

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
August 31, 2015

Call to Order.

The Allenstown Select Board Meeting for August 31, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

Others Present

Residents of Allenstown:

Others Present: Sheryl Pratt, Plodzik & Sanderson; Alan Gould, MRI; Neil Ouellette, MRI, Bruce McDougall, MRI; and Marisa DiBiaso, Hoyle and Tanner Associates.

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Michael Stark, APD; Diane Demers, Finance Director; Ron Pelissier, Road Agent; and Kathleen Rogers, Town Clerk.

Citizens Comments: N/A

Receive recognition from the Pembroke Allenstown Old Home Day Committee.

Mrs. Welch stated it is her job to make sure the residents don't get food borne illness. She stated she was asked to present a photo of downtown Allenstown as recognition for the Old Home Day.

Consider applicant for appointment to the Zoning Board of Adjustment.

The Chair thanked Mr. Bergeron for his interest in joining the ZBA.

Mr. Mulholland stated there is a lot of paperwork for them to sign. He stated the MS 535 which is the Audit Report. He stated these are all due for the tax rates and are due by tomorrow.

Mr. Mulholland stated he sent it out for electronic signature but he doesn't want to take the chance it doesn't get signed.

Meet with representatives from Plodzik & Sanderson to review the 2014 Financial Audit.

Mrs. Pratt thanked the Board and staff for the smooth work they were able to do during the audit.

Mrs. Pratt stated page one and two of the audit is the opinion letter and the town did receive the unmodified opinion which is the best opinion they could receive.

Mrs. Pratt stated page 45 is the breakdown of the Unassigned Fund Balance. She explained at the beginning of the year they had approximately \$1.3 million and during the year they had a budget surplus of \$435,619. She stated there was an adjustment during the year for nonspendable fund balance of \$24,894 which gave the town an ending balance of approximately \$1,779,574. She stated this is the number they see recorded on the MS 535 report. She explained things get confusing because they have to record a deferral of taxes for all the unpaid taxes as of March 1, 2014. She stated the reported fund balance is then brought down to \$1,547,546 which is carried over to the balance sheet.

The Chair asked there is a guideline where they should have between 10-12% in the fund balance. Mr. Mulholland stated they are slightly above. He stated it is even after taking out amounts to pay for Unassigned Fund Balance.

Mrs. Pratt stated page 13, the Balance Sheet, the Library and Capital Reserve Funds are blended with the General Fund so the total Fund Balance reported is \$1,851,829. She stated of the total reported, \$1.5 million in unassigned, encumbrances of \$63,280, committed fund balance of approximately \$230,000 which is the Capital Reserve funds, restricted reserve funds of \$6,136 and non-spendable funds of \$4,562 which represent prepaid expenses.

Mrs. Pratt stated in the back of the report there is a management letter. She stated there are a few items in the letter to be addressed. She stated the first item is the treasurer is not remitting the bank reconciliation on a timely basis so the finance office can make sure they are both (finance and treasurer) in agreement. She stated it is a requirement of RSA 41:29 the reconciliation is done. She stated the Statute does say if the treasurer can't do it the duties can be delegated to someone else but it has to be done in writing and approved by the Board. She stated she prefers the treasurer do the reconciliation and then tie out with the finance officer.

The Chair asked if it is a time consuming task. Mrs. Pratt stated it can be time consuming depending on the factors involved. The Chair asked if they were to pick someone else would the Board do it or would the treasurer recommend someone. Mrs. Pratt stated the Board would approve of the person. Mr. Mulholland stated this is a discussion which has been corrected since September of last year. Mrs. Demers stated she sends it to the treasurer every month. Mrs. Pratt stated the treasurer should be signing off as a reviewer of Mrs. Demers. Mrs. Demers stated the treasurer is doing it.

Mrs. Pratt stated the reconciliation between the Town Clerk's cash receipt log, third party credit card processor, and the treasurer's records were not always being done on a monthly basis.

Mrs. Pratt stated they noted the reconciliation of the cash account is not always being reviewed and approved by the Library Treasurer. She stated they found the invoices paid out of the Library operating account were not always reviewed or approved. She stated they noted six of the fifteen invoices which were pulled did not have proper back up paperwork to support them.

Mrs. Pratt stated for the 2015 Audit the GASB 68 is going to need to be implemented which is in regards to the recording of retirement liability. She stated it is in the early stages of how they are going to be auditing it.

The Chair asked if they have a plan to remedy the things which were brought up. Mr. Mulholland stated they will work on the bank reconciliations with the Treasurer. He stated for the Town Clerk piece, they have already implemented a plan to address the issue. He stated the Library issue has not been addressed. He stated his efforts to reach out to the Library have been very unsuccessful. The Chair stated he will call Mrs. Boutin.

Mrs. Demers asked if her providing the reconciliation to the Treasurer and then her signing off on it is acceptable. Mrs. Pratt stated it is acceptable but they want to get something in writing.

Mr. Mulholland stated there are other issues such as the end of the year turnover of money to them. He stated with the Business Assessment done by MRI, they claim it is illegal to turn over the money to the Library. He stated the statute is a bit unclear and MRI is going to recommend in their report the town don't do it. Mrs. Pratt stated they recommend if towns are going to do it they need to have a written policy allowing it. She suggested they discuss how the money should be handled.

Mrs. Pratt stated they issued a governance letter. She stated in the letter there was two items. She stated one was GASB 34 they require dating back 2004 any infrastructure going forward be picked up on put on the books in terms of fixed assets. She stated they determined they found a few items such as sidewalks and paving which hadn't been brought on as infrastructure on the books. Mr. Mulholland stated any road projects conducted after 2004 they have to depreciate the value of those assets. He stated they have not done it for infrastructure, roads, sidewalks, drainage systems and the sewer collection system. He stated they should be able to do everything for 2015 however they still have to go back and do everything back to 2004.

Mrs. Pratt stated the other item involves a questionnaire they passed around. She stated there was a question on it stating the sewer department relies on the auditors for accounting policies and procedures. She stated they are hired by the town as an independent auditor to come in and look at the books so they wanted to make sure they are not considered part of management. She stated if the town relies on them to write the policies or give policies and procedures, it could be misconstrued as an independence issue.

Discuss Winter Maintenance proposals for the Highway Department.

Mr. Pelissier stated he hasn't received any replies for plowing or sidewalks. He stated he has someone in town who is interested but cannot give an answer for two weeks. The Chair asked if it would hurt to put out the bid package again. Mr. Pelissier stated he doesn't think it would hurt. Mr. Mulholland suggested they reach out to individual firms to see if they are interested as well. Mr. Pelissier stated they can put it out on the signs.

The Chair asked if, for the sidewalks, they were looking for someone with their own equipment or someone to use the town's equipment. Mr. Pelissier stated he would rather have them use their equipment. He stated they are not going to get the deal they got a few years back. He stated he thinks they are going to start being charged \$80-90 an hour. He stated if they don't do it the Highway Department staff will have to take care of them.

Mr. Mulholland asked how long they want to put up the RFP for plowing out. Mr. Pelissier stated they could do 30 days. Mr. Mulholland stated if they extend out to the end of September it gives them more time to get more people but it also makes it so they can't give vendors a response on who they are going to use until then. Mr. Tardiff suggested they do it for two more weeks and if they have to extend it they do it then.

The Chair asked about the sidewalks. Mr. Mulholland stated last time they discussed it Mr. Pelissier was going to get a budget price. Mr. Tardiff suggested they put the RFP out and see what they get back. Mr. Pelissier asked if they looking for a price by hour, per storm or per season. Mr. Mulholland stated they expect 22 snow storms every season and Mr. Pelissier would have to figure out if it should be per storm or per hour. There was further discussion of the plowing and sidewalk RFPs.

Meet with representative from Municipal Resource Incorporated to discuss the results of the risk assessment for the police department.

The Chair stated the Board will not be taking questions from the public tonight. He stated at a meeting coming up in the near future they will take questions from the public.

Mr. Gould stated per the contract this was a high level review of the department from a risk management liability standpoint so this isn't a comprehensive review of the department. He stated they didn't have a formal presentation setup. He stated the back of their report has all of their recommendations listed. He stated it is their meeting and they will answer any questions the Board has.

The Chair stated he would like to start with the cover letter they sent and read part of it which stated "it is important to note that upon completion of this report we learned that some documents and policies we requested, and upon which we based our findings, were not current documents. We also found that in some cases, policy documents the team was told didn't exist, actually do exist." He asked for a summary on what happened.

Mr. Ouellette stated on one of his site visits he was given a disk which was supposed to have all the policies and procedures in which they determined there weren't significant evidence policy in other areas. He stated Sgt. Tower gave him another disk of policies and procedures which didn't have an evidence policy. He stated he was told by the Town Administrator there was an evidence policy which was

forwarded to them but the study had been completed at the time. He stated he also spoke to the Chief who said although it was best practice there wasn't a written policy on it.

Mr. Gould stated when they talk about risk and liability they go looking for the high risk and high liability and if they exist they should be well document. He stated they should be able to ask a patrol officer for a particular policy.

The Chair asked Chief Paquette what happened with this. Chief Paquette stated he couldn't find the policy on the disk either. He stated he saw the document Mr. Mulholland sent and to him it didn't look completed however Mr. Mulholland told him he had implemented the policy before he left the Police Department. He stated he gave a new policy to Mr. Ouellette after the study was completed.

Mr. Gould stated they aren't there to go after anybody; the town hired them to take a look at the ability to manage risk. He stated the Chief and management was cooperative throughout the study.

The Chair expressed concern with most of the things referenced in the assessment go back to 2005 which is old data. Lt. Stark stated the general orders are being phased out and those haven't been touched in years. He stated the new polices are the three digit ones. The Chair stated he would like to address the Chief on these questions. Chief Paquette stated he is going to answer some of them because he was training with Mr. Mulholland. He stated he approved them [policies]. He stated he thinks they have a good working document now. He stated they haven't had time to address some of the old stuff.

The Chair asked how a new patrolman gets to know what the new policies and procedures are. Chief Paquette stated they sit down and go through all the policies and procedures with the FTO. Mr. Tardiff asked if they have to sign off on it. Chief Paquette stated they have a booklet for each officer for the FTO period and each day they have to sign off on what they have learned. Mr. Tardiff asked if they are available to the patrol officers at any time. Chief Paquette stated they are on a controlled computer but is a good idea to put them on every computer and laptop.

Mr. Gould stated they think doing away with or replacing an old policy is great but there is a way to go about it. He stated the new policy needs to rescind the old policy with the new one. He stated they need to implement them one or two at a time because they need to provide training on it and making sure everyone signs off on the new policy. He stated policies should come as close to clear standards as they can because they are recognized as best practice.

Mr. Ouellette stated one of the things they did see was on policy and procedures are there was an issue date but not revision date. He stated one of the most important things with a policy and procedure manual it should be evaluated at least annually. He stated there may be times throughout the year where a court date or Attorney General's office comes out with how to do something. He stated it shouldn't be a task for the Chief or Lt. to do but should be disbursed into the agency for the people who are responsible for those tasks.

Chief Paquette stated he agrees each person should be doing the policies they deal with. He stated Mrs. Walch will be assisting with policy development and wants to be more involved with implementing anything to do with the courts.

The Chair asked to review the Summary of Recommendations on page 40 of the Risk Assessment Report.

The Chair read Section 3.4 which states “The Board of Selectmen and the chief of police should work together to resolve the identified reasons causing officer turnover as soon as possible to stop the flow of trained officers leaving the Allenstown Police Department.” The Chair asked the Chief if he has given more thought or attention to it. Chief Paquette stated we need to implement some sort of step system to help retain officers. He stated he has been working with Mr. Mulholland to come up with a rough step system idea.

The Chair stated he thinks there are a few reasons for calling out the retention of officers; low detail rate, lack of supervision and poor communication. Chief Paquette stated the lack of supervision is there because they have two supervisors and are down three officers. He stated it is mostly after midnight the supervision is lacking.

The Chair stated one of the examples MRI gave was a call at 10pm and they were asked why there wasn't a supervisor on duty at 10pm at night. Chief Paquette stated it may have been a training day or someone might have worked a double. He stated sometimes Pembroke or Epsom don't have supervisors on in the evening.

The Chair stated one of the recommendations was to utilize retired officers in town and asked if it would work for them. Chief Paquette stated he doesn't think so. He stated retired officers aren't going to come with the pay rates they have. Mr. Ouellette stated it can work if they find the right person. He stated sometimes they have officers who work in two towns. Mr. Gould stated the response was brought about for this town because there is one and a half years of experience among the patrol officers. He stated they were trying to come up with a way to get some experience in the town. He stated the youth of the department can bring about high risks which are where a retired officer would be beneficial.

Mr. Ouellette stated they may have more success with a retired officer if they assign them a regular shift. He stated this allows them to stay up on training and personnel which helps retain them longer.

The Chair stated the 55% turnover rate is actually 100% of their patrol officers in the last two years. Mr. Ouellette stated they also have people who are still engaged in the military and are absent for training or deployment.

Mr. Tardiff asked if there is a certain way where the officers can get in contact with the town or does the town get contact with them. Mr. Ouellette suggested going out and recruiting those who are retiring and offering them a couple of shifts a week. He stated they could advertise to the NH Police Association. Mr. Tardiff stated this may be good on a short term basis to help get a little experience out there.

Chief Paquette stated they can certainly try it and see if they can find the right person. He stated they have tried to ask officers in surrounding towns if they would want to work in town. Mr. Gould recommended making direct contact with someone they know is coming up on retirement or someone who is in a small

agency. He stated they may be able to fill a full-time position with two part-time people who are full-time qualified.

The Chair stated one of the reasons for the turnover was poor communication. He stated one of the suggestions was to hold department meetings with all of the staff. Chief Paquette stated they had a meeting last week. He stated he spoke with them about the communication issue and the staff said communication is great. The Chair stated looking at the exit interviews list poor communication as in issue. Chief Paquette stated they didn't give an example. He stated he thinks it had to do with the patrolmen wanting to know everything which is going on all the time including things above their pay grade. Mr. Ouellette stated it has some to do with information flowing down the organization. He stated in reviewing the quarterly personnel evaluation they do in person it probably a good indication. He stated the staff meetings don't seem to be passing information down to people. He suggested after the meetings the supervisors meet with the staff and fill them in on the information. He stated there was one incident where an employee was concerned about not knowing someone had resigned until the day before the person left.

Chief Paquette stated when they get out of the meetings; they put things on the board. He stated it is right around shift change so they don't get all the information. He stated he does get questions about what's going on with personnel which he feels is a need to know thing. He stated the suggestion of doing the monthly meeting is something they can certainly do. He stated he also liked the idea of SharePoint software which helps with the communication. Mr. Ouellette stated the SharePoint will let them put all the policies and procedures in one place as well.

Mr. Gould stated they need to communicate to the staff if supervisors may leave a shift early because they have been doubling up on a shift. He stated it would help with the moral. Chief Paquette stated he did have a conversation with the staff about supervisors doubling up on shifts which is why they leave shifts early and come back later.

Mr. Tardiff asked Chief Paquette how often he sits down with everybody. Chief Paquette stated they have training at least four times a year but they probably sit down at least eight times. He stated they setup an agenda for a meeting where he, the Sergeant, and the Lieutenant discuss what is going on. Mr. Tardiff stated he thinks they need to get together more often. Mr. Gould suggested they meet monthly or possibly do a 30 minute one on one time to give out the information. He stated they could use ride along time do to it as well. Chief Paquette stated he has been doing a lot of ride along and has been able to communicate things with them. There was further conversation of the importance of communicating with the staff. There was also discussion of using the CrimeStar software to help them communicate.

Mr. MacDougall explained the importance of the laptop being able to communicate with the computer back in the station which is not the case at this point. He stated they see it as an officer safety issue and is therefore a risk. Mr. Mulholland stated they sync CrimeStar everyday so the data is there. He stated if they wanted to spend the extra money they could have the laptops speak to the computer at the station.

Mr. Mulholland asked Chief Paquette what the status of SPOTS in the car. Chief Paquette stated they can't get it without the cards and they can't work with CrimeStar. Mr. Mulholland stated they used to run

SPOTS on a regular basis through Project 54. Mr. Gould stated Project 54 did have the technology to do that. He recommended the town transition from CrimeStar to IMC. He stated the cost is much higher for IMC.

The Chair stated he had questions on Chapter Four High Liability Policy and Practice Review. He stated there seems to have been a lot of issues with policies and not being able to find them. He asked Chief Paquette if he has a plan for this. Chief Paquette stated they will have the policies in one spot, make sure they know where the policies are and the policies are accessible to them at all times.

Mr. Tardiff stated it is noted in the report not all staff are following the policies and procedures. Chief Paquette stated he'll have to look into it and have a meeting to make sure they are being followed.

The Chair expressed concern of Chief Paquette, Detective Sergeant Shea, and an administrative staff member looking for the evidence locker policy, couldn't find it, and then was going to write one when they determined they already had one. Lt. Stark stated he has one written as a draft but it has never been issued. Mr. Mulholland stated it was put in place by him. He stated the copy he sent to Lt. Stark was the one actually issued in 2012 by him.

The Chair asked if there is a common drive at the Police Department. Mr. Mulholland stated the PD has their own common drive. He stated they also have SharePoint which they can use to put the policies. Mr. Ouellette stated if a policy goes onto a common drive it should stay there until it is superseded or replaced.

Lt. Stark stated the problem they have now is they have 26 general order policies and when they are done with this they will have 79 policies. He stated they can't take them out right away.

Mr. Tardiff asked if they review all the policies regularly. Lt. Stark stated part of the problem is having the time to review the policies. Chief Paquette stated he explained to MRI they went over the high risk policies.

The Chair stated one of the recommendations in Chapter 4 is they have job descriptions. He stated they have job descriptions except for the Detective Sergeant. Chief Paquette stated they never created one for the Detective Sergeant however the other job descriptions need to be updated. Mr. Ouellette stated they aren't detailed enough. Mr. Mulholland stated the new ones took place in 2011 and are in the common drive. He stated those ones are in full detail. Mr. Gould explained the importance of having detailed job descriptions.

Mr. Ouellette stated the complicating issue on this was it wasn't provided. He stated he didn't see job descriptions on the disks given to him. Chief Paquette asked if he asked for them or if he just look for it in the disks. Mr. Ouellette stated he just looked at the disks. Mr. Mulholland stated he looks at it and makes an assumption this is what it is. Mr. Gould stated if they have the job descriptions and they didn't see them it's a good thing. He stated everyone should have access to the job descriptions and have access to them.

The Chair asked about the updating the organizational chart. Chief Paquette stated they have updated one every year. He stated there are organizational charts throughout the station. Mr. Ouellette stated it goes back to the being on the shared drive. He stated it is good the organizational chart exists but if it is not on the shared drive then it might as well not exist. Mr. Mulholland stated all the job descriptions are accessible to all the employees. He stated their procedure for new hires is to go over all the job descriptions and policies.

The Chair stated he had questions on Chapter 5 Training. He stated the first recommendation discusses the process for FTOs. He asked Chief Paquette if Sergeant Tower had just updated the FTO policy. Chief Paquette stated she rewrote the whole program not the policy. He stated now she has finished with the FTO and is working on the program for the certified people as well and just sent them a draft last week.

The Chair asked if they [MRI] were looking more for a written policy of who could be an FTO and the training. Mr. Ouellette stated they were looking for the selection process, qualifications, mandatory trainings, and actual tasks which need to be accomplished. He stated even though they say it is a 10-12 week program however they said they can shorten the program for those who transfer to Allentown however it should be no less than four weeks.

Mr. Gould stated it needs to be backed up by paper somehow. Mr. Tardiff asked if they have the documentation Mr. Gould was talking about. Chief Paquette stated they keep the documentation for each person. Mr. Tardiff stated it sounds like they have a lot of housekeeping they need to do. Lt. Stark stated it is something they have been working on for the last several years. He stated the organizational chart was done in another place. Mr. Ouellette stated it doesn't sound like a housekeeping issue more so organizational to get everything in one place. Chief Paquette stated it is a time issue which needs to be addressed.

Chief Paquette asked what kind of time frame they think it will take to get the policies done. Mr. Ouellette stated he thinks they need to look at where they are going and what they are trying to do and look at an agency with clear standards and use their policies to make some for Allentown. Lt. Stark stated he has already done it. He stated righting it is easy; its making sure they are on the common drive which takes the time.

Mr. Ouellette gave an example of the use of force policy and not having multiple policies for it. He stated they should reissue one use of force policy which encompasses all levels of force into a single document because it's too confusing to people to know all four policies. He stated they need to figure out how to reign in what they have before they develop so many new policies. There was discussion of combining all the use of force policies into one policy.

Lt. Stark stated the general orders have to come out but it's a housekeeping issue. He stated there are general orders covering multiple other orders so he can't just take an order out without replacing it entirely. Mr. Ouellette suggested the diagram of force should be included in the policy because the officers are trained on it and they need to reference it when doing the report.

Mr. Tardiff asked what OC is. Mr. Gould stated OC is pepper spray.

Chief Paquette asked what kind of timeframe they think it will take to get this done. Mr. Ouellette stated it could take minutes or hours but if they already written it shouldn't take any time at all. Mr. Gould stated the officer can't have confusion because of the policy.

Mr. Tardiff stated it sounds like there was difficulty finding or locating the information to make a fair assessment. He asked Chief Paquette if these guys can't find documents how do the new hires find it. Chief Paquette stated he sits the new hires down in front of the computers and go through it all.

The Chair stated Chapter 6 Evidence and Property Control. He stated they already answered the first recommendation of having a policy.

The Chair stated the second recommendation states "the department should immediately undertake a full inventory of the evidence and property room. Mr. Ouellette explained they are here to reduce the risk and to do so they want to make sure all the evidence in the room matches the printout. He stated they also want to meet best practices which are clear. He stated this means they need inspections in the walk through by the Chief and do an inventory when they change evidence officers. He stated they found there has not been an inventory for quite some time. Mr. Gould gave an example of randomly verifying the printout to the item or pulling an item and verifying it against the printout.

Mr. Ouellette stated the person who currently has control of the evidence if something was missing, there is no way to show whether it was the previous person or present person it was missing under their watch. He stated there was no inventory between the last person who left and the new person who came. Chief Paquette stated Baker left in the fall, Jordan and Baker did an inventory together and then Detective Sergeant Shea did an inventory. He stated she did not do a full inventory at the time. He stated he agrees they need to do a full inventory. He stated it would take them a week to do an inventory.

Mr. Gould stated they need to make sure to get rid of the property as soon as they can which will help reduce the amount of time it will take to do the inventory. Chief Paquette stated an officer was handing over a list to the prosecutor of things which could go. Mr. Mulholland stated the judge wouldn't allow them to dispose of the the evidence from inventory after each case so they had to hold onto things for a while. Mr. Gould stated they have to try to rely on best practices. Mr. Mulholland stated there is no law stating they have to do an inventory but they should do one.

The Chair asked Chief Paquette if they are at least doing audits. Chief Paquette stated they are doing them at least once a year but if someone new takes over they will do an audit. Mr. Gould stated they need to record when they do an audit. Chief Paquette stated they have done three audits in the last year.

The Chair stated Chapter 7 Financial Controls has a few recommendations. He stated they already have written policies and directives. Mr. Mulholland stated it looks like MRI didn't have purchasing policies and were only provided with the financial transactions policies. Mr. Ouellette stated it was just petty cash they looked at. Chief Paquette stated they have it in draft form since then.

The Chair stated Chapter 8.1 Citizens Complaints and Internal Investigations and asked if they have it. Chief Paquette stated it is Policy 3.08 for the Citizens' Complaints. He stated they also have form for complaints at the front counter. He stated they are all investigated and put in a secure drive. He stated the supervisors are the only ones can access the drive. He stated the complaints are put into the personnel files if they are sustained. The unfounded. Mr. Mulholland stated they have software which tracks all the complaints. He stated they have a practice for doing it but didn't have it written down. Mr. Ouellette stating not having a written directive can be a litigation problem.

The Chair stated Chapter 9 Vehicle Usage looks like it is more of policy issues. Chief Paquette stated they are doing everything they should be doing it is just not in written policy. He explained there is a clipboard with a list of things which need to be checked before and after the shift. Mr. Tardiff asked if the supervisor is going out and checking things. Chief Paquette stated the supervisors are checking things. Mr. Ouellette stated they need to make sure there is a written directive to go with the procedures they are carrying out.

The Chair asked what in-car audio and video systems cover. Mr. Ouellette stated dash cams which are apparently in disrepair. Chief Paquette stated they seem to be going down a lot but he hasn't put any money into those. Mr. Ouellette stated as technology changes those dash cams may become obsolete. Mr. Gould stated they may want to put something in writing saying they are inoperable.

Mr. Gould stated the only other issue is the pursuit policy. He stated with the smaller agencies his advice is to have a non-pursuit policy if there isn't a supervisor on duty. He suggested they clean the policy up to say unless there is a supervisor on duty they are not to pursuit.

The Chair stated there are a lot of policies under Chapter 11 Prisoner Handling and Holding which need to be updated. Mr. Ouellette stated there was no policy to have a licensed physician sign off on it on what to do if there is a medical issue. He also stated there were some grates which would allow someone to tie either a string or piece of clothing in the holding facility which could be a suicide risk.

Lt. Stark stated if a prisoner complains about anything he calls Tri-Town EMS. He asked what a licensed physician would sign off on. Mr. Mulholland stated the doctor would sign off on the policy of medical procedures should there be a medical issue with a prisoner. Mr. Ouellette gave an example of the physician signing off on how to handle a diabetic prisoner or someone who is on medication. Mr. Gould stated one of the highest liability issues they could have is strip and body cavity search policies.

Mr. Tardiff asked about the item in the sally port. Chief Paquette stated it is a very clean area, all the tools are behind a cage but when they come out of the car they are in handcuffs. Mr. MacDougall stated they had a woman steal a cruiser today as she was able to slip out of the cuffs. Mr. Gould stated some prisoners slip the cuffs and the prisoners can cause harm to officers.

The Chair stated Chapter 12 Building, Records, and Computer Security. Mr. Ouellette stated it is the laptop to cruiser communication. He stated they found the Detective Sergeant and Lieutenant are allowed to keep intelligence files on informants. He stated best practices would be to have one central file in a secured area.

Mr. Ouellette stated they also found out the SRO had not been issued a tablet and felt out of the loop. Lt. Stark stated she was offered one and didn't want it. The Chair asked if the current SRO has one. Lt. Stark stated he does.

The Chair asked about the SPOTS software. Lt. Stark stated the SPOTS software was part of the Project 54. He stated it is not a supported program and is not in the cars. He stated it will be as part of IMC if they go to the software. Mr. Mulholland stated they had gotten quotes before to implement the SPOTS software and determined not to spend the money to do it all. Chief Paquette stated since then TriTek has taken over IMC and it is quite a bit difference in money. He stated they went with CrimeStar because of the towns around them have it and they can sync information with them.

The Chair stated Chapter 13 Supervision had some recommendation. He stated the report seems to suggest they can use the Lieutenant and Sergeant differently than the way they are using them now. Mr. Ouellette stated they have a small police department. He stated the main thrust of policing is patrol. He stated they have to have a continuous able patrol which has enough people on the road to cover the calls for service and provide backup to one another.

Mr. Ouellette stated what they got from speaking to current and former employees are they are looking for more supervision and they don't have a comfort level with being along all the time. He stated if they rearranged the supervisory duties so there is more supervisors on the road and then assign ancillary administrative duties they will put more manpower on the road and supervision.

Chief Paquette stated it is exactly what they do when they are at full staff. He stated right now there is no supervision because there are no supervisors. He stated the Detective becoming a supervisor was an ideal way to have another supervisor out there. There was further discussion of the use of supervisors.

Mr. MacDougall suggested the Lieutenant be the daytime commander and have administrative duties on the side. He stated the supervisory staff would be better deployed with most of their time on patrol.

Mr. Tardiff asked about the housekeeping they discussed earlier and who is responsible for doing those tasks. Mr. Gould stated for the most part the Chief should be handling the administrative tasks. He stated they should delegate some things to the administrative assistant and the Lieutenant. He stated they should not have co-chiefs. There are tasks the Chief should be performing

Mr. Tardiff asked how long it would take to fix all of the recommendations. Mr. Ouellette stated it is an unfair situation due to the fact the Chief and Lieutenant are running patrol shifts. Mr. Gould recommended they take the recommendations and put them in an excel sheet and start working on the recommendations. He stated the high priority ones could probably be done within a week. He stated to get it all done it could take six months. Mr. Ouellette stated the other issue is the technological knowledge to write the policy is different than what a secretarial person could do.

Mr. Ouellette stated the housekeeping things could be cleared up almost immediately. He stated the prosecutor is a good example of a position who could take up some of the slack on the policy, procedures, and accreditations.

Mr. Tardiff stated there are current officers in the department who have considered leaving. Chief Paquette stated the supervisors are getting burnt out. Lt. Stark stated he is one of the ones considering leaving. He stated he works Sunday 5pm until Wednesday 5pm. Mr. Gould stated this is why he suggested they look at who is doing what and how the workload can be distributed.

Mr. Tardiff stated the report says some of the employees feel they do not have the support of the Board of Selectmen. Mr. Ouellette stated he thinks it was mostly the pay issue and the step raises. He stated they lost an employee recently who felt they had to leave because of the money issue. Mr. Tardiff stated they have had many discussions talking about this and he hopes it is getting back to the officers.

Mr. Ouellette suggested the Board meet with the police staff because the staff is small enough. Mr. Tardiff stated he doesn't disagree at all. He stated they rely on the Department Heads to relay the information to them. Chief Paquette stated they have asked for the step raise system every year and hasn't seen it. Mr. Mulholland stated they have to show the employees they are committed to keeping them. He stated in order to get this fixed they have to put the step system in place and pay them a competitive wage.

Mr. Tardiff stated during the exit interviews they ask if there's anything to keep them and they are told no. Mr. Mulholland stated most actually say it's the salary. The Chair stated they don't need to debate it tonight. He stated other department heads have been in and pleaded for the Board to hire positions at a higher rate. He stated the Chief didn't ask for a higher rate for the two new officers. Chief Paquette stated he is not going to bring someone in at a higher rate than someone who has been there for some time. Mr. Tardiff stated they were told the starting rate is too low. Chief Paquette stated the officers are looking to the future and seeing they can get more out of other towns. There was discussion of the Police Department being a training ground for officers. They also discussed implementing a small step system to try to keep officers.

Mr. Gould stated the communication piece should not be unvalued and it can help improve morale. He stated it is not just the money which helps with moral. He stated they do need to implement a step system to help retain people. He stated if they check off all the recommendations there is no doubt they are doing things the right way.

Chief Paquette thanked the MRI representatives and they will work on implementing those things. Mr. Gould stated they don't just go away now the risk assessment is done and to please call him if they have questions.

The Chair asked Chief Paquette to get them the PD Evidence room audits. Chief Paquette stated he will do it. The Chair stated Mr. Gould mentioned a spreadsheet to get the recommendations done. Lt. Stark stated he has already done it. The Chair asked Lt. Stark to get a copy to them. Lt. Stark stated he could send it to them and showed them an example of the format. He explained the disconnect is the fact some general orders apply to multiple policies.

The Chair stated one issue will be the cost of doing the repairs to the holding room. He stated they are not left alone very long. Mr. Mulholland stated it needs to be carefully written up as to why they disagree with the recommendation.

Discuss Reynolds Ave. reconstruction project options.

Mr. Mulholland stated they have four different options for Reynolds Ave. Marisa DiBiasco the project engineer from Hoyle & Tanner Associates introduced herself and explained she has been working on the design for the Reynolds Ave reconstruction project. She stated the costs they list assume a contractor is doing the work however they have discussed the highway department doing some of the work which would save some money.

Ms. DiBiasco stated what is common on all of the options is the roadway work. She stated the existing drainage in the area comes down Ferry Street and makes a 90 degree turn into a 22 inch clay pipe behind all of the properties. She stated it goes into a drain man hole in a garage at 20 Whitten Street which is privately owned. She stated on Reynolds Ave there is a drainage system which goes through the Boys and Girls Club, goes down to Whitten St. making a 90 degree turn and goes into the manhole. She stated the line then goes through the Eversource substation property, the mill and out to the river.

Ms. DiBiasco stated the first option they would intercept drainage coming down Ferry Street with a drain man whole which would run all the way down Reynolds Ave. She stated they would then route it around the garage in the outlet which comes into the garage. She stated this option would cost about \$200,000.

Ms. DiBiasco stated the next three options are similar where they would leave the clay pipe behind the houses active. She stated drainage down Ferry Street would continue as it does now, it would go behind the houses into the garage and on Reynolds Ave. they would upsize the pipe tying in the Boys and Girls Club. She stated Option 2 they would go around the garage. She stated this is about \$158,000.

Ms. DiBiasco stated the third option is the same except they looked at removing the garage, compensating the owner, and then running drainage into the manhole.

Ms. DiBiasco stated option four is very similar to option three. She stated they would remove the garage, running the drainage into the manhole and then rebuilding the garage in front of the manhole.

Ms. DiBiasco stated they are not sure if these are actually feasible.

Mr. Pelissier stated right now they have a 10 inch pipe and when it gets to the corner the camera shows it collapsed. He stated they think a test needs to be done to really see what's going on at the corner. He showed the Board where they sent the camera and the fact they should expose the area because they don't know the condition of the pipe. Ms. DiBiasco stated it is difficult to know the elevation of the pipe. Mr. Pelissier stated at this point Option 1 wouldn't allow for phasing later one down the road. He stated they may have to do some of the project this year and some of it next year. There was discussion of changing out the pipes and installing larger pipes.

The Chair asked if Option 2 is probably the cheapest of what they could afford, why they would want to go through the garage. Mr. Pelissier stated they would be better off to go around it but it comes down to if they can afford to.

The Chair asked Mr. Pelissier which option he recommends. Mr. Pelissier stated he would recommend Option Two. The Chair asked if they have enough money to do this. Mr. Mulholland asked where they are at in terms of the realistic price versus what they have on there. Ms. DiBiasco stated if they could hold off on the sidewalks on Ferry Street it would save them \$15,000. Mr. Pelissier stated they could hold off on it with the exception of the corner. Ms. DiBiasco stated if the Highway Department can do some of the drainage work it would probably save them another \$10,000-15,000. Mr. Pelissier stated they can replace the shallow drainage and all the catch basins. He stated they can also do the curbing and they have the granite for it.

Mr. Pelissier asked where they are at with the sidewalks for Eversource. Mr. Mulholland stated it is something they still need to discuss. He stated they should discuss it and private property issues after this.

Ms. DiBiasco stated if they were to remove Whitten Street and factor in some of the labor the town could provide they could save about \$35,000. She stated there is also the potential to phase the Whitten Street garage. Mr. Mulholland the \$125,000 for Option 2 is manageable as long as they maintain the budget discipline. He stated they have to be very careful with the budget discipline between now and the end of the year and if there is a natural disaster or something they would have to make mid-course corrections.

The Chair asked about Option 3 and how it would work to eliminate the garage. Mr. Pelissier stated they would have to buy it out. Mr. Mulholland stated they would have to assume the property owner is going to want to sell and they don't know if he will because it changes the economic value of the property.

The Chair asked whichever option they choose does the highway department have the manpower to do the work he is suggesting. Mr. Pelissier stated they have the manpower to do it. The Chair asked how the project is going to be managed and coordinated. Ms. DiBiasco stated it is not in their contract to do the management of the construction project.

Mr. Mulholland stated there is also a public piece where the residents on Reynolds Ave. don't know they are planning to do this work. The Chair asked if they discussed this during the public hearing for the Boys

and Girls Club. Mr. Mulholland stated it was not because they weren't planning on doing the work at the time.

Mr. Pelissier stated they would have to get the schedule from Pembroke Water Works and do the drainage after them. Mrs. Demers asked if this will fix the water issues on Whitten Street as well. Mr. Pelissier stated it should fix the issue as they will be putting two new manholes. Ms. DiBiaso stated it is not going to change the grading of the street.

Mr. Mulholland stated they need to get permission to do this. He stated he already spoke to Eversource and they are okay with the proposed work. Mr. Mulholland stated the property is owned by the Emond Trust.

Mr. Pelissier stated the pipe running behind the property is in great shape. Ms. DiBiaso stated they should probably note all of the houses have old sewer services which tie into the pipe and are no longer in use. She stated they would have to be notified about drainage going in there. Mr. Pelissier stated Mr. Mulholland already mentioned drafting a letter to notify the residents.

Mrs. Demers stated for the pipe in the garage the ground around it had collapsed around it. Mr. Pelissier stated they used a camera on it and it is in good shape.

The Chair stated they need to do a public education piece on it but first they need to contact the land owner to see if they are going to let them do the work. Mr. Mulholland stated they are going to need a full easement on this. He stated he told Mr. Emond about possibly bypassing around the garage which he was in favor of it.

Mr. Pelissier stated they are on hold for other projects so they have the time to do this one.

Mr. Mulholland stated they are going to have to develop a whole new set of directives for this. The Chair asked when they will do the public information piece. Mr. Mulholland stated they should do it right away. He stated the Board is giving tentative approval to allow time to speak to the property owner, have the official sketch drawn up and determine the coordination for the project.

The Chair stated the schedule seems like it is going to be a nightmare until someone is in charge of it. Mr. Pelissier stated he will have to coordinate all of it. Mr. Mulholland suggested they write up a letter on this and have the public hearing next week.

Mr. Pelissier stated they were looking at doing work on Reynolds Ave because the Water Department was going to do work on it and they figured they should do it all at the same time.

The Board determined to go with Option 2 after they have notified the residents and had a public hearing. Ms. DiBiaso stated she will move forward with the plans for Option 2. Mr. Pelissier stated he will have to work with Ms. DiBiaso to do an RFP for this project.

Mr. Pelissier asked if the single source is an option with the project or do they have to put out for an RFP. Mr. Mulholland stated they would have to advocate for it because it requires an RFP.

The Chair asked about the section which is collapsed and if it is still necessary to dig up if they aren't going to use it. Mr. Pelissier stated they should because they think there is a void down there so they should pack it in. Ms. DiBiasco stated they will need it because they are going to put a manhole further down. She stated this will be an upstream point to see where the structure is. Mr. Mulholland asked about capping it so water doesn't go into the garage. Mr. Pelissier stated they will cap it.

The Board determined to schedule the public hearing as soon as possible and it doesn't need to be a Board of Selectmen public hearing; they just need Ms. DiBiasco and Mr. Pelissier there to discuss things with the residents.

Discuss and approve new and amended job descriptions.

The Board approved the job descriptions.

Review proposed changes to the Financial Transactions Policy and scheduled public hearing to approve proposed changes.

The Board determined they were ready to schedule the public hearing for their next meeting.

The Chair asked Ms. Rogers if she has seen a copy of the report. Ms. Rogers stated she hasn't gone over the report in depth with anyone. The Chair stated Mrs. Pratt came in and discussed deficiencies they have had.

Ms. Rogers stated her biggest question would be if there are any procedures to notify her if there is something she is doing wrong. The Chair asked Ms. Rogers if she got a copy of the audit. Ms. Rogers stated she did and the day the auditor discovered this, the auditor did come and have her sign off on it. She stated in the future she would like to be notified right away so she can correct things.

The Chair stated there are things in the audit which pertain to Ms. Rogers and asked Mr. Mulholland if they can go over them. Mr. Mulholland stated he believes they have already gone over them.

Mr. Mulholland stated Ms. Rogers was given a copy of the auditor's findings on the same day. He stated she has been given a copy of the report. He stated she is notified by the Finance Director of any discrepancies in the reconciliations. Ms. Rogers stated at this point she believes the deficiencies are resolved. Mrs. Demers recommended reading the audit right away and if she doesn't get it to ask for it.

Update on Tax Deeded Properties

Mr. Mulholland stated in regards to 1 Pinecrest Cir. they received the money back because the Co-op sold it. He stated they are looking at the same thing for 14 Woodlawn and 34 Lane Drive. He stated 28 Fullam Cir. doesn't have a lot of value so they will probably lose money on it.

Approve License Agreement with the Boys & Girls Club of Central New Hampshire for the Community Center.

Motion. Mr. Gryval made a motion to approve the license agreement with the Boys and Girls Club of Central New Hampshire for the Community Center. Mr. Tardiff seconded the Motion.

Mr. Mulholland stated this is an agreement which extends after 20 or so years and it gives them dedicated space within the facility. He stated it does the same thing for the Senior Center as well. He stated there is a list of responsibilities the town has which is similar to what they had before.

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

Discussion of MS 434

Mr. Mulholland stated it is the revenue estimate they use to set the tax rates. He stated the issue is the overlay. He stated they have requested \$75,000 of overlay. He stated if they ask for \$75,000 the DRA will prorate it down. The Board is okay with the \$75,000 overlay request.

The Board signed off on the MS-1 Assessed Value Report.

Approve SRO Agreement with the Allenstown School District.

Motion. Mr. Gryval made a motion to approve the SRO Agreement with the Allenstown School District. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Accept resignation of call firefighter.

Motion. Mr. Gryval made a motion to accept the resignation for Dave Bouffard. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve contract with Donna Lane for administration of CDBG II.

Motion. Mr. Gryval made a motion to approve the contract with Donna Lane for administration of CDBG II and authorize the Town Administrator to sign on the towns behalf. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss status of McIntock St. and release to adjacent property owners.

Mr. Mulholland stated there are three different pieces of property which he would like to see if the residents would like to take over the property. He stated if only one person wants the property on Kimberly Ln. than he suggests just giving it to them but if more than one person wants it he suggests having them bid on it. He stated there will be future meetings where they will have to act on this.

TOWN ADMINISTRATOR’S REPORT.

Review documents for signature.

Mr. Mulholland stated there are some current use applications, lien and discharge, purchase orders, payroll change forms, and something for the law firm. Mr. Mulholland stated he needs some signatures from Ms. Walker. The Board signed off on several documents.

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

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

The Chair declared the meeting adjourned at 9:52 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 31, 2015

Signature Page

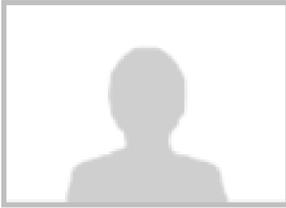
Original Approval:	
 JEFFREY GRYVAL, Chair	09/27/2015 DATE
 JASON TARDIFF, Member	09/25/2015 DATE
 KATE WALKER, Member	09/30/2015 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: 96D2NTI2Y4IHNK5ZEJ4DVY

RightSignature
Easy Online Document Signing

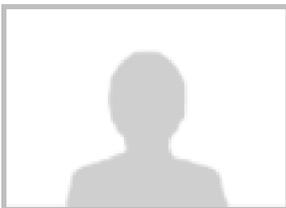


Kate Walker
Party ID: 7GYJKCIW6J32PYKVZGJHH3
IP Address: 24.34.66.205
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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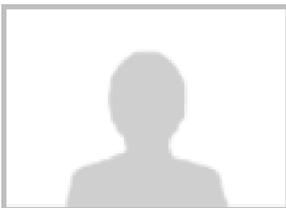


Jason Tardiff
Party ID: 4TNVDKJFP329YSMC9B45Z5
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Jeffrey Gryval
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Digital Fingerprint Checksum

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Timestamp

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2015-09-25 14:03:06 -0700
2015-09-25 14:02:22 -0700
2015-09-24 03:07:37 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.115
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 24.34.66.205



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Signature Certificate



Document Reference: 96D2NTI2Y4IHNK5ZEJ4DVY

RightSignature

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2015-09-21 08:48:52 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -
64.222.96.214



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