

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

Minutes of Regular Meeting
April 8, 2013

Call to Order.

The Allenstown Select Board Meeting for April 8, 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: Scott Lane

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

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

Citizens Comments:

Mr. Anderson distributed a letter to the Board regarding a recommendation for Zoning Board. He stated that he would like to recommend Bob Lee on the Zoning Board. The Board informed Mr. Anderson that they need a request from Bob Lee himself. Mr. Gryval stated that the last time he voted no and that he is of the same opinion. The Chair stated that they have been advertising the need for more board members on various boards and committees.

Public Input on Mission Statement for the Town from Scott Lane

Mr. Mulholland stated that there is feedback from some department heads on the mission statement. He stated that he had sent out a request for input out to all department heads.

The Chair asked if anyone had any comments on the proposed mission statement. Mrs. McKenney stated that she still likes number four. Mr. Gryval suggested that he likes both two and four and suggested that they meld a few of the proposed statements together. Mr. Lane stated that they could meld them and asked what parts they liked from each one. Mr. Gryval stated that all the proposals are good and that he likes short and to the point.

The Board asked Mr. Mulholland which proposal he liked. Mr. Mulholland stated that he liked number four without the fiscal responsibility piece in it. He stated that the town does so many things that you can't include all of them and whatever is put on the website should be short and sweet. There was discussion as to what parts they liked from different proposals. The Board determined to go with proposal number four with rewording to take out "fiscal responsibility". Mr. Lane will send Mr. Mulholland a draft of the revised mission statement.

Consider Assessing Contract with Corcoran Associates for 2013 and 2014

Mr. Mulholland stated that he has Ms. Severance here to speak about this. He stated that he wants the town employees to come in when there is a particular issue in their department. He stated that they are not in contract at the moment and that is causing some issues. He stated that the contract from Corcoran Associates encompasses the rest of this year and all of next year. He also stated that this would include the re-evaluation and a software change.

Ms. Severance recommended to the Board that they sign the contract with Corcoran Associates. She stated that she thinks it is a fair contract and she thinks that they do a good job. She also stated that the Board has met with the State Representative who had said that he had no problems with Mr. Corcoran and that they got a report back from the State saying that Corcoran Associates does a good job.

Ms. Severance stated that they don't have a contract with Corcoran Associates and that she believes that is causing a bit of friction. She explained that there are things that she wants them to do with the software but that she thinks they aren't committed without the contract. She discussed the fact that the State has said that the equalization rate is too high and that it needs to come down to around 100. She stated that Mr. Corcoran can help get the rate down within two years but that he needs a contract to do that.

Mrs. McKenney asked Ms. Severance if she has any objection to the way the contract is written as far as what she needs to do and also about whom they would send to work with her. Ms. Severance stated that she has no objection to the contract. She also stated that Monica Hurley is great but that she will be leaving in June when her baby is due. She stated that she would like to

see Roy Smith come back. She stated that Roy knows the current software they have now better than herself or Monica put together.

The Chair asked Ms. Severance if the software was not an issue, would she still want Roy to come back. Ms. Severance stated that she likes Roy and that she got along with him well. The Chair stated that in the short time Monica has been here, she has brought a lot of things to light that need to be addressed and he is concerned that Roy didn't catch those things when he was here. Ms. Severance stated Roy has done well maintaining things and suggested that he may have been comfortable doing things and didn't want to rock the boat because of prior selectmen.

Mrs. McKenney asked Ms. Severance about the new software and the reports she will be able to generate. Mr. Mulholland stated that is two different things. He stated that he gives credit to Monica for bringing up the issues and that it sounds like Roy may have been reluctant to address them.

Mrs. McKenney asked Ms. Severance if the software would help bring up these issues. Ms. Severance stated that there isn't anything in the software that would bring the issues to her attention. She stated that if they look at abatements, they have a lot less than other towns and that she thinks that Mr. Corcoran does a good job with them.

Mr. Gryval asked Ms. Severance if she is recommending that they sign the contract for the one year or for two years. Ms. Severance stated that they should sign the two year contract for two reasons. She explained that they need the consistency of one assessor. She stated that this year they need to work on bringing the equalization rate down and that next year they are required to do a re-evaluation and that she doesn't think that would be a good time to bring in someone new.

Mr. Gryval stated that is where he was going because they are getting ready to do RFPs. He stated that last week they had discussed concerns of the re-evaluation next year. He stated that when they voted on Corcoran Associates, he had based his decision on the fact that the Assessing Department was happy with them.

Mr. Gryval stated that when the State Representative and Mr. Corcoran were before them, Mr. Corcoran seemed to disagree with the State Representative's numbers. He asked Ms. Severance if there was any reason in her mind as to why Mr. Corcoran's number is significantly different than what DRA says it is. Ms. Severance explained that Allenstown has a lot of trailer homes which are not included in DRA's numbers. She stated that Mr. Corcoran tries to get DRA to see how the trailer homes affect their rates.

Mr. Gryval asked Ms. Severance if their rates should be the same as the States. Ms. Severance stated that the rates are skewed because of the trailers so Mr. Corcoran argues with the State about the rates. Mr. Mulholland stated that when the State comes up with their rates, they can

argue that which is what Mr. Corcoran is doing. He also stated that if the numbers are significantly off, they would have to do a re-evaluation which they will be doing next year. He stated that Mr. Corcoran can document why they think DRAs numbers are wrong.

Mr. Gryval asked if it is a matter of an argument, shouldn't it only take an afternoon and not the two years Mr. Corcoran is suggesting. Ms. Severance stated that in order to bring the equalization rates down, Mr. Corcoran needs to do some number changes to everybody. She explained that Mr. Corcoran's concern is that if they adjust them from 119 down to 100 all at once, the taxpayers aren't going to understand that large adjustment which is why he is suggesting doing it over two years.

Mr. Mulholland stated that DRA has not done anything yet. He explained that if the DRA thought their rates were way off, then Mr. Corcoran would have to meet with them and show them why the numbers aren't wrong. Mr. Gryval stated that he feels this would be an appropriate time to hash out rather or not the rate is correct.

Ms. Severance stated that the equalization rate is based on sales. She stated that DRA is using the selling price to calculate the percentages to get the rates. She stated that the rates are assessed higher than what the market rate are. Mr. Gryval asked why they are paying Mr. Corcoran to tell them what the numbers should be if the numbers aren't what they are supposed to be and if he is right shouldn't they iron it out with the DRA. Ms. Severance stated that Mr. Corcoran wants to work on bringing the numbers down over the next two years. Mr. Mulholland stated that Mr. Corcoran has expressed the issue of not having a contract and therefore only doing the bare minimum which is why the numbers haven't gone down.

The Chair asked if bringing the rates down will bring the assessed values of homes down and won't it hurt people. Ms. Severance stated that the house is assessed at market value and right now it is assessed over the market value which is why they have to bring down. Mr. Mulholland explained that bringing the rates down won't affect the assessed value for selling the home. He stated that it will change the amount that they are taxing people at.

Mr. Gryval stated that when they reassess the mobile homes, the residents there will be happy because the taxes will go down but that the rest of the residents will have to pay higher amounts. Ms. Severance stated that everyone's taxes will go up because they have to make up that difference. Mr. Mulholland stated that the value of the mobile homes fluctuate more than stick built homes so if the stick built homes are a larger percentage of that than they are going to pay the difference.

Mr. Gryval asked why Mr. Corcoran is coming up with a difference from the State numbers. Ms. Severance stated that he argues that they put in some sales of mobile homes that aren't adequate to be included in the equalization rate. She explained that Mr. Corcoran tries to argue with them

that those sales shouldn't be included. Mr. Mulholland stated that the homes Mr. Corcoran isn't included are homes that have very little to no value but that the State is giving those homes a higher value than it should be.

The Chair asked if trailers are supposed to be evaluated on a six month basis and not a yearly basis. Ms. Severance stated that she is not sure and that they are looking into the RSAs. She stated that she did find one RSA that says that whatever is on the property on April 1st can be taxed for stick built homes but that for mobile homes, they can tax their homes after they have lived on the property for ninety days but before January 1st.

The Chair expressed concern of Roy not catching these things and that it seems clear that things have been done wrong. Mr. Gryval asked if this is something that the assessor should know and be able to tell them if things aren't being done right. Mr. Mulholland stated that there are things that they haven't been doing that they are supposed to be doing.

Mr. Gryval asked who Roy or Monica report to when they are at the town hall and who Mr. Corcoran reports to. Mr. Mulholland stated that Roy or Monica reports to Mr. Corcoran and he reports to the Town Administrator. He stated that he has made it clear that Ms. Severance is the point of contact here at the town hall. Ms. Severance suggested that Mr. Gryval talk to Mr. Corcoran and that she could join them in that discussion. There was further discussion of the different rates between the assessor and the State.

The Chair asked Ms. Severance about the email that Mr. Corcoran had sent her and if she had spoken to him regarding her being in charge of that department. Ms. Severance stated that she has not spoken to him yet and that she doesn't think that he meant it as harshly as it came across. She stated that she does not have a problem keeping him in line and letting him know what the Board wants to have done.

Motion. Mr. Gryval made a motion to enter into the contract with Corcoran Consulting Associates for a term beginning January 2013 thru December 31, 2014 not to exceed \$56,000 and not to exceed \$70,000. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Did not vote; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to move the assessment review audit from 2016 to 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that there is a purchase order to do the online tax cards. He explained that they do have the money in the budget to do this. He stated that Allenstown is one of the few communities that don't do the tax cards. He stated that there is a one-time fee to set up the tax cards which will be spread out over three years and then an annual fee of \$1,800 for a total of \$2,700 this year. He stated that this will be a more efficient way to give people access to tax information.

Ms. Severance stated that last month she had 50 requests from realtors and insurance companies for tax information and that this will allow them to get it without taking time away from her. The Chair asked how long it takes her to fulfill each request. Ms. Severance explained that there is usually a process of locating the information requested, scanning it and then getting it back to the people.

The Chair asked Ms. Severance if the Avitar software is something that Roy will be able to use. Ms. Severance stated that she spoke to the State Representative who recommended the software and said that there isn't an assessor in the state that can't use the software. She stated that she has looked at other software options and that Avitar has 127 communities that use the software. Mr. Gryval stated that Mr. Corcoran told him that he prefers Universe but that he can support Avitar.

Approve Policy draft polices from the 3-25-13 Public Hearing

The Chair stated that he did discuss them with the Planning Board and that they didn't have any questions.

Motion. Mr. Gryval made a motion to approve procedures for changing the Class 4 road to a Class 5 road as part of the site revision to the Site Plan effective immediately. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the financial policies and procedures for the Planning Board and Zoning Board fees and escrows effective immediately. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the policy and procedure for construction on Class 6 roads effective immediately. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Consider Appointments to Boards and/or Officials

Mr. Mulholland stated that he has the Fire Department stuff that they can put off until after.

Mr. Mulholland stated that the Board does not make the appointment, the Treasurer does, and the town approves the appointment. He also explained that they cannot make people say "so help me God" in the oaths anymore.

Motion. Mr. Gryval made a motion to approve the appointment of Priscilla Lemire for the position of Deputy Town Treasurer effective April 3, 2013 expiring June 1, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Kathleen Rogers as the Tax Collector with an expiration date of June 1, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Peter Houlis to the Parks and Recreation Commission with the term to expire June 1, 2015. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Beth Houlis to the Parks and Recreation Commission with the term to expire June 1, 2016. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Michael Stark as Deputy Emergency Manager with an expiration date of June 1, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Roger LaFlamme to the Economic Development Committee with a term to expire on June 1, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Shaun Mulholland to the Emergency Management Director with a term to expire on June 1, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to appoint Chad Pelissier as a Planning Board member with a term to expire June 1, 2016. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Gryval asked the Chair if they could discuss the Interim Town Administrator position and what direction they want to go with that. He stated that Mr. Mulholland has been in the position for four months and that at some point they need to determine rather they are going to make this a permanent position for him or if they are going to hire someone from the outside. He asked the Board how they want to handle that. The Chair suggested that they put this on the agenda for next week that way the Board has the time to discuss what they want to do.

Mr. Gryval stated that he wasn't necessarily suggesting they make a decision tonight but that they should get things going with this because if they vote Mr. Mulholland into the position, then they have to look for someone to take his position at the police department. The Board determined to put this on the agenda to discuss this further next week.

Mr. Mulholland stated that Mr. Anderson had pointed out that they authorized the transfer of funds into the wrong account and asked the Board to execute the revised form.

Purchase Orders, Abatements, Other Legal Business

Mr. Mulholland stated that there are no purchase orders. He stated that he had the third electrical contractor come by but the quote won't be ready until Wednesday so he'll have that next week. The Chair

asked if he had heard anything more about the fence outside of the town hall. Mr. Mulholland stated that he knew Mr. Pelissier was looking at it. He also stated that he found kids climbing the wall last Friday.

Mr. Mulholland stated that there are a lot of abatements. The Chair asked if they need motions or just signatures. Mr. Mulholland stated that most of them are moving the welfare liens, tax payment plans and excise tax issues. Mrs. McKenney stated that she and Mr. Mulholland had a conversation this afternoon and when she was on the Board before, there was a folder with signatures which they did not need to vote on. The Board determined that they would have the abatements put in a signature folder and execute them at the meeting unless there is a question.

Committee Updates

Planning Board

The Chair stated that they had a meeting Wednesday. He stated that they changed the schedule to once a month. He stated that Chris Roy is chairman and Chad Pelissier is Vice Chairman but that they are down one member at the moment.

Budget Committee

Mr. Gryval stated that there will be a meeting this Thursday at 6:30pm. Mr. Mulholland stated that they will be talking about the MS-4 project.

SVRTA

Mrs. McKenney stated that there was no meeting.

Old Allenstown Meetinghouse

Mr. Gryval stated that there hasn't been a meeting.

Tri-Town Joint Board

Mr. Mulholland stated there is a meeting tomorrow for Emergency Management. Mr. Mulholland stated that acting Chief St. Germain will be attending.

Record Retention

Mrs. McKenney stated that they haven't had a meeting.

Safe Routes to School

Mr. Mulholland stated that he got an email from Bob Hudson which he forwarded them Steve Heights email.

Shelter Committee

Mrs. McKenney stated that they have a meeting on Thursday.

MS-4 Project

Mr. Mulholland stated that he sent them the power point presentation that the lawyers provided and that they are looking at some sort of class action lawsuit. He stated that he will talk more about it when the proposal comes out.

Website Update

Mr. Mulholland stated that he sent off an email with all kinds of information to add to the website. He stated that the progress with some of the department heads is slow. Mr. Gryval asked if they understand what it is that is needed from them. Mr. Mulholland stated that he doesn't think that it is clear.

Mrs. McKenney stated that the Board of Selectman needs to make up their own mission statement. Mr. Mulholland stated that they can go online and see some of the other town's mission statements. Mrs. McKenney stated that she would suggest only having things in one place. Mr. Mulholland stated that it is easier for the customer if they have information in multiple places. He gave an example of site plan regulations could be under the Building Inspector and/or under the Planning Board.

Mr. Gryval stated that he thinks that the Selectman section of the website should be the one of the smallest ones on the website because functionally, customers will go to the different departments. Mrs. McKenney asked who is going to know where to go for Selectman Policies. The Chair stated that they are town policies not Selectman Policies. Mrs. McKenney stated that they need to decide what they want on that page. The Board discussed possible information to have on the Selectman's page.

Health Reform Update

Mr. Mulholland stated that he and Mrs. Baird attended the Human Resource Administrator's workshop and determined that they are not in compliance with a lot of the requirements. He stated that there are whole bunch of new requirements because of the Affordable Healthcare Act. He explained that they have to make health insurance available to any of the employees who work 30 hours or more. He also stated that they have to make more changes to their policies because of the Affordable Healthcare Act.

Motion. Mr. Gryval made a motion to recess at 7:50pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

The Board came back from recess at 7:53pm.

Administrative Professional Day

Mr. Mulholland stated that Administrative Professional Day is next Tuesday and to make sure to see Mrs. Chabot for payment on that.

Personal Evaluations

Mr. Mulholland stated that there are a number of Personal Evaluations where the Board is the rater and then everyone else is due at the end of the month. He stated that the Board is the senior rater for everyone and he wanted them to be aware of this task because it is quite a bit to do in two months.

The Chair asked why the Board is getting so involved with rating some of the other evaluations. Mr. Mulholland stated that the way it was set up, he will be the senior rater for some people but that the Board is the senior rater for those people. The Chair asked how they can review those people when they don't work with those people. Mr. Gryval stated that this came about because of the new merit raise system.

Mr. Mulholland asked the Board how they are going to do the evaluations on one person. The Chair stated that the Board and Town Administrator discussed the evaluations together and came up with a collaborative decision of the evaluations. The Board determined to do this as a non-public at a selectman's meeting.

Other Business

The Chair asked Mr. Mulholland if they need to make a motion on all the discharge of property liens he distributed to him. Mr. Mulholland stated that they don't legally exist right now. He stated that they do have to make a motion on the properties they are putting liens on. Mr. Mulholland explained that they are supposed to vote rather or not they are putting a lien on a property.

Mr. Gryval stated that they always got a recommendation for rather or not they should deed a house and asked if they should do the same thing for the liens. Mr. Mulholland stated that they do not need to get a recommendation.

Motion. Mr. Gryval made a motion to place a property lien on 10 Emile Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 28 Fulhum Circle. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 11 Hillside. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 12 Whitten Street. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 4 Garden Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 18 Monroe Ave. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 12 Mark Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 3 Catamount Hill Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 3 Pinecrest Cir. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 55 Monroe Ave. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 33 Norte Dame Ave. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 6 Garden Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 3 Pinecrest Circle. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 3 Reagan Circle. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 27 Roland Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 23 Monroe Ave. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 9 Emile Drive. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to place a property lien on 2 Boulder Circle. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

The Board reviewed the discharges of liens and the Chair executed the discharges.

Ratify Manifests

Motion. Mr. Gryval made a motion to approve manifest of April 4, 2013 in the amount of \$18,263.82. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Review and Approve Minutes

Motion. Mr. Gryval made a motion to approve the corrected March 18, 2013 minutes. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the corrected March 25, 2013 minutes. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the non-public meeting minutes of March 25, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Non-public Session

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91:2a at 8:20pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to go back into public session at 9:23pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

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

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

Other Business

Mr. Mulholland stated that they need to make a motion because if he does not get formal authorization to give the payment, the payroll department will not pay it to the employee. Acting Chief St. Germain asked if that would include the change of rank rate of pay. Mr. Mulholland stated that there are two separate forms that need to be filled out for that. Mrs. McKenney stated that the hourly rate is for when the chief goes out on a call. Mr. Mulholland stated that he will work with St. Germain to get the forms filled out.

Motion. Mrs. McKenney made a motion for Paul St. Germain as acting Fire Chief effective April 1, 2013 to get an hourly stipend. 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.

The Chair asked acting Chief St. Germain if he had a recommendation for a Deputy Fire Chief. Acting Chief St. Germain stated that he would like to recommend Rob Martin as Deputy Fire Chief.

Motion. Mr. Gryval made a motion to appoint Rob Martin as Deputy Fire Chief effective April 2, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

The Board discussed with Acting Fire Chief St. Germain working on his job description with Mr. Mulholland and the trainings related to the Fire Chief position.

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


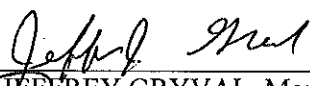

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 9:37pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

April 8th , 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	4.22.13 DATE
 JEFFREY GRYVAL, Member	4-22-13 DATE
 SANDRA MCKENNEY, Member	04-22-13 DATE

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

