

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 16, 2013

Call to Order.

The Allenstown Select Board Meeting for September 16, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Debbie Lee, Jeannie Woof

Others Present: Dave Beaudry and Mike Lavelle of CCS and Kevin Kilpatrick of Kilpatrick IT

Other Public Officials: Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Office Manager; Paul St. Germain, AFD; Mike Stark, APD; Amber Cushing, Allenstown Library; Pauline Boutin, Library Trustee and Ron Pelissier, Road Agent. There were numerous other persons present to attend the swearing in ceremony of Chief Paquette.

Citizens Comments:

N/A

Appointment of Chief of Police.

Motion made by Mr. Gryval to promote Paul Paquette to Chief of Police effective today's date. Mrs. McKenney seconded the motion. The motion was passed unanimously by the Board.

Chief Paquette was sworn in by the Town Clerk after reciting the oath of office.

Discussion of the IT Services Proposals

The Chair stated that they have representatives from both of the IT Consulting companies here to answer any further questions that they may have. Mrs. McKenney stated that when Mr. Kilpatrick came before them, it seemed like they were getting so much more and asked if anyone had gone through the packages to compare them and see what they were getting from each of

them. The Chair stated that he had not done that but that they can look at the RFPs that were sent out to the companies.

Mrs. McKenney asked the representatives if there is anything additional that they are offering that is not listed on the RFP. The representative from CCS stated that they fulfilled everything listed on the RFP in their proposal and that they felt that the RFP was pretty comprehensive. Mr. Kilpatrick stated that they included backup software and offsite storage in addition to what was requested. He stated that they won't manage a network unless the backups are up to their standards so they included it in their proposal.

Mrs. McKenney asked Mr. Kilpatrick about the email accounts being on exchange accounts and explained that they have some pop accounts. Mr. Kilpatrick stated that they include exchange accounts in their product if it is a cloud-based product. Mr. Beaudry stated that they allow for both the pop and exchange accounts on the same domain.

Ms. Cushing asked if the total monthly rate included the cloud, anti-virus, and everything that he has been breaking out for them. Mr. Kilpatrick stated that there are two options in his proposal. He stated that they can choose between cloud-based or on premise and that each department can be on whichever works better for them. Ms. Cushing asked if they could break the costs into different parts based on what the department needs because the Library doesn't have a server. Mr. Kilpatrick stated that they can discuss that more and that if the Library doesn't have a server, then the prices associated with the server would get shifted. Mr. Mulholland explained to Ms. Cushing that she wouldn't have the server cost and that the Library would be getting the service out of the IT Contract that they choose.

Ms. Cushing stated that the RFP states that they would use Centurion Software and that she would recommend that they use Clean Slate instead. She explained that Centurion clears after reboot where Clean Slate clears after each log off so she feels that would better meet their needs. She asked the Select Board if they would be okay with her requesting using Clean Slate. The Chair asked Mr. Beaudry if what Ms. Cushing is saying is true because they don't know anything about it. Mr. Beaudry explained that they have used Centurion in other libraries and that they know it is a good product, however, as long as Clean Slate does the same thing as Centurion they don't mind using it.

Mrs. Boutin, Library Trustee stated that their computers are very old and that with the anti-virus software it slowing their computers down even more. She asked if it is worth it for them to use the Centurion software on their computers. Ms. Cushing stated that CCS had Centurion on to get them through for the rest of the year and that it wasn't working well with the computers for various reasons. She explained that this is another reason why they would like to use Clean Slate and that she has spoken with other libraries in their co-op and they are happy with it. Both of the

representatives from CCS stated that they would have to research the software more to see how well it would work with the computers.

Ms. Cushing explained that Clean Slate would cost them \$227 to setup and then have an annual fee of \$13.99. Mr. Gryval explained to Ms. Cushing that they had recommended to the Trustees that they do something for their computers but that they had never told them what they had to use. Ms. Cushing stated that she wanted to check with them because the RFP had Centurion in them. The Chair stated that they had a meeting that Ms. Cushing was invited to and that they could have asked about the Clean Slate software then which the representatives could have added into the RFP.

Ms. Cushing expressed concern for choosing the program that will work best with their computers and having the option of choosing her own anti-virus. The Chair stated that the Library Trustees were given the option to do whatever they choose is best for them. Mr. Mulholland stated that they offered it to all of the departments to unify them on one company however, the Library can do whatever they would like. Ms. Cushing stated that she likes parts of the contract but not all of it and that she would like to know if she can choose the parts she wants or if she has to sign on for the entire contract. Mr. Mulholland stated that she would have to sign on for the entire contract.

Mrs. Boutin asked if they would be able to put all of the software proposed on their computers or would they have to upgrade their computers to be compatible with the software. Mr. Beaudry stated that he is not familiar with the computers that they have so he cannot tell them that right now. Mr. Kilpatrick explained they have a computer replacement schedule and that their computers would be replaced according to that schedule. He also explained what a cloud-based system is for the Library Trustees.

The Chair asked Mr. Kilpatrick about accessing his data using his phone just as if he was on his desktop. Mr. Kilpatrick stated that theirs is completely secure and that they would be able to do that. Mr. Beaudry stated that they would have to add a piece of software on to his personal device and then he would have access to it. The Chair asked if it is included in the proposal. Mr. Beaudry stated that they have a certain amount of licenses that they would be able to use. Mr. Kilpatrick stated that theirs are user based and that there is no certain amount of devices for each user. There was further discussion of using devices on the different systems.

Mr. Beaudry explained that next year they will need to have double the credentials to login to the police or fire department software. The Chair asked if that is only for the police department and fire department or if everyone needs to do that. Mr. Mulholland stated that it is just for the police and fire departments. Mr. Kilpatrick stated that they control who has access to the software so they are able to make sure it is compliant with those credentials.

Mr. Anderson asked what would happen if one of the elected officials were to step down or not be re-elected. Mr. Beaudry explained that they would shut down that user account. The Chair asked what happens to the emails that someone gets. Mr. Kilpatrick explained that there is an email saved on the server and that there would be an email in the outlook program on the device that was being used. He explained that if it stays in the cloud then it's gone once the user account is shut off.

Ms. Cushing asked the representatives of both firms if they would be willing to extend the services package to the Library regardless of whichever contract the Select Board goes with. Both representatives stated that they would be willing to extend those services to the Library. The Chair stated that it doesn't matter which company or software they go with as long as they stick with the budget.

Mr. Gryval asked Mr. Mulholland about his tablet that he has and if they go into the cloud services where it has to be town owned he cannot use it. Mr. Mulholland stated that he turned it over to the town so he can have the town server on it. He also stated that they can take it from him at any time that they want. He stated that if there was a situation they don't need to get a search warrant because it belongs to them.

Presentation Review of Proposed 2014 Fire and Police Department Budget

Police Department

The Chair asked if anyone had any questions for the Police Department budget. Mrs. McKenney stated that she had a question on the salaries but that she thinks that Chief Paquett would be better to answer that.

Mr. Gryval asked Sgt. Stark about the elimination of the Animal Control Officer and how that is going to affect the town. Sgt. Stark stated that it will be problematic because the officers have other duties to carry out. He stated that the dog abatements take up a lot of time but that they had to come up with the money somewhere so that is where they choose to remove it. He also explained that the patrol officers take care of the day to day dog issues already.

Mr. Mulholland gave a brief history of the dog issues they have had and the program that was established to handle those things. He stated that the Police Department will not be able to handle the program for licensing the dogs if there is no Animal Control Officer. He also explained that the ACO was able to do a lot of things around the police station including maintenance and transfer the dogs from the pound to the veterinarians when needed thus saving them money. There was further discussion of the dog licensing issues and the care of strays or bites.

The Chair asked if they would be able to find someone to hire for \$12 per hour to do the things that the ACO does on a part-time basis. Sgt. Stark stated that the tough part is that the current

ACO has the skills to do maintenance work whereas they may not be able to get someone to do that.

Mr. Gryval asked about the dispatch line going down. Mr. Mulholland stated that was incorrect and that it is actually going up. He stated that it is increasing from \$2,600 to about \$3,100. Mr. Gryval stated that the narrative said it was going up but that the numbers showed it going down. The Board determined to discuss the budget more with the Police Chief when he is available.

Fire Department

The Chair asked acting Chief St. Germain how the fire department is doing. Chief St. Germain stated that things are good. The Chair asked why the budget is up from \$307,000 to \$318,000. Chief St. Germain stated that it is up because of the increase in their IT line and the cost of the tablets they will be getting. He also stated that they have a "what if" line for their dispatch fees because they don't know what the cost will be at the moment but that he will know by Thursday.

The Chair asked Chief St. Germain how Tri-Town gets billed versus Allenstown getting billed. Chief St. Germain stated that as it is right now, they don't get billed because they are either working for Allenstown or Pembroke. He explained that what is going to happen is that the formula for determining the cost which won't change much from what's happening now. He also explained that Pembroke will start absorbing more of the costs because of the Agreement they entered into. He stated that if they did not respond to medical calls they would not take those runs and the cost would be less. The Chair asked him to find out how many medical calls they respond to.

Mr. Mulholland stated that the Police Department's budget below default but that the Fire Department is a little over default. He stated that the overall town budget is below default. Mr. Gryval stated that even though they are below default, there has been a significant increase to the budget and that they may want to look into that more before presenting it to the Budget Committee.

Mr. Mulholland stated that the Budget Committee is waiting on them to present their budget and that it is very time sensitive because of when the committee meets. He suggested that they start giving guidance to the departments as early as possible. Mr. Gryval stated that at the last Budget Committee meeting they had spoken about the schedule and that they had asked the School Board to come in early, however, they are not going to be able to do that. He agreed that it would be a good idea to try to get the Town Budget down as soon as they can to not overwhelm the Budget Committee with so many budgets at once.

Mrs. McKenney asked when the last day is that budgets can be submitted. Mr. Gryval stated that it is January 23, 2014 however; they have to have a public hearing by January 11, 2014. He expressed concern of selling the increased budget to the Budget Committee if they choose to go

with the 7.9% increase however, they need to notify the department heads if they are going to cut back some more.

Review Department Head Status Reports

Fire Department

The Chair asked about the part-time fire fighters salary and who gets paid and when they get paid. Chief St. Germain stated that they get paid when they work. He stated that there is a training line that handles paying them their hourly rate during training.

Mr. Gryval asked how it went for the axillary on Saturday night and if he has gotten a total back for how much they sold. Chief St. Germain stated that he does not have a total yet but that they did sell out a lot of the items. He stated that he would guess that the total was about \$3,000 but he hasn't heard the official amount yet. He stated that they sold breakfast foods, coffee, hot chocolate, soups, and things like that.

The Chair asked what the verdict was with the truck that was involved in the accident. Chief St. Germain stated that is in process right now and that they are still doing the appraisal on that. Mr. Gryval asked about the starter that they needed for the ambulance and the cost being \$613 for it. Chief St. Germain stated that the ambulance is diesel engine and it is very large which is why the cost is go high.

Mr. Gryval stated that in the paperwork something for them to change the pay rate for one of the firefighters that was promoted to Lieutenant and asked if there was a process for that. Chief St. Germain stated that they have an in-house posting, guys put their letters in and then they do the interviews for the Oral Boards or the Chief can promote someone if they want.

Mr. Gryval stated that in the past a selectman has been asked to be on the Oral Board so he wanted to make sure that the process was followed. Chief St. Germain stated that they don't use a selectman for the Oral Board when hiring from within. Mr. Gryval expressed concern with having the same process for hiring and promotions rather it's within or from the outside. There was further discussion of making sure a town policy is in place and is a fair process.

Highway Department

Mr. Gryval asked how the project with Black Hall Road was going. Mr. Pelissier stated that he received a call asking for a few more days because of weather related delays. He said that he had sent them all an email regarding the request and that they should be done by Wednesday.

The Chair asked how the Safe Routes to School project was going. Mr. Pelissier stated that they haven't started yet and that they should be saw cutting within a couple of days. He stated that he spoke to Mr. Rogers about moving his fence and that he thinks he smoothed things over a bit.

Mr. Gryval asked Mr. Pelissier about the paving he had mentioned last week and if he could fill in Mrs. McKenney on that. Mr. Pelissier stated that they are still waiting on one estimate to come in and present to the Select Board. He stated that once he has that he will present the plan of what they are going to do to fix Mt. Delight and Deerfield Road. Mr. Gryval suggested that Mr. Pelissier and Mr. Mulholland come up with an RFP process or form so that everyone will deal with the same thing and they can submit it clearly to the Board. Mr. Mulholland stated that he would probably follow the same format as the DOT for the RFP process.

Mr. Gryval asked about some orange cones he saw out on Cross Street and if they are the Town's cones. Mr. Pelissier stated that he will have to take a look at that and deal with them.

Mr. Pelissier stated that they changed one of the catch basins this week. He also stated that they started on the salt bin. Mrs. McKenney asked if the walls were going to be higher on that. Mr. Pelissier stated that they are going to be six feet high and then the quantize will be fifteen feet high so that total the walls will be about 21 feet high. He also stated that they are going to be painting the school lines soon.

Mrs. McKenney asked how things were going at the transfer station on Saturdays. Mr. Pelissier stated that things are going well. He stated that people are happy and he hasn't heard any complaints.

Town Administrator's Report

Abateements and Other Legal Business

Mr. Mulholland stated that there is an updated tax payment plan for 50 Pinewood Road. He stated that there is a more definitive plan and that they will have everything paid up by May 2014. The Chair stated that all the requested paperwork was not turned in. Mr. Mulholland stated that they have two options; they can tax deed it or they can accept the payment plan and at least recoup some of their money.

Mr. Mulholland further explained that the plan shows increased payment each month over the eight month period. He also stated that he did warn the owner that if the Select Board agrees to a plan and a payment is missed, the town has the right to tax deed it at that time. There was further discussion of rather or not to accept the payment plan. The Board determined to approve the payment plan.

Review and Approve Minutes

Mrs. McKenney stated that she got the minutes done but that she hasn't put them in the computer. She asked about minutes for last Monday's meeting. Mr. Mulholland stated that he did send them out and that he had to do the minutes because the tape shut off.

Discussion of the proposed IT Contracts

Mrs. McKenney stated that she has looked at the contracts but that she doesn't have the greatest understanding of it but that it seems like Kilpatrick is offering more than CCS. Mr. Mulholland stated that CCS does more than Kilpatrick and that you have to look at the contracts carefully to see that. He stated that Kilpatrick doesn't have the computer replacement in option two whereas CCS has the replacement in their contract. Mr. Gryval stated that Kilpatrick told them that he didn't put in the replacement in option two because of it being cloud-based and not needing an updated device. Mr. Mulholland stated that if you add in the computer replacement cost to the Kilpatrick's prices versus CCS's price, there is a huge difference in the price.

Mrs. McKenney expressed concern about the amount of people that can access the system at one time. Mr. Mulholland stated that is an issue because everyone in the Town Hall needs to be on at the same time. He stated that it is a matter of having enough licenses to cover the amount of people that they need on. There was further discussion of how many users they have and how many licenses that they would need.

Mr. Gryval asked Mr. Mulholland to ask CCS about an emergency situation and if everyone needing to access it at the same time. Mr. Mulholland stated that he already asked about that and CCS told him that they have the capacity for that and that they are going to charge them based on their day to day usage. Mr. Mulholland also expressed concern for the security of the system because of the requirements they have for different departments which Kilpatrick doesn't have experience with. The Board determined to make a decision on the proposed contracts next week.

Other Business

Mr. Gryval asked Mr. Mulholland if he took take of the paving issue that they received. Mr. Mulholland stated that he spoke with Ms. Martel today and that they will be taking care of it. Mr. Gryval explained that he received a complaint about the noise coming from a project that is being done very early in the morning. Mr. Mulholland stated that Ms. Martel assured him that they will deal with that.

Mr. Gryval stated that he has the Payroll Change Form that he signed based on what they had originally said for the Police Chief position however, it has come to his attention that they had actually advertised it as \$76,000. Mr. Mulholland stated that at that time, the present salary was \$76,000 and said that the salary was negotiable. The Chair stated that he is fine with what is on the Payroll Change Form as long as that's how the advertisement was worded.

Mr. Gryval stated that he spoke with the new Chief and that he was under the belief that that was the salary amount. Mr. Mulholland suggested that Mr. Gryval direct him toward the posting for the job to see what it says. Mrs. McKenney asked Mr. Mulholland to get them a copy of the

advertisement so that she can see that it does say negotiable. The Board discussed rather or not they wanted to do a contract with the new Police Chief.

Consent Calendar

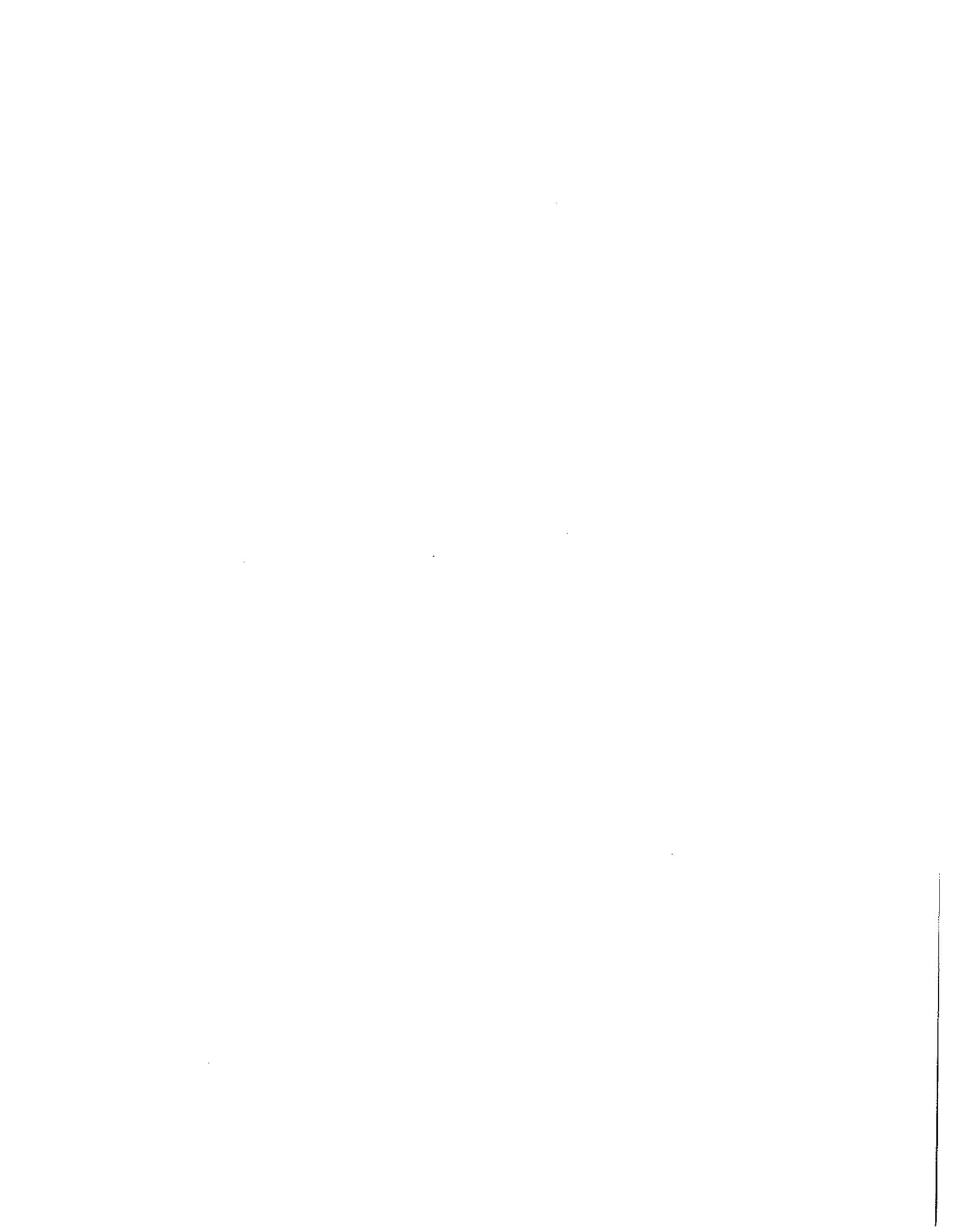
Motion. Mrs. McKenney made a motion to ratify the Consent Calendar of September 16, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

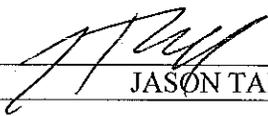
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:29pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 September 16, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	9.30.13 DATE
 JEFFREY GRYVAL	9-30-13 DATE
 SANDRA MCKENNEY	09.30.13 DATE

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

