

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

Minutes of Regular Meeting
May 20, 2013

Call to Order.

The Allenstown Select Board Meeting for May 20, 2013 was called to order by The Chair at 6:03p.m.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present: Mike Trainque of Hoyle, Tanner and Associates

Other Public Officials: Larry Anderson, Sewer Commission

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

Citizens Comments:

Public Hearing to Review and Approve the Safety Policy and Payroll Policy

The Chair asked if everyone had a chance to review the safety policy and payroll policy. Mrs. McKenney stated that she did review the payroll policy but that she has not gotten through the safety policy as it is much longer.

Mrs. McKenney stated that on the first page paragraph 5-1 it states "I timesheet" and asked what that means. Mr. Mulholland stated that it is supposed to say "If timesheet". The Chair suggested to Mrs. McKenney that she email Mr. Mulholland of any grammatical errors.

Mrs. McKenney stated on the second page the policy states that all forms will be turned in weekly and asked why it isn't biweekly because payroll is biweekly. Mr. Mulholland stated that

it has always been the policy to turn in the timesheets weekly because of overtime being calculated on a weekly basic.

Mrs. McKenney asked if they were going to reschedule the review and approval of the policies. The Chair stated that they will do the public hearing now and then if there are any questions on the safety policy they can be asked later on.

Mr. Anderson asked if the payroll policy is the same as the old one or if it is a new one. Mr. Gryval stated that it is the same policy as they had before.

Mr. Pelissier asked if they should have the timesheets turned in biweekly. Mr. Mulholland stated that the department heads are submitting it each week. The Chair read from the Payroll Policy which states that all timesheets must be turned in by Monday morning at 10am unless it is a holiday.

Meeting with Representative from Hoyle, Tanner and Associates to discuss engineering contract

Mr. Mulholland stated that they are still in the QBS process and that they have chosen the top engineering firm, and now they are at the negotiating phase. He stated that if for some reason they don't like Hoyle, Tanner, and Associates, they can go to the next highest rated engineering firm and then the next firm and continue on until they find one with rates they like. Mr. Mulholland stated that this is the same contract as the Sewer Department has.

Mr. Trainque stated that the rates they gave are their standard billing rates. He stated that they could also do the billing by actual cost. He explained that this would mean they would bill out by their direct (hourly) rates and apply an overhead factor to that. Mr. Mulholland stated that they will be on call for a project and then the town would be charged for the project cost.

Mrs. McKenney asked Mr. Trainque if they will give them the rates for each project. Mr. Trainque stated that there are a couple of ways that they can do that. He distributed Hoyle, Tanner, and Associates' standard agreement for the Board to review. He stated that the first approach they could take is to use the agreement he just distributed which would include a scope of services and the fees for those services.

Mr. Trainque stated that the other way that they could do it is to have a standard agreement for their services with no scope of work. He stated that each project would be done as a separate task order which would have a specific scope of work and specific fee for it. He distributed copies of a task order with a scope of work which they currently have with the Sewer Department. He explained the layout of the task order with detailed the scope of work to be done, a description of the tasks that need to be completed for the project, a signature page, and a budget breakdown by tasks.

Mr. Mulholland also stated that they are similar to the format of the grants and planning board reviews. Mr. Gryval asked how they would handle the MS-4 project. Mr. Mulholland stated that when there is a specific job function for them to do they will do a job task for it. He stated that it is a better way of tracking things because it is by project. Mr. Anderson stated that it works the best for the Sewer Department because of tracking the project.

Mr. Gryval asked if once the scope is determined that is when they would negotiate the price. Mr. Mulholland explained that they will get the cost of what the job will be and that they can negotiate the different tasks that are necessary for the project such as rather or not they need an engineer out on the job each day.

Mr. Gryval asked about the financial aspect of things and how they know rather the town can afford Hoyle, Tanner, and Associates. Mr. Mulholland stated that the QBS process requires that they choose the firm based on the qualifications that if they don't think the firm's rates are reasonable then they can go onto the next firm.

Mr. Trainque stated that they are interested with working with the town for the long-term and that it's in their best interest, as well as the town's to make sure that they get the best price possible. Mr. Gryval stated that they have worked with the firm a bit alongside the Sewer Department and that they have had a good experience with that. Mr. Anderson stated that the Sewer Department has been very satisfied with the costs of the projects.

The Board determined to go with the task order agreement. Mr. Trainque recommended that the Board to read through the general services and agreement and if there are questions he can answer them. He stated that they will need to sign the general agreement and then from that point they will negotiate the scope of work on a project basis.

Mr. Mulholland informed the Board that Mr. Trainque is part of the Southeast Watershed Alliance. Mr. Trainque explained that the alliance is comprised of forty-two committees of the Southeast Watershed Alliance which was formed by the Legislature to provide framework for the committees to implement programs to protect and preserve water quality in the communities. He stated that he is a representative of the town of Chester and he is the Board of Directors for the group. He explained that the group is working towards helping all of the committees by giving them a resource where the committees can work together to accomplish all of the requirements of the EPA which is more cost effective than trying to do it individually. Mr. Trainque further explained some of the projects and programs that the alliance is involved in.

Department Head Status Reports

Fire Department

The Chair asked the Board if they had any questions on the Fire Department status. Mr. Gryval stated that there are 26 members listed for the Fire Department and that he was sure there were

28 employees and asked for clarification on that. Chief St. Germain stated that there are 25 employees. Mrs. McKenney asked if they have more people who have applied. Chief St. Germain stated that he has three processing right now and four more about to start processing.

Mr. Gryval asked about the progress on the alarm system and the tank. Chief St. Germain stated that there was no progress but that they are evaluating rather they think they need to keep it or not. He stated that it is appearing as though the system can sufficiently supply the tank in the attic and that they won't need it.

Mr. Gryval asked about the call boxes that they had discussed last time. Chief St. Germain stated that they do want to keep that system running and will continue to maintain it. He stated that he is not looking to change the system right now. The Chair asked if they have anyone to do the repair work. Chief St. Germain stated that they do not have anyone on staff anymore that can do the repair work so that they would have to hire someone.

The Chair asked about the orange casing and if it would lead to a failure in the lines. Chief St. Germain stated that those could be addressed and that they are just casings. He stated that he will be sending the guys out to trim those back and maintain them. The Chair asked how often the pull boxes are actually used. Chief St. Germain stated that he doesn't think they have ever used them. The Chair asked if it is worth keeping if they don't use them. Chief St. Germain stated that it is of use and that he can look into that some more.

Mrs. McKenney asked Chief St. Germain to clarify what the building inspections are that are listed on the report. Chief St. Germain stated that those are the fire prevention inspections. He stated that is when either the Deputy Chief or Eddie Higgins is out. He stated that those are scheduled to happen on Mondays but that they can be done any day.

Mrs. McKenney asked about the home lockout calls and if they really get them. Chief St. Germain stated that they do take home lockout calls and that they had two in April. The Chair asked what the Fire Department does when people are locked out. Chief St. Germain stated that most of the time it is when they go in through an open window.

Mr. Gryval asked about progress on the blasting permits and if there is a schedule for when progress will be coming to the Select Board on this. He stated that it is an ordinance that was passed by the town's people and needs to be carried out. Chief St. Germain stated that he will continue to look into that for them and try to have something for them next month on it.

The Chair stated that there is no application for the blasting permit and that needs to be done. Mr. Mulholland stated that there have been several drafts but that no application and/or permits created. Chief St. Germain asked how they process a permit without an application. Mr. Mulholland stated that if something has been created and that they just don't know about it.

Mr. Gryval stated that when the Planning Board passed the blasting permit Deputy Chief Martin was supposed to be working on the process. Chief St. Germain stated that he thinks he was misunderstanding what they were looking for and that he will get things moving along on this. Mr. Mulholland stated that it puts the town and the person needing the permit in a precarious situation.

Welfare Department

Mr. Mulholland stated that they have received quite a bit of money back from the residents who haven't used the funds. Mrs. McKenney asked if any more people have come in to set up a payment plan. Mrs. Demers stated that one person will be paid off by next week and she had another person come in today, paid half of it and will pay the rest in a couple of weeks.

Mrs. McKenney asked where she would put people if they need a place to stay. Mrs. Demers stated that there are shelters but that it's mostly them wanting to move and they pay first month's rent.

Police Department

The Chair asked if the new tablets are on the way yet. Lt. Paquette stated that they will be testing the tablets starting June 24th. The Chair asked if there is any training for the officers. Lt. Paquette stated that the salesperson will train anyone who needs it.

Mr. Gryval asked about that fact that they are down two officers and how the other officers are doing with it. Lt. Paquette stated that things are good. He explained that he called Officer Chislett to check on him the other night. He stated that the officers are glad to be off the twelve hour shifts. He stated that they have been getting calls from Hooksett for details and that he will be meeting with the Chief of Hooksett to discuss things.

The Chair asked who is running in the marathon this year. Lt. Paquette stated that himself, Prosecutor Piazza, Detective Baker, Mrs. Hey and Mrs. Chabot. He stated that the marathon goes from Hooksett to Pembroke.

Highway Department

Mrs. McKenney asked about the recertification transfer station operator and if that is for just one person. Mr. Pelissier stated that the recertification is for everyone as no one has been certified before. He stated that this is a continuing education thing so they will be doing this every year.

Mr. Gryval asked about the sterling dump truck that is in the shop and if that is the one that had the rear end problem. Mr. Pelissier stated that it is still in the shop and that it is not costing anymore. He stated that the company that built it has it and that it is not finished yet.

Mr. Gryval asked where they put the shelter for the dozer because he didn't see it when he was there. Mr. Pelissier stated that they built a lean too at the end of the sander rack.

Mr. Gryval asked if work started on the blocks that they got for building the containment for the salt and sand. Mr. Pelissier stated that they will start that after they finish Cross Street. He explained that they have to move the location of the salt. Mr. Mulholland stated that they have to have a swift down for that and that they can't have any salt running off the site otherwise it will contribute to the nitrate levels.

Mrs. McKenney asked about the employees that will be on vacation in July and how they will have that covered. Mr. Pelissier stated that they will still have five men on duty which includes the volunteers. He stated that he had spoken to Mr. Mulholland about being closed on Friday, July 5th and that the employees are willing to use a vacation day to do so. He stated that they have always been closed on the 4th of July and the Saturday of that week. He also stated that this Saturday the transfer station will not be open because of the Memorial Day holiday.

Mr. Gryval stated that a couple of summers ago they went to four day work weeks and asked if they would want to do that again. Mr. Pelissier stated that he would love to do that but that the staff doesn't want to do that.

Mrs. Demers asked if they will be doing recyclables that week. Mr. Pelissier stated that they will not be doing recyclables because they will be closed on July 4th and that they will pick them up the next week.

Mrs. McKenney stated that a neighbor called her about another neighbor who informed her that when they pick up this neighbor's trash, they give him a trash bag. She asked Mr. Pelissier if there was some sort of policy for that. Mr. Pelissier stated that he doesn't know anything about that and that they don't give out bags. He stated that he will look into it.

Health Department

The Chair asked if there were any questions for the health department. There were no questions for the Health Department.

Assessing Department

The Chair asked if there were any questions for the Assessing department. There were no questions for the Health Department.

Mr. Mulholland stated that the Tax Collector/Town Clerk and Building Inspector also came in. The Board did not have any questions for any of those departments.

Discuss Guidance to the Department Heads for preparation of 2014 Budget

Mrs. McKenney stated that she did agree with Mr. Mulholland that they need the department heads to go line by line and explain the lines when presenting the budget. The Chair stated that will make the process much longer. He stated that they know what the lines are but that it may be useful for the Budget Committee.

Mr. Mulholland stated that they don't know what each line is for. He explained that when he took over the Town Administrator position he didn't know what the lines were for. Mrs. Demers stated that they need to look at the lines to determine what's going into them and maybe do some moving around. Mr. Mulholland stated that they are working on that issue. Mr. Mulholland stated that there needs to be a certain format because there may be narratives that need to explain in more detail what the line item is for. He stated that he has discussed this with the Department Heads so that they are prepared for that.

Mrs. McKenney stated that she would like to see the vehicle maintenance records for 2013 and the last three years. She also stated that she would like to see the vehicle repairs for the vehicles for 2013 and the last three years. She stated that they may be able to if there are some issues with the vehicles. The Chair asked where they would tie that into the budget. Mrs. McKenney stated that they would do this in addition to the budget.

Mrs. Demers asked Mrs. McKenney if she was looking for the how much they are spending on maintenance as opposed to replacing the vehicle. Mrs. McKenney stated that if there is a vehicle out there that is getting major money on repairs this would allow them to see that. Mr. Anderson stated that if they did it that way, they would be able to see if they are spending enough money for a lease payment then they could replace a vehicle. Chief St. Germain stated that it sounds like a one-time thing and that if that was the case, they could present that information with a warrant article.

Mr. Mulholland stated that the Select Board has asked for this before and that no one read it or knew what it was but that if the Board wants it in the budget, it will be added. Mr. Pelissier stated that they have spent more money on their newest truck than there older one so analyzing off the budget wouldn't do them any good. Mr. Pelissier stated that he would be happy to show them how much they are spending on the vehicles.

Mr. Mulholland stated that this process is to tell the Department Heads what they have to do. The Chair stated that they need to determine if they want them to come in under budget, over budget, and rather or not to include raises and/or cost of living.

Mrs. McKenney asked if they want them to include raises and the merit raises. Mr. Gryval stated that he thinks the cost of living raise they put in the budgets last year is more than what the cost of living actually went up. He stated that he thinks that they should instruct the Department

Heads to put the two percent into their budgets for cost of living and that they should do the same amount of money for the merit increases as they did last year. Mr. Mulholland stated that they put the guidance of up to two percent for the merit raises and that they put a dollar amount but that it doesn't equal two percent. The Board determined to do the same as last year for the cost of living and merit raise increases.

The Chair asked how they want to see the overall budget. He stated that they were hard on the Department Heads last year about coming in under budget and that it didn't really do them any good as a whole. Mr. Gryval stated that there are problems with coming in under budget which makes it so that they can't really do what they need to do. He also stated that if they go with what they need, it will not get through the Budget Committee or the voters but at some point they need to stand up and explain that the budget is really what they need.

The Chair asked if they can have the Department Heads come back with a realistic budget. Mrs. McKenney stated that they have to determine if the residents can afford the budget and that is what the Budget Committee is there for. She stated that the Budget Committee is elected by the residents to perform the budget duties and to make sure that the residents can afford the budget.

Mr. Gryval stated that the Budget Committees job is not to worry about if a resident can afford the bill or if they can afford to pay more. Mrs. McKenney stated that any budget could pass through the Budget Committee but that they have to think of the residents as well. Mr. Gryval stated that the voters choose to give the School more than they asked for and voted in a new fire truck and raised the tax rate by eight dollars.

The Chair asked the Department Heads if they were told to come up with a realistic budget how much of an increase they would have. Mr. Pelissier stated that realistically they are too far behind on paving which would mean a \$200,000 increase if he were to get that caught up. Mrs. Demers asked if he would consider doing a bond for the paving project. Mr. Pelissier stated that they can take a bonded project and split \$200,000 over three years and pay for it. He stated that he would love to see the budget that they had back in 2000. He stated that he gets \$70,000 now for the budget.

Chief St. Germain stated that to get the level of service that the town asked for they actually turned in some money last year. He stated that they budget in for the what if contingency which gives them a buffer across the whole budget. He stated that they wouldn't change the way the system runs right now but that they aren't looking at that. He stated that the budget is okay for how they run things.

Deputy Chief Paquette stated that he would have to look at the budget to know what they would need realistically. Mr. Mulholland stated that they would need to take into consideration a salary

increase which is why it is hard to give an answer. He stated that looking at the salaries they would be over default just by adding those.

Mr. Anderson asked if the raises would be part of the default budget. Mr. Mulholland stated that they are not part of the budget. Mrs. McKenney stated that they are getting a raise this July. Mr. Mulholland stated that those raises are protected and that if the budget got cut they would have to make cuts somewhere else.

Mrs. Demers explained that the budget right now only has a half year worth of raises so when they do next year's budget they have a half year and they have to cover a full year of what was given. The Chair stated that the raises take effect July 1st and the budget only covers for half a year. He stated that the budget was approved by the voters and where they spent money on the budget is up to the Select Board. Mr. Mulholland stated that the voters decide on the total budget and the Select Board determines how the budget will be spent.

The Chair stated that they need to include the cost of living and merit increases but make sure to come in at or below default budget for their individual budgets. Mr. Mulholland stated that if they do that they may find that cuts need to be made in certain budgets that they don't like being cut. He explained that there is a process that the Select Board will have to make the priority decisions on the overall budget which he suggests they do that before sending the budgets to the Budget Committee.

Mr. Mulholland stated that he is going to put the guidance from the Board in writing and send it to the Board to sign and then distribute them out to the Department Heads.

Discuss and Approve amended job descriptions Town Administrator and Health Officer

Mr. Mulholland stated that he sent them the new one from the Health Officer to them a couple hours ago. Mr. Gryval asked what the changes that the Health Officer made were. Mr. Mulholland stated that he used the language that the State created for that position and that Ms. Welch didn't like it so she changed some of the wording. He also stated that she added some of the functions of the Emergency Management. The Board determined to hold off on this until everyone has reviewed it.

The Chair asked the Board if they were good with the Town Administrator job description. Mr. Mulholland stated that the only change with that was that he is responsible for the Health Officer as well. The Board determined that the job description was adequate.

Close Public Hearing to Review and Approve the Safety Policy and Payroll Policy

The Chair asked Mr. Mulholland if he will have the documents for signatures at their next meeting. He asked Mrs. McKenney to let Mr. Mulholland know if she has any questions or changes to the Safety Policy in the meantime.

Recodify CO-215 Mailbox Ordinance to CO-216

MISSING

Committee and Project Updates

SVRTA

Mrs. McKenney stated that they had a meeting last week. She stated that they are sending out an RFP for the town printing. She stated that the RFP is just to see what they have to offer. She stated that the next meeting is scheduled for some time in June.

Old Allenstown Meetinghouse

Mr. Gryval stated that on May 28th at 10am there will be a Buck Street Island sign dedication. He stated that there will be some members of the historical society and the Steering Committee for Old Allenstown Meetinghouse. He also stated that later on that day, Mr. Verville and some volunteers will be moving out the pews from the meetinghouse so that they can begin the repairs to the ceiling.

Mr. Gryval stated that the Steering Committee will not have a meeting in June. He stated that there will be a bake sale on July 5th at the meetinghouse going from 11am-4pm.

The Chair asked if he found anything out about turning the building over to the town. Mr. Gryval stated that he was not able to attend that meeting and that he will speak to Mr. Verville about that.

MS-4 Coalition

Mr. Mulholland stated that they have a copy of the legal document that Phinney & Bass brought them for the coalition.

Ratify the Manifest

Motion. Mr. Gryval made a motion to ratify the manifest of May 16, 2013 in the amount of \$30,632.21. Mr. 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.

Mrs. McKenney asked if there was anything new in the consent calendar. Mr. Mulholland stated that there is a Consention Letter.

Motion. Mr. Gryval made a motion to ratify the consent calendar for May 20, 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.

Review and Approve Minutes

Mrs. McKenney stated that she got the minutes out late. The Board determined to hold off on them until the next meeting.

Motion. Mr. Gryval made a motion to approve the minutes of the first non-public session of May 13, 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.

Motion. Mr. Gryval made a motion to approve the minutes of the second non-public session of May 13, 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.

Motion. Mr. Gryval made a motion to approve the minutes of the third non-public session of May 13, 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.

Motion. Mr. Gryval made a motion to approve the minutes of the fourth non-public session of May 13, 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.

Discuss a resolution of Theodore Ave sidewalk complaint

The Chair asked Mr. Pelissier what he would suggest for a resolution. Mr. Pelissier stated that there were three options last year and that they had chosen the least expensive option. The Chair stated that they did put signs up and that they had told the resident that there was no money in the budget to do anything until after Cross Street was done.

Mr. Pelissier stated that he thought they weren't going to do anything until at least Cross Street was done and then there were three options. He stated that one was to repave the whole sidewalk. Mr. Mulholland stated that another option was to pave the sidewalk and then paint a line in the

paved area where people would normally walk or park. The Chair asked if they had money in the budget to do any of those options. Mr. Pelissier stated that they could remove the sidewalk and paint the paved area but that he planned to have the money in his budget for next year.

Mr. Gryval stated that last year Mr. Pelissier, Mr. Tardiff and Mr. Apple had looked at the area last year and that some minor improvements were made. Mr. Pelissier stated that they leveled out the sidewalk the best they could and that they raised the catch basin. Mr. Mulholland stated that the resident is asking when a new sidewalk will be done in front of her house and that he explained to her that there is no money in the budget to do that this year.

Mr. Pelissier stated that taking it out and graveling was the cheapest option. The Chair asked Mr. Pelissier if he had an extra \$10,000 in his budget right now where he would spend it. Mr. Pelissier stated that he would not have spent it in that area because there are other areas that have more of a need for repair. The Chair suggested that the Road Agent write a letter and explain that there is not money in the budget for it this year. The Board determined that Mr. Mulholland would write the letter to the resident and not to make any promises that it be in any budgets for future years.

Town Administrator's Report

Purchase Orders, Abatements, and Other Business

Mr. Mulholland stated that they have some purchase orders to sign. He explained that the first purchase order is for the Parks & Recreation department to replace the hot water tank. He stated that the new hot water tank will be more cost efficient. Mr. Gryval stated that he knows that there are plans to replace that building and will they be able to get the return on investment for the new hot water tank. He stated that Mr. Mulholland told him that if they don't need the hot water tank once the new building is built, they may be able to move it to the town hall and use it there. Mr. Mulholland stated that there is a rebate on the hot water tank.

Mr. Mulholland stated that they are not sure when they will have a new Boys and Girls club building. He stated that they aren't seeing a lot of enthusiasm and assistance from other businesses at this point. Mr. Mulholland stated that they do not have enough money in the budget so that they will probably go over their budget at the end of the year. He stated that they are working on getting the cost to repair it as is.

Mrs. McKenney stated that she would like to see where the money is going to come out of their budget.

Motion. Mr. Gryval made a motion to expend \$3,280 for the Boys and Girls Club upgrade of the water heater. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland distributed a purchase order for the security doors and explained that they do not shut properly. He stated that they did get another quote on it but that it \$3,275 and that Mr. Robert Blazon came and looked at it but that he quote it because he would have to hire someone else to do it. Mr. Mulholland stated that Mr. Blaizon was given an RFP and guidance of what he was supposed to do and that's what he did.

Mr. Mulholland stated that there is a series of purchase orders related to the town hall. He explained that one of the purchase orders is for the glass. He also stated that there has been a request to move the windows closer together which will cost another \$1,600. Mrs. Demers stated that the problem is with the post in between the windows. It's that they can't see a resident standing behind someone else. Mr. Mulholland stated that he was irritated with the staff changing what they would like to see done after discussing with them the changes that needed to be done. Mrs. McKenney suggested that they put up a mirror to help them be able to see the residents.

Mr. Gryval asked about them discussing going in and blowing out a wall in the town hall themselves to save on the cost. He stated that he is not taking up a lot of time to do that. The Board determined to put this on for the next meeting and give them their answer.

Non-public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 8:12pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 8:34pm. 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.

Motion. Mrs. McKenney made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. Mr. Gryval seconded the Motion.

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

Motion. Mr. Gryval made a motion to go back into non-public under RSA 91A:3 2b at 8:35pm. Mrs. McKenney

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 9:04pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

Discussion of the Hiring Process for Police Chief Position

Mr. Gryval stated that the direction that they need to give is to instruct the Town Administrator to begin the process of selecting a police chief from any and all candidates. He stated that they should let Lt. Paquette know that he is welcome to be part of this process.

Mr. Gryval asked what they want to put for the salary for the position. Mrs. McKenney stated that they will have to give a range of a salary amount. Mr. Mulholland stated that the problem with the range thing is that people will think they won't pay the highest range.

Mrs. McKenney asked if someone comes from out of state would they have to pay moving expenses. Mr. Mulholland stated no and that there is a two week law package that they would have to take to be certified in the state. Mr. Mulholland stated that they need to post the job description and that it's not very high right now because it's just an Associate's Degree in the present job description.

Mr. Mulholland stated that he is going to give them an outline of the dates of the process. The Board determined to have the Chair discuss things with Lt. Paquette.

Return to Non-public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 9:10pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 9:26pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to appoint Diane O'Callaghan as Welfare Director. Mrs. McKenney seconded the Motion.

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

The Chair stated that Mrs. O'Callaghan will not be reappointed based on concerns of performance of her official duties. Mr. Mulholland recommended that they consolidate the positions of Welfare functions and Officer Manager and that they be handled by Diane Demers. He stated that they have discovered that they do not need 20 hours a week to perform the duties and that at peak time they need 8 hours. He suggested that they use Mrs. Demers to do that function as an administrator not appointed and that she also continue her function as Deputy Town Clerk/Tax Collector.

The Chair stated that this isn't a new hire or position and that they are just consolidating the positions. Mr. Mulholland stated that they are consolidating like they did with the Town Administrator position years ago. He explained that he is looking at the functions being done as in a service center type concept which would allow Mrs. Baird and Ms. Rogers to take welfare applications if Mrs. Demers isn't available.

Mr. Gryval asked Mrs. Demers if she can handle the extra work load that comes along with the welfare functions. Mrs. Demers stated that she can handle the work load and that it's a seasonal

thing. She explained that things get busy during different times of the year. She stated that it will take organization and being able to delegate and that she thinks that the group of people she has can handle it. Mr. Mulholland explained that he is trying to get it so that multiple people can do multiple tasks so that things can get done if a staff member isn't present. The Board further discussed the functions of the members at the town hall.

Mrs. McKenney asked if she will be working 20 hours per week with Ms. Rogers. Mrs. Demers stated that she will be working 20 hours a week with Ms. Rogers but that recently she has been working more hours than the 20 helping her. She stated that in July and August Ms. Rogers may not need her 20 hours a week and that is when she can help Mr. Mulholland with his stuff.

Mrs. McKenney asked how it will work with Mrs. Demers being the Office Manager and Ms. Rogers being the Town Clerk/Tax Collector. The Chair stated that Mrs. Demers is still going to report to Mr. Mulholland. Mrs. Demers stated that she doesn't think that it will be a conflict when she is acting as the Office Manager.

Mr. Gryval asked if they are going to do away with the Welfare Director's job. Mr. Mulholland stated that they are going to take it out and that it is already covered in the Emergency Operations Plan. Mr. Gryval stated that they should not have it in job description and they should leave it in the Emergency Operations.

Mr. Mulholland explained that her hours will be flexible based on what she is needed. Mrs. Demers stated that there are certain time periods that Ms. Rogers is not going to need her very much and that she may work on a Friday to help Mr. Mulholland with his stuff.

Mr. Gryval stated that he thinks that Mrs. McKenney is concerned that Mr. Mulholland is going to capitalize on Mrs. Demers' time and not be available when Ms. Rogers needs her. Mrs. Demers stated that will not be the case. Mr. Mulholland stated that it is his job to make sure that Ms. Rogers has enough staff to get her work done and that he will make sure Mrs. Demers is available to her when needed. Mr. Mulholland stated that it is better for Mrs. Demers to not just be available 20 hours a week because Ms. Rogers may need her more than that and this way allows her to do that.

Mrs. McKenney stated that she is not comfortable with the Office Manager position and that she just got the job description the other day. Mr. Mulholland asked what about it she was not comfortable with and what he could do to help her understand. Mrs. McKenney stated that she is just not comfortable with it. Mr. Gryval stated that he is personally glad Mrs. Demers is back and that he sees her role expanding and is glad she is able to get those things done.

Discuss the Line of Credit with Sanel Auto Parts

Mr. Mulholland stated that they need to sign the credit application for Sanel Auto Parts and if they don't then they will have to pay by check or cash. He stated that he spoke to Mr. Smith about the credit cards and that if they get credit cards then someone can go up there and pay things with it.

Mr. Mulholland explained that they are having difficulty getting credit cards because Citizens Bank wants them to have accounts with them to do the cards and TD Bank wants extremely high levels to issue the credit cards. The Board determined to sign the credit application and to continue on that way.

Mr. Gryval asked if they would have protection for up to the amount they are allowed to spend. Mr. Mulholland stated that if someone makes an unauthorized purchase they are responsible for the purchase and that they are probably going to go after them for theft. Mrs. McKenney asked if they get a lot of things from Sanel's. Mr. Mulholland stated that they get parts for vehicles that are smaller vehicles, oil filters and things of that nature. Mr. Mulholland stated that they could have the same issue with the credit card. He stated that they can't just authorize certain people.

Mrs. McKenney asked if they have had one of these before. Mr. Mulholland stated that they have had it for two years but that he was unaware of it until Mrs. Baird brought it to his attention. The Board determined to have the Chair sign the credit application. The Board discussed the appropriate limit to set for purchases.

Return to Non-public Session for Senior Rater Evaluations

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 9:55pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 10:05pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 10:05pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 10:15pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 10:15pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 10:22pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 2a at 10:23pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 10:27pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of a person other than a member of the Board. 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.

The Chair stated that they are all done with the evaluations other than the merit raises which they are doing at a later date. Mr. Gryval stated that they need to review the ones at the Police Department. Mr. Mulholland stated that they can view the evaluations with him as he has those available electronically.

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 10:29pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 May 20, 2013

Signature Page

| Original Approval: | |
|---|------------------|
|  JASON TARDIFF | 7-1-13 DATE |
|  JEFFREY GRYVAL | 7-1-13 DATE |
|  SANDRA MCKENNEY | 07-01-13 DATE |

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

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