road around the manholes but that the structures are not going to be touched. Mr. Anderson reiterated that the only reason number nine was put in the agreement was to make sure that if they paid for the repairs and then the Town repaved it at a later date, the Sewer Commission won't have to pay for it again.

The Chair asked how the new contract is worded. Mr. Anderson stated that the contract that they have is the latest one and that he thinks number nine will go away in an updated contract. Mr. Anderson stated that they will meet tomorrow and have a new contract drafted up for the Board to review at the next meeting.

Meet with Mike Trainque to discuss the MS-4 Options

Mr. Mulholland stated that they have a couple of things; one being a task order for storm water testing and the other is the discussion of the options of writing the plan. He stated that he can also give them an update on the Coalition process.

Mr. Trainque stated that Mr. Mulholland had asked him to put together a Scope of Work and Budget to do some testing on the six existing storm water falls. He stated that this would be for the purpose of establishing a base line condition for the storm water in anticipation for the permit. He stated that in the draft permit, there is an Appendix that spells out what would be long-term testing requirements which he uses as a basis. He also stated that the MS-4 requires elicit discharge detection and elimination where any elicit discharge, for example; a sewer line cross connected to a storm drain, has to undergo a separate set of testing. He stated that the lab gave him some pricing for the testing which he has included in the Scope of Work along with the cost of their efforts and coordination of all this.

Mr. Mulholland stated that the purpose of the objective is to know where the Town is at. He stated that if they meet certain levels then they have to take certain steps to eliminate them. He stated that they have to find out which homes are causing the higher chemicals. He explained that if they cannot stop the high levels they will have to build a treatment center which the EPA would require.

The Chair asked Mr. Trainque if he had any suggestions on how to fund all of the costs. Mr. Trainque stated that it is a hot topic right now with a lot of the MS-4 communities and that there are various approaches to be taken. He stated that one of the ways is to fund it through what is called a Storm Water Utility that is very similar in nature to the way the Sewer User Charge works. He stated that can be set up by an individual community or a group of communities. He stated that it does allow for collection of funds for storm water work.

Mr. Mulholland stated that the Board needs to determine which way they want to go on that. He expressed concern in the cost of the testing and that they don't have the \$7,200 in the budget. He recommended that they wait a few months to determine where they are going to come up with the money.

Mr. Gryval asked how they determine if there are more discharge areas than the six that they know about. Mr. Trainque stated that the two interns at the Sewer Department are working on mapping which would show where all the discharge locations are in the town.

The Chair asked when they should start being concerned of having the testing done. Mr. Mulholland stated that it would be a good idea to get a baseline and do it in the fall but that they will have to do it next spring. Mr. Gryval stated that he is not sure it is worth doing so close

together especially considering the cost each time they do it. Mr. Mulholland explained that the testing results that they get in the spring will go to the EPA.

Mrs. McKenney asked how long it will take the two interns to do the mapping. Mr. Trainque stated that they are contracted to do the work for six weeks. Mr. Anderson stated that the interns have made quite a bit of progress so far. There was further discussion of the importance of knowing where the discharge areas are.

Mr. Mulholland stated that he spoke to Ms. Hubbard and that she is interested in submitting a proposal but that she is not sure what exactly the proposal is for at this time. Mr. Trainque stated that the good news is that the EPA hasn't finalized the permit yet.

Mr. Mulholland stated that he sent out the latest position of the Coalition to the Select Board. He explained to the audience that the Coalition is a multi-juridical group to try to stop the EPA from putting the permit through and causing extreme costs that are not possible to be met. He stated that Mr. Trainque is working on price for IDEE and that Mr. Pelissier has the numbers for street sweeping and cleaning that are required.

Department Head June Status Reports

Highway Department

Mr. Gryval asked Mr. Pelissier about the status of Black Hall Road. Mr. Pelissier stated that he has had meetings with Mr. Ellis of Epsom Highway Department to discuss the opening up of the stretch of road for four days. He stated that Mr. Ellis had an engineer check out the portion of the road to make sure that it is safe for passage. He distributed a letter from Mr. Ellis stating that the road is safe and that they will be putting up all the signage.

Mr. Gryval asked about the load limit being 15,600 pounds and that it has been reduced to 2 tons and if they were airing on the side of caution. Mr. Pelissier stated that the vehicle they tested the bridge with weighed the 14,000 pounds and as far as the vehicle traffic they don't want any big trucks. Mr. Gryval asked about the report talking about the burns and strips and who was putting those in. Mr. Pelissier stated that it is through a Federal grant that Epsom is paying for.

Mrs. McKenney asked Mr. Pelissier if he can get a letter from Mr. Ellis stating everything that he has completed. Mr. Pelissier stated that before the road gets opened up, he will go and inspect it all. Mrs. McKenney stated that she wants something that says Mr. Ellis has done everything they wanted.

Mr. Merrill wanted to congratulate the Sewer Commission for removing waste bin that they had on the hill and moving down to where the trucks drive in. He stated that the new setup is much better. The Chair stated that the Select Board had nothing to do with that and that the Sewer Commission might like him to go to their meeting and tell them that.

Motion. Mr. Gryval made a motion to approve the resolution to open Black Hall Road for public travel. Mrs. McKenney seconded the Motion.

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

Mr. Mulholland stated that he spoke to Mr. Pelissier that this is his responsibility to make sure that the road is safe for travel and that all the work is done that Mr. Ellis said should be done.

The Chair asked if this will have an impact on the Police Department or Fire Department at all. Lt. Paquett stated that Allenstown would be the first responders over there. Chief St. Germain stated that none of Allenstown's fire trucks or ambulances would be going over that area but that he will make contact with Epsom and make sure there is a plan in place.

The Chair asked what Epsom will be doing for trash pickup during the four days. Mr. Pelissier stated that Epsom doesn't have trash pickup so that the residents will have to bring trash to Pembroke or Concord.

Mr. Gryval asked Mr. Pelissier how the fuel pump on the packer is working. Mr. Pelissier stated that the fuel pump wasn't delivering enough fuel pressure but that it has been running very well.

Mr. Gryval stated that he sees that Cross Street is paved and asked Mr. Pelissier what else needs to be done on that road. Mr. Pelissier stated that they paid by the ton to have the tar put down. He stated that they didn't pay for the loam work or anything else which is all done now. He stated that all the work left is all the work that needs to be done in town.

Mrs. McKenney asked Mr. Pelissier what needs to be done at the Town Hall. Mr. Pelissier stated that there is some water issues that they need to take care of. He stated that there are some extensions that they need to put out on the new gutters to stop the water from getting down into the cellar. Mr. Pelissier stated that he has a list if she would like to see that. Mrs. McKenney asked if that was part of the Town Hall Repairs list that came out a few months ago. Mr. Mulholland stated that those things are all on the list and that a couple of things have been added since then.

Fire Department

Mrs. McKenney asked Chief St. Germain if there were any grants he could apply for to pay for the thermal energy camera. Chief St. Germain stated that he is not sure if there are and that they can look into it. He stated that he has all the information gathered on other options on how to

replace it. Mrs. McKenney asked how much a new camera will cost. Chief St. Germain stated that they range from \$8,000 up depending on the model and manufacturer.

Police Department

The Chair stated Lt. Paquett has a new volunteer at that the Police Department has. Lt. Paquett stated that she works for the State Department with some towns and that she is volunteering to do administrative work.

Mr. Gryval asked Lt. Paquett if the police officer candidates that are applying are new people that haven't applied before. Lt. Paquett stated that they have 40 applicants and some of them have applied before.

Consider Properties for Tax Deeding

Mr. Mulholland stated that they have a list each year for tax deeding. He stated that there is a list from 2010 and 2011. He stated that from that list the Board only acts on the ones that they want to remove and the ones that they don't want to act on go to tax deed. He explained that there are some properties on the lists that have two red dots next to them which mean that they have applied for some type of payment plan. He stated that the list that was put in the Selectmen package was narrowed down as of today.

The Chair suggested that the three properties from 2010 that have some request for payment plans they shouldn't deed because it shows that the residents are trying to work with the Town.

Mr. Gryval read off the list of properties from 2010 that do not have a request for a payment plans; 37 Monroe Ave, 2 Catamount Hill Road, 10 Catamount Hill Road, and 21 Catamount Hill Road. Mr. Mulholland stated that the Co-op would remove the old homes and put new ones in.

Motion. Mr. Gryval made a motion to not deed 50 Pinewood Road. 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 not deed 12 Catamount Hill Road. 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 not deed 1 Library Street. 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 Board reviewed the list from 2011 properties to tax deed. Mr. Mulholland stated that 4 and 6 Rodger Road are mobile homes and that they do not have an agreement with the park owner which means the Town would be liable for all the back rent that is owed and any other fees that are owed. The Chair asked what other options they have to get their point across to the property owner. Mr. Mulholland stated that they don't really have any other options.

Mr. Mulholland stated that he believes that the Co-op was looking at paying for 23 Hillside. He stated that the Executive Board has to approve paying for the property.

Mr. Mulholland stated that for 6 Verville they have expressed interest in setting up a payment plan but that he suggested that they go forward with it. Mrs. Demers stated that their intent is to pay it by Thursday and if not they can add them back to the list.

Motion. Mr. Gryval made a motion to waive the tax deed to 1 Library Street. 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 waive the tax deed to 18 Monroe Street. 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 waive the tax deed to 12 Catamount Hill Road. 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 waive the tax deed to 50 Pinewood Road. 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 waive the tax deed to 9 Marilyn Drive 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 waive the tax deed to 1 New Yorker Drive. 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 waive the tax deed to 4 and 6 Rodger Road. 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.

Discuss COLA increase for stipend employees for 2013 and 2014

The Chair stated that this question was asked from a stipend employee to see if they want to increase the COLA. Mr. Mulholland stated that the only reason he needs to know is because of 2014. He stated that they have a memo that has a breakout of who the stipend employees are and how much the increase would be. He stated that it totals to \$513.54 for all the stipend employees.

Mrs. McKenney stated that she would question the Planning and Zoning executive minutes because they get paid hourly and that generally it is up to the Board. Mr. Mulholland stated that the Select Board is the only one who can give a raise. The Chair stated that the Planning Board doesn't give raises but that they determine a cap of how much per hour they are willing to pay them.

Mrs. McKenney asked about Forestry. Mrs. Demers stated that it is in the Forestry budget and that there is a part-time employee line budgeted for \$1,200. Mrs. McKenney asked if they ever use it. Chief St. Germain stated that Forestry is responsible for reimbursement for employees coming in so that line would cover those expenses. Mrs. Demers asked if that is offsetting revenue. Mr. Mulholland stated that it is partially offsetting revenue.

Mr. Mulholland stated this list is all the employees that they have left that have not received a COLA increase and that it is up to the Board what they want to do. Mr. Gryval stated that he is okay with the increases for everyone except for anyone who is an elected official. Mrs. McKenney stated that these people haven't gotten a raise for a couple of years and that she

would like to see them each get something. She stated that she would like to see the raise for everyone except for the Selectmen.

Mrs. McKenney asked about the person that does the minutes for the deliberative session and if that is the ER minutes. Mrs. Demers stated that it is for the election budget. She also stated that the person who does those will send a bill which they have \$200 budgeted for.

Mr. Gryval asked about the contract that they have with the executive minutes clerk and if this will affect that. Mr. Mulholland stated that she is not an employee so that it won't affect that.

Motion. Mrs. McKenney made a motion give all the people on this list a 3% COLA raise except for the Selectmen. 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.

Discuss the appointment of Lt. Paul Paquett as acting Chief of Police

Mr. Mulholland stated that on July 31, 2013 his tenor with the Chief of Police is over. He stated that the Select Board needs to appoint someone to fill that position and take on the respective responsibilities associated with that position. He explained that the Board needs to determine if they are going to make that person the acting Chief and how much to pay that person. The Chair asked if anyone had objections to appointing Lt. Paquett as Acting Chief.

Mrs. McKenney stated that she would like to keep Lt. Paquett at an hourly rate and asked what he is making right now. Mr. Mulholland stated that his current hourly rate is \$30.13 per hour and annually it is \$61,419.92. Mr. Gryval stated that he was looking at it from a percentage of how much more work he would be doing in that position than in his current position. The Chair asked how much more work he would be doing as Acting Chief than Lieutenant. Mr. Mulholland stated that it is not so much the work load as it is the responsibility.

Mrs. McKenney asked what the Chief salary is. Mr. Mulholland stated that his salary is \$76,742.12. Mrs. McKenney stated that she would like to add \$10,000 to Lt. Paquett's current salary. Mr. Gryval stated that he was thinking of going half way between the Lieutenant and Chief salaries.

Mr. Gryval stated that if they do the \$10,000 increase then they will be paying him whatever \$10,000 divided by 52 divided by 40 hours a week plus any overtime. The Chair asked Lt. Paquett how many hours a week he has been working. Lt. Paquett stated that last week he worked 90 hours.

Mr. Mulholland cautioned to the Board that they don't have any extra money for this. Mr. Gryval stated that they may want to consider a salary position which allows them to budget for it knowing what the amount would be. Mr. Gryval asked Lt. Paquett if he has a preference as to rather he is hourly or salaried employee. Lt. Paquett stated that he doesn't but that if he is salary than he would want to be properly compensated. The Board further discussed the options between hourly and salary pay rates.

The Chair informed the Lt. Paquett that once a new Chief is appointed, his pay will go back to the Lieutenant's salary that he receives now.

Motion. Mr. Gryval made a motion to appoint Lt. Paquett as Acting Police Chief at an annual salary of \$71,492.92 effective August 1, 2013. Mrs. McKenney seconded the Motion.

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

Discuss the promotion of Captain Keith Lambert to Deputy Fire Chief

Chief St. Germain stated that he needs help and that he would like to promote him up to interim Deputy Fire Chief. He stated that he needs two deputy Fire Chiefs to help with getting the administrative work down. The Chair asked Chief St. Germain if he is aware of when the new Fire Chief is appointed Chief St. Germain will go back to deputy Fire Chief and the other two will go back to their respective positions. Chief St. Germain stated that is the plan but that the new Chief can do whatever he wants.

Mr. Gryval stated that if the Chief needs some help then he thinks that they should give it to him as he is doing the Town a favor while they look for a new Chief. Chief St. Germain explained that the extra help is definitely needed and that this seems the best solution.

Motion. Mr. Gryval made a motion to appoint Captain Keith Lambert to the position of Deputy Fire Chief Keith Lambert, until the new Fire Chief is hired, at a rate of \$17.85 per hour. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Committee and Project Updates

Record Retention

The Chair asked if they have had a meeting yet. Mrs. McKenney stated that they have not had a meeting yet.

Planning Board

Mr. Gryval stated that they have a Planning Board meeting coming up this Wednesday.

Town Administrator's Report

Request for Raffle Permit

Mr. Mulholland stated that he has a request for Raffle Permit for the AHS for the car Show on August 10th. The Board signed the Raffle Permit.

Northern Pass

Mr. Mulholland stated that he met with the representatives for the Northern Pass and that he is going to schedule something for them to come speak to the Board. Mrs. McKenney stated that she would like to open it up to the public. The Board determined to have them meet with the Select Board on August 12, 2013 at the Old Allentown meetinghouse.

Update of Police Chief Hiring Process

Mr. Mulholland stated that for the Police Chief Process status they are starting the telephone interviews tomorrow. He stated that they have nine candidates and that they will be narrowing it down to six candidates. Mr. Gryval asked about the fact that they are already narrowed down to nine candidates instead of having twelve at this point. Mr. Mulholland stated that some of them are taking themselves out of the candidacy.

Mr. Mulholland stated that the Building Inspector is on vacation this week. He stated that they had two calls this week and received help from Pembroke with those calls.

Tri-Town Joint Board

Mr. Mulholland stated that the Tri-Town Joint Board is addressing some personnel issues.

Discussion of the Howe Complaint

Mr. Mulholland stated that they have the Howe Complaint. The Chair asked if everyone has read that and what direction they want to do with that. Mrs. McKenney stated that Mrs. Howe and she have been friends for several years. She stated that some things were said on Mrs. Howe's Facebook page and that she will be coming to town within the next couple of days. She also stated that she can't be part of any kind of voting because of their relationship.

Mr. Gryval stated that he thinks that they should direct the Town Administrator to offer her \$55,000 for the property. He stated that they worked very hard to get the money for the residents that were affected and that she was not. He stated that he doesn't think that she should be able to get this money when it didn't affect her.

The Chair stated that he agrees with the \$55,000 and asked if they should cover the renovations that she has done on the property. Mr. Mulholland stated that they need to comply with the law and the policy that exists. He stated that they can't give her any more than that because of the

Federal regulations. Mrs. McKenney asked about the fact that HUD says that they can't sell it for a year. Mr. Mulholland stated that she has to clear that matter with those officials.

Mr. Gryval stated that the law says that if they have done some renovations on the property they are allowed to recoup that money but that it seems as though Mrs. Howe is trying to make some profit on that property and that he is not okay with that.

The Board instructed Mr. Mulholland to follow the regulations on the law. Mr. Mulholland stated that he will draft a response letter for her and send it to the Board to approve before sending it to Mrs. Howe.

Purchase Orders

Mr. Mulholland stated that they have the Purchase Orders that he had brought to them before. The Chair stated that they need to hold off on those for right now.

Approve the Consent Calendar

Motion. Mr. Gryval made a motion to approve the Consent Calendar of July 15, 2013. 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.

Ratify the Manifests

Motion. Mr. Gryval made a motion to ratify the manifest of July 9, 2013 in the amount of \$19426.83. 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 ratify the manifest of July 11, 2013 in the amount of \$69,767.35. 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.

Review and Approve the Minutes

Motion. Mrs. McKenney made a motion to approve June 17, 2013 Selectmen's meeting minutes. 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.

Mrs. McKenney stated that there was some roll calls missing in the July 1, 2013 minutes so that she added them in.

Motion. Mrs. McKenney made a motion to approve July 1, 2013 Selectmen's meeting minutes. Mrs. 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.

School Board Agreement

Mr. Gryval asked The Chair if he called the School Board about the agreement. The Chair stated that he has called three times and that he hasn't gotten any response. He stated that he doesn't mind calling again but that they need to do something about this. Mrs. McKenney suggested that they go to the SAU. The Chair stated that he doesn't want to go around the School Board. The Chair stated that he will try calling and emailing him tomorrow and let the Board know where they stand.

Other Legal Business

Mr. Mulholland asked the Board if they saw the Central Regional letter. The Chair stated that they did see the letter. Mr. Mulholland stated that the task list is almost done unless they want to add more to it. Mr. Gryval stated that they should take Rodger Road off the task list. Mr. Mulholland stated that he will be meeting with them next week.

Safe Routes to School

Mr. Gryval stated that he meant to ask Mr. Pelissier about the status of Safe Routes to School. Mr. Mulholland stated that the bid opening tomorrow and that Mr. Pelissier and Mrs. Baird will be at the Town Hall to gather those. Mrs. McKenney will also be attending. He stated that there is a review period with the DOT because they are supposed to start work in September. He stated that he needs to read the next chapter to find out what needs to be done next.

New Email Address

Mr. Gryval asked what the new email is for the new ".gov" website. Mr. Mulholland stated that it will be "@allentownnh.gov" and that they will start on August 1, 2013. Mrs. McKenney asked if he made one for her. Mr. Mulholland stated that he did not because he is not sure that her system will be able to handle that.

Mr. Gryval asked Mrs. McKenney how it has been working out for her to come in and get the documents that she needs. Mrs. McKenney stated that it worked very well and that Mrs. Baird was able to make the copies that she needed.

Discussion of Fire Chief Hiring Process

Mr. Gryval asked Mrs. McKenney what she would like to do for the Fire Chief position. Mrs. McKenney stated that she would like to see them do the same thing with the Fire Chief as what they are doing with the Police Chief. Mr. Gryval stated that they looked at the personnel they had internally first to see if they had a good candidate and then went on the outside. Mrs. McKenney stated that she wants to do the same as the Police Department but that she realizes that they may not be able to find someone on \$10,000. She also expressed concern that if they don't go outside they won't know that they got the best candidate possible.

The Board determined to go outside the Fire Department to look for candidates and to post it for two weeks and see what they get for candidates. Mrs. McKenney asked if they want to increase the \$10,000 for the position. Chief St. Germain stated that if they want to offer more money than do have it in the budget but then they can't guarantee that the money will be there for something else if they need it. He stated that it is getting harder to get someone from inside to dedicate that amount of time in that position. He stated that he doesn't have any recommendations at this point.

The Chair asked how much they would have to realistically raise the salary to in order to attract the right candidates. Chief St. Germain stated that if it is not \$25,000 for part-time salary they are not going to be able to attract the right kind of people. He stated that they have tried variations over the years but that the pool is not what is used to be.

Mrs. McKenney asked Chief St. Germain if he has concerns with them going on the outside versus staying on the inside. Chief St. Germain stated that the only concern is that they don't always get a viable candidate from the outside but that they could luck out. He also stated that with himself being there, he could be a good bridge between someone from the outside and the current staff.

The Chair stated that the bottom line is that they don't have more money to offer someone. Chief St. Germain stated that he understands that and that he wanted them to understand the crossroad that they are at with the Fire Chief. The Board determined to post the position until the beginning of the month, list that it is a stipend position with the amount and open it up to everyone.

Mr. Merrill asked who would be on the Board to elect the Fire Chief. The Chair stated that they haven't gotten that far yet. Mr. Merrill asked if they would have someone with experience on the

Board. The Chair stated that they would definitely have the Acting Fire Chief and the Deputy Fire Chief on the board.

Budget Status

Mr. Mulholland stated that Mrs. Demers went to a class at BMSI and that there are a lot of things that they could do that they haven't been doing. He explained that one of the things is encumbrances. He stated that it would encumber the money from a purchase order out of the budget.

Mr. Mulholland also stated that he wants to reorganize all of their code because their chart of accounts does not meet GFOH Standards which will mean recodifying everything and will be a huge task. He stated that they would start with the Fire Department and Highway department. He explained that this will let them see how much they are spending in a particular area for all the departments and that it will also allow them to present the budget in that format. He stated that it will let them put the budget into the MS-7 much easier.

Mr. Mulholland stated that there are a few things that he is making changes on for the format of the budget. He gave an example of the Conservation line having \$9.00 now to being changed to \$0.00.

Mr. Mulholland stated that he has been working on the default budget but that it is not done at this point. He stated that he has spoken with the department heads about their budgets. He stated that some will have their budgets in on time and others will not. He stated that the Board will need to determine how they want to handle the departments that don't get the budgets in on time. He explained that the formatting of the budgets have changed a bit to make them easier to read.

Mr. Gryval asked Mr. Mulholland about the narratives that they are looking for the stipend department heads and if they are looking for the same level of clarifications from the Boards. Mr. Mulholland stated that is what the Select Board had directed them and that was what he had anticipated when the directive was written. The Chair stated that these Boards don't have to have paragraphs of a clarification but some sort of clarification would be good.

Mr. Mulholland stated that he attended a meeting with the Joint Board today and that there are a few things that he is waiting for from them. He stated that he explained to them that in the agreement it states that the budget will be available by October 1, 2013. He stated that he has not heard anything from the Budget Committee.

Other Business

Mrs. McKenney stated that Ms. Spencer, from the Senior Center, would like to get information from the Town that she could get to the seniors about health issues and welfare issues. Mr. Mulholland stated that she could sign up for the news and alerts because it has all that on there.

Mr. Gryval stated that the mobile food drive is this coming Wednesday. Mr. Mulholland stated that they have a lot of people volunteering for that.

Mr. Anderson asked the Select Board who Mr. Pelissier works for because when they were discussing point number nine Mr. Pelissier stated he wasn't going to do it. Mr. Gryval stated that he is going to have the Town Administrator answer that question because the position is an elected official but he also answers to the Select Board on some matters.

Mr. Mulholland stated that he has the statutory authority to maintain road and that he answers to the people; however, the Select Board controls the money. He stated that the Select Board can decide where to spend the money and if the Road Agent wants to play hardball, he can but the Select Board has a bigger stick.

Mr. Anderson stated that he would like to know where it stands if number nine is left in there and the Road Agent says he is not going to do it. He stated that if the Sewer Commission spends money to put the road in the ground they shouldn't have to spend money to change it. The Chair stated that he agrees with them one hundred percent but that this time around they are not paying for the frame and the lip; they are paying for the pavement around it. He stated that if the Town gets a grant to pave the road, the cost to raise the frame would have to be paid either way. The Chair instructed Mr. Anderson to listen to the statement that came from the Select Board and not the Road Agent.

The Chair stated that the Select Board and Sewer Department have been working together very well lately and he would like to continue seeing them work together. Mr. Anderson expressed concern with the Highway Department not working well with them and that they think the Sewer Department has more money but they have more bills as well. There was further discussion regarding the comment that was made by the Road Agent and the number nine in the agreement.

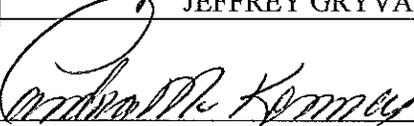
Motion. Mr. Gryval made a motion to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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 8:54pm.

TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 July 15, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	7-28-13 DATE
 JEFFREY GRYVAL	7-29-13 DATE
 SANDRA MCKENNEY	07-29-13 DATE

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

10/10/10

10/10/10