

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

Minutes of Regular Meeting
May 6, 2013

Call to Order.

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

Roll Call.

Present on the Board: Jason Tardiff and Jeff Gryval.

Excused: Sandra Mckenney

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

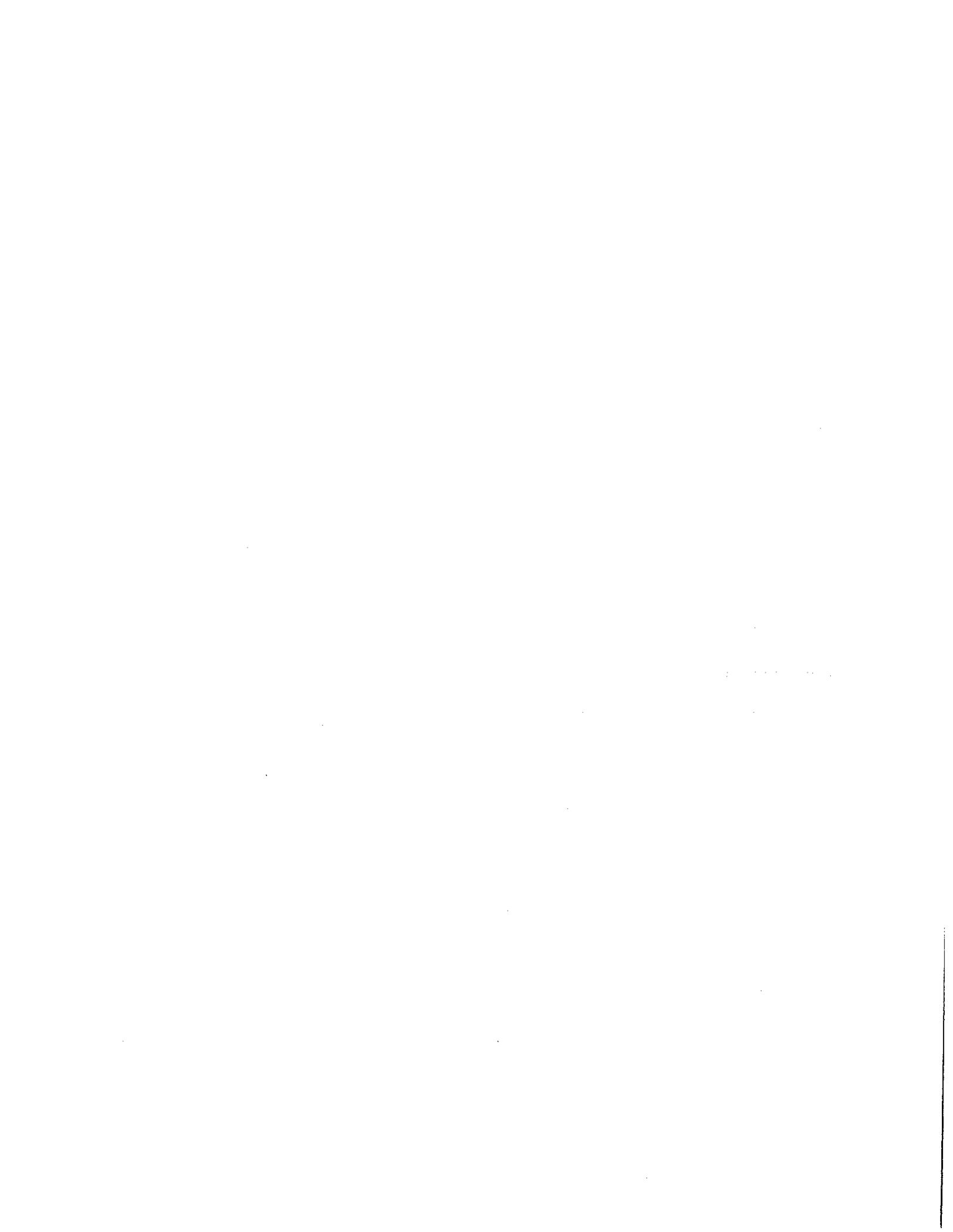
Allenstown Staff: Paul St. Germain, AFD; Ron Pelissier, Road Agent; and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

Vote to accept the \$200 grant for the Old Allenstown Meetinghouse

Motion. Mr. Gryval made a motion to accept the \$200 LCHIP grant money for the Old Allenstown Meetinghouse. Mr. Tardiff seconded the Motion.

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



The Chair stated that they don't have something to spend this on but that they have a lot to do down there. Mr. Mulholland stated that Mr. Verville was talking about the building turn over to the town in a few months.

Mr. Gryval stated that the only project that won't be done in the next few months will be the fence. He stated that the ceiling is scheduled to be done this summer.

Discuss and choose a primary Engineering Firm to serve as the Town Engineer

Mr. Mulholland explained that there is a specific process to hiring a town engineer. The Chair asked where it says that they have to do this process. Mr. Mulholland stated that there is a statute that states that they must use this process.

Mr. Gryval asked about the forms that they had to complete. He stated that most of the firms have many years of experience and that it is kind of hard to judge their experience. He also pointed out that one of the firms claimed to have done three of the nine different tasks yet his bid doesn't cover those things. Mr. Mulholland also stated that if they don't use this process, one of the firms putting in a bid could sue them for not going through the process correctly. There was further discussion of the rating system.

The Chair stated that Hoyle, Tanner & Associates had the highest average with 18 points. Mr. Mulholland stated that the next step is to contact them, ask them for their rates, and then to negotiate the rates. The Board determined that Mr. Mulholland would get the rates and try to negotiate them with Hoyle, Tanner & Associates.

Discuss and Set the process for Personnel Evaluation for 2013

Mr. Mulholland stated that they have all the department heads and all the people that they are senior raters for. He stated that if they are going to do all of them, then they are going to have to schedule a chunk of time to do that. The Chair stated that last year, they did non-publics and that they went through the department heads themselves. Mr. Mulholland stated that on the senior rater comments, it is the overall potential for promotion. Mr. Mulholland stated that is what they are going to do next week on Monday, May 13th meeting.

Mr. Mulholland stated that in the reviewer function, that will take a lot of time for the process. He stated that the reviewer has to make sure that all the forms are filled out correctly and to make sure that the rater and senior rater agree and if not to mediate. Mr. Mulholland stated that after the reviewer and rater have done their part, it will go back to the employee and see if they agree or disagree and go from there.

Mr. Mulholland stated that once they have the rater, senior rater, and reviewers then they don't want to go back and change any of those evaluations because they will mess with the system. The Chair stated that they shouldn't micromanage the department heads and that the evaluations



should be available if they want to see them. The Board reviewed who was the rater, senior rater or reviewer for different departments. The Board determined that Mr. Gryval and the Chair would split rating the police department.

Mr. Mulholland stated that they are looking at being finished with the evaluation process by the end of June. The Chair stated that the only issue that he sees is if Mrs. McKenney cannot be present during the times that they are working on the evaluations.

Committee and Project Updates

Planning Board

Mr. Gryval stated that Planning Board met last week and that they are working on the Master Plan. He stated that they are going to be submitting a questionnaire to the Town Administrator for disbursement around the town.

Website Update

Mr. Mulholland stated that the website will be going live next Wednesday. He stated that they are only waiting on a few departments and that they will just put a small paragraph if they don't get anything.

Safe Routes to School

The Chair asked Mr. Mulholland if there was an update for Safe Routes to School. Mr. Mulholland stated that to go by their standards, it will cost an additional \$27,000 for the project. He stated that there is only so much money budgeted for engineering and that the response he got in regards to the money was they could spend some of the local money or request additional Federal funds. Mr. Mulholland stated that he told them that they will not be spending any more local money for the project.

Ratify the Manifest

Motion. Mr. Tardiff made a motion to ratify the manifest of May 2, 2013 in the amount of \$46,089.04. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to ratify the consent calendar for May 6, 2013. Mr. Tardiff seconded the Motion. There was no additional discussion.

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



Review and Approve Minutes

Motion. Mr. Gryval made a motion to accept the minutes of April 22, 2013 as written. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Mr. Gryval stated that on the corrections made for the April 29, 2013 minutes, Mrs. McKenney added content into the minutes and that they had discussed that the corrections were for grammatical and spelling errors only. He stated that if she is going to correct content, it should be done in public session. The Chair stated that if it was said and wasn't put in there but that Mrs. McKenney is adding it, he doesn't have a problem with that.

Mr. Gryval stated that on the April 29, 2013 minutes during the discussion of the Shelter Committee that the date for the meeting was incorrect and should be May 9, 2013 not May 49, 2013. The Board determined to change the date to May 9, 2013.

Motion. Mr. Gryval made a motion to accept the meeting minutes of April 29, 2013 as amended. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the non-public meeting minutes of April 29, 2013. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Town Administrator's Report

Purchase Orders, Abatements, and Other Business

Mr. Mulholland distributed a purchase order for the railroad bed work on the AES fields. He showed the Board the new map showing the property lines that would help in addressing the encroachment issues. He discussed with the Board the different options they have to do lot line adjustments to fix the issues.

Discuss Parks and Recreation Authority Granted

Mr. Mulholland stated that they need to discuss and draw up the Parks and Recreation authority. The Chair stated that he doesn't think that they need to discuss anything and that they should look back at the minutes to determine what authority was given to them. Mr. Mulholland stated that there were a lot of things in the statutes that they haven't given or not given them the authority for yet.



Discuss Town Administrator Employment Agreement

Mr. Mulholland asked the Board about the Town Administrator Employment Agreement. The Chair stated that he was good with it but that they don't know where Mrs. McKenney is at with that. Mr. Gryval suggested that they tie that in with the review of the Town Administrator.

Discuss Excavation Policy

Mr. Mulholland stated that they need to discuss an Excavation Policy because they discussed it at the department head meeting today. He stated that one of the things they discussed was that someone should not be allowed to excavate a road that was paved within the last couple of years. Mr. Pelissier stated that it is included in the Road and Weight Ordinances. Mr. Mulholland asked the Road Agent to get him a copy of those Road and Weight Ordinances.

Update on Assessing Contract

Mr. Mulholland stated that they sent an email to Mr. Corcoran to set up a meeting and that he has not responded. He stated that he instructed Mrs. Severance to develop an RFP for Assessing and to do a short-term plan for someone to take over those tasks in the meantime.

Allenstown Aggregate Clean-up Plan

Mr. Mulholland stated that Allenstown Aggregate made a phone call last week and that they have to submit a plan by the end of the week in regards to their clean-up plan to the State which they will copy the Town on.

Department Head Meeting Updates

Mr. Mulholland updated the Board of various meetings that the department heads will be having including the Legal Training on May 9, 2013, presentation of budget reports to the BOS on May 20, 2013, and Hazard Mitigation Plan meeting. He stated that they discussed other matters such as finishing evaluations, the new website going live and RFPs being sent out to vendors.

Notice of Violation

Mr. Mulholland stated that they will be sending out a violation for a resident that needs to clean up his property. He stated that they will be putting a lien on the property for the amount of the cost to clean up the property.

Other Business

Mr. Gryval asked Chief St. Germain where they were at with the horn that is out of service. Chief St. Germain stated that nothing new has happen with that. He stated that the tank is still out of service and that he isn't sure what needs to be done to fix that.



The Chair stated that he was originally told that with the horn being out of service, they would not hear the calls go off. Chief St. Germain stated that had been originally thought of but that opens them up to liabilities issues. He also stated that they lost their phone line that sends the signal to fire alarm and that they are going to have that fixed by Friday. Chief St. Germain stated that the horn was shut off but that they needed it on for situations like what they had with the phone line.

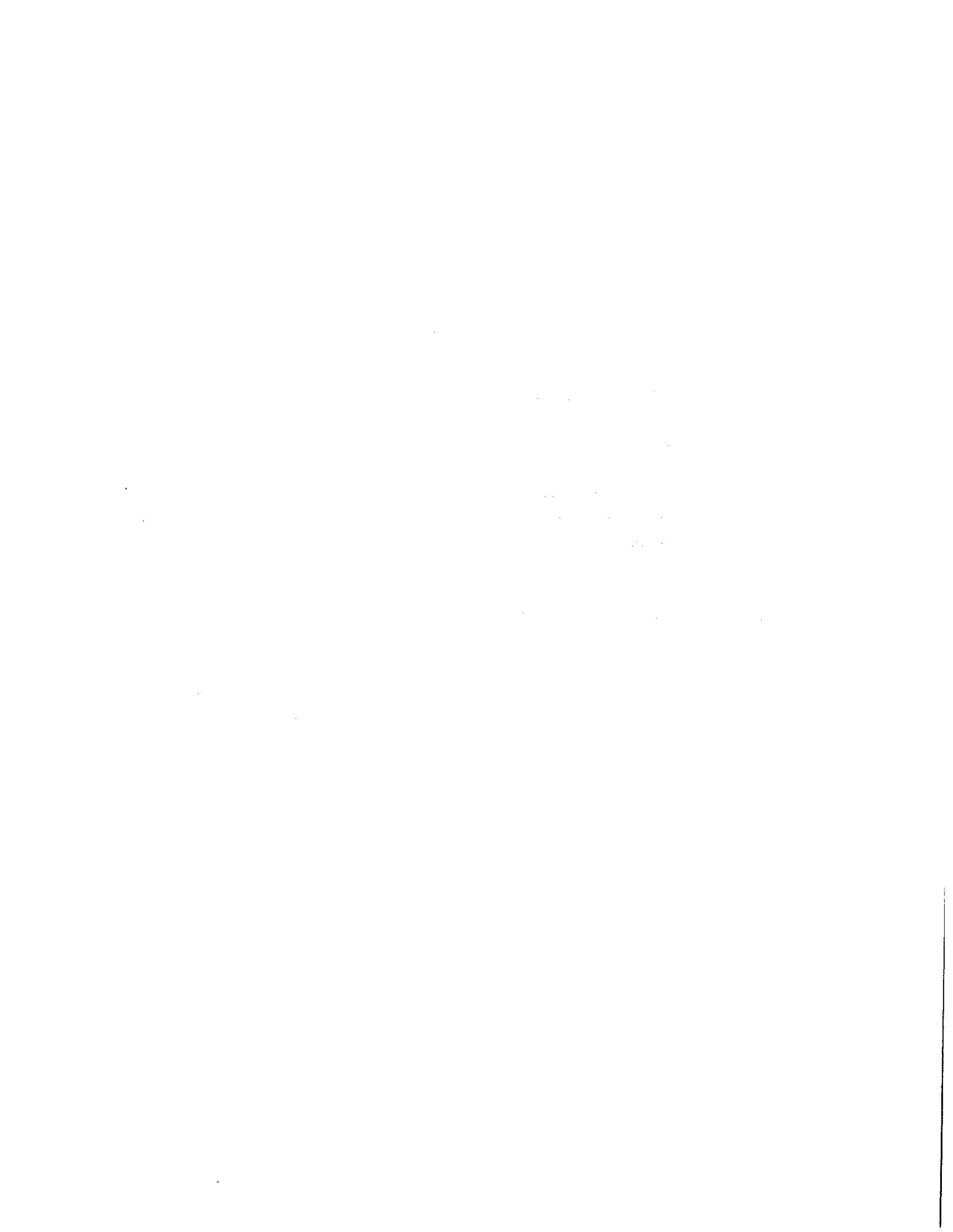
The Chair stated that he doesn't see that they need to have the horn and that other towns are no longer using a horn. Chief St. Germain stated that there has been some discussion about that and it had been determined that the public wanted to keep it. The Chair suggested that Chief St. Germain move it up on his list of priorities because they have already been fined for it. Chief St. Germain stated that he is aware of that and that they will not be fined for it right now because it is out of use. There was further discussion of the necessity of having the horn.

Mr. Gryval asked Chief St. Germain is doing on implementing the Blasting Ordinance. Chief St. Germain stated that it has been implemented but that as far as having it carried out properly he doesn't think that it is going well. Mr. Gryval asked Chief St. Germain to keep them updated on that.

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

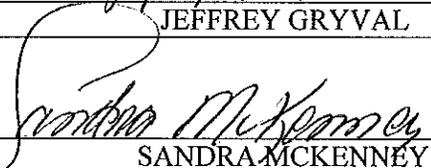
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 7:20pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 May 6, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	5-13-13 DATE
 JEFFREY GRYVAL	5-13-13 DATE
 SANDRA MCKENNEY	05-13-13 DATE

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

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