

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

Minutes of Regular Meeting
February 4, 2013

Call to Order.

The Allenstown Select Board Meeting for February 4, 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: Carol Merrill, Larry Anderson, Alan Turcotte, Richard Merrill

Other Public Officials:

Allenstown Staff: Robert Martin, AFD; Ron Pelissier, Road Agent; Paul Paquette, APD; Road Agent; and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

N/A

Meet with State Representative Alan Turcotte in regards to pending legislation

Mr. Turcotte distributed a copy of House Bill #126: Use of Revolving Funds for maintenance recycling programs. He stated that the bill passed in the House last week and that it will be going to the Senate.

Mr. Mulholland asked how this bill is different than RSA 195h that seems to allow the same things as the bill. Mr. Turcotte stated that he is not familiar with that RSA and explained that this is something that someone came up with for the whole state. Mr. Pelissier stated that it sounds like the bill that was already passed and is in effect. Mrs. McKenney stated that it seems to be

adding the maintaining aspect of the fund. There was further discussion of the similarities to the RSA.

Mrs. McKenney asked about the bill taking effect 60 days after it passes and if effects the RSA they have right now. Mr. Mulholland stated that the wording is already adequate to meet the requirements of the term.

Mr. Turcotte distributed a copy of another proposed bill that they have previously discussed. He stated that he has not seen a bill for it. Mr. Mulholland stated that there is a bill for it.

Mr. Turcotte stated that he is going to a committee meeting tomorrow where they will be voting on the state vegetable; which he stated that it looks like being the baked potato.

Mr. Anderson stated that he had spoken with Senator Reagan about putting in a change for the way the Sewer Department does their budget. He stated that Senator Reagan is talking about trying to get it in writing for this year. He explained that they are looking at changing the way the default budget is done, so that they can put in their own budget, separate from the town.

Mr. Gryval asked the Board about setting up some type of mechanism where one of them, or an employee of the town, could track all of the house and senate bills that they get. He explained that they get a lot of bills throughout the year and having someone track the ones they are interested in, would make things a little bit easier. Mr. Mulholland stated that he can track the bills if they let him know which ones they are interested in.

The Board thanked Mr. Turcotte for coming in and discussing things with them.

Meeting with Scott Lane to discuss the service survey

Mr. Lane stated that the Town did very well on the survey and distributed packages to the Board. He explained what was included in the package which contained the questions presented and then the results of the survey.

The Chair stated that all of the numbers seem to be clear cut except for the paving of the roads. Mr. Lane stated that this survey does not go into demographic information but that he thinks that a lot of the negative ones came from those living in mobile homes. He stated that there are 104 of the negative and definitely not in favor, 53 in the middle and 538 in positive response. He stated that he was able to get 139 total responses.

Mr. Lane stated that if you look at the amount of hours at the town hall, most people are in favor of it. He also stated that the two full-time fire fighters show a majority of people in favor. Mr. Lane stated that people were very happy with the Police Department.

Mrs. McKenney asked Mr. Lane if he was going to do anything else with this survey. Mr. Lane stated that there had been discussion of doing a strategic plan and that he is interested in doing that. He explained that they had already begun the strategic plan process, but that they have a lot more to complete.

Mr. Gryval asked how he would get the strategic plan done. Mr. Lane explained that there would be meetings with the Department Heads and with the Board as well as some additional surveys. He stated that he would be able to get it done before April. He also stated that anything that goes out will go through the Town Administrator first. The Board gave Mr. Lane permission to complete the strategic plan.

Discuss seasonal posting of roads with weight limits

Mr. Pelissier stated that Mr. Mulholland and he have been discussing posting roads. He stated that normally they wait until the roads start getting muddy. Mr. Mulholland suggested to Mr. Pelissier that he take the proper steps for posting the roads. He explained that they have to notify the residents on the roads and allow for any appeals before putting the signs up. Mr. Pelissier explained that they are looking to post some parts of River Road, Dodge Road, and parts of Deerfield Road.

Mr. Gryval asked what type of restriction they would be posting on the roads. Mr. Pelissier stated that it would be a weight limit. He gave an example of posting 20 tons which would be about the weight of a fire truck.

Mrs. McKenney asked about the project that is going on. Mr. Pelissier stated that there will be a landing on Deerfield Road and New Rye Road. He explained that it will for when they collect the wood and bring it out to the road for lumber. He stated that New Rye Road has a \$5,000 bond that has to be put up to do any state work. He explained that they have to build an apron onto the road before they do any work. Mr. Pelissier stated that he has been informed that there shouldn't be any weight problems with that road.

Mrs. McKenney asked if the bond would be through the town or the state. Mr. Pelissier stated that the bond is through the state. Mr. Pelissier stated that after the project is done, the road will be inspected and if it is deemed to have no damage, they will return the bond. He explained that it only takes care of the acreage of the project.

The Chair asked what harm there would be to having the Road Agent post the roads on the same day every year and leave it to him to deem it as to when to take off the restrictions. Mr. Mulholland stated that some other communities do that because of the process of posting and notifying residents.

Mr. Mulholland explained that the statute for posting the roads states that the Road Agent has to deem the roads will cause unreasonable damage or there are extraordinary maintenance expenses that could be incurred. He stated that the Road Agent has to bring it to the Board and then they can vote to have them posted. He also stated that they could leave the roads posted permanently but that he doesn't think that is something they want to do.

Mrs. McKenney asked how long they would keep the roads posted for. Mr. Pelissier explained that it depends on the condition of the roads and the weather but that it can start about mid-March and go until May.

Mr. Gryval asked Mr. Pelissier if there is a specific list of roads he would like to post. Mr. Pelissier stated that there are a few different roads but that he will have to come back to them with a list. He also stated that Dodge Road is one that really needs to be posted. There was further discussion of when to post roads.

Discuss Hiring Process for Police Officer position

Mr. Paquette stated that in the fall they will be losing an officer for the SRO position. He stated that he has put together a couple of options for a hiring process for the new officer. He explained that option number one is to put them into the hiring academy as soon as possible. He stated that there are no funds planned for that but there are funds that they can use for the employee that won't be there until the fall. He explained option number two would be that the officers would go into the academy in September and won't be available until April.

The Chair asked how option two would affect the scheduling of the current officers. Mr. Paquette stated that with the two officers coming on, they will be going back to eight hour shifts. Mr. Mulholland pointed out that they would have to stay on the twelve hour shifts if they were to lose another officer.

Mr. Mulholland stated that if they are going to give the Police Department authorization to hire someone, they need to keep in mind that there is no agreement with the school at the moment. He stated that it would be good to start the hiring process and hopefully there will be an answer from the school within the next month or so.

The Chair asked what the worst case is if the school doesn't start the SRO program now and waits until the fall. Mr. Mulholland stated that they suspect that they will wait until the fall and that this would allow them to advertise and hire someone for the position. The Board determined to go ahead and hire someone as soon as possible.

Approve Lease Purchase Agreement for Police Vehicle

The Chair stated that they have already approved the purchase order and therefore, need to make a motion to approve the lease purchase agreement.

Motion. Mr. Gryval made a motion to enter into the lease agreement Schedule 4284013 for the lease purchase of the new cruiser with the Ford Motor Credit Company in the amount of \$34,131. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Discuss Casella proposal for Solid Waste and Recyclables

The Chair asked if anyone has any questions or if they all understand it. Mr. Gryval asked what exactly they are signing up for; what is it going to cost the town over the years and how long are they tied into it.

Mr. Pelissier stated that they will be tied into the agreement for no longer than two years. He stated that it is an agreement for them to transport trash to Penacook at no cost and to have the recyclable collected at the price negotiated. Mr. Mulholland explained that it is \$95 per ton is what they get for the recycling piece. He explained that Casella's keeps \$75 of that and splits the rest of the cost with the Town.

Mr. Pelissier explained that right now they are not making money but that they are paying less than they have been. He stated that the Town will be responsible for delivering the solid waste and recycling to Casella's.

Mrs. McKenney asked about how the costs are broken down. She asked about the materials and bulky waste and how they do that right now. Mr. Mulholland stated that they are going to get into that more next week. He stated that if they want to bring it to Casella, its \$87 a ton but that the Town is not committed to bring it to them.

Mr. Gryval asked Mr. Pelissier if they have contacted any other companies on the costs of the services. Mr. Pelissier stated that they have not and that they did that because they were looking to cut the cost of traveling. Mr. Gryval asked about the company in Bow that they have worked with in the past. Mr. Pelissier stated that he didn't think they were interested in picking up the solid waste.

Mr. Gryval asked Mr. Pelissier what makes this a good deal. Mr. Pelissier stated that if the market stays the same, they could get \$10 a ton for their recyclables. He also explained that the money they save from not transporting their solid waste to Penacook is significant. He stated that if they get a new truck, they will be able to reduce the size of the truck by getting rid of the trash that's in town. The Chair stated that the numbers they get paid is not necessarily the best part of the deal but that the money they will save on traveling is the better part.

Mr. Gryval asked who negotiated this contract. Mr. Pelissier stated that Mr. Apple and he negotiated it with them. Mr. Gryval asked if it would be worth going back to them and telling them that the Board is not happy with the numbers. Mr. Mulholland stated that it might but that they don't know what was said in the initial conversations with Casella.

Mr. Mulholland stated that when he did speak with Casella, they were getting the C&D for free but determined that that was a miscommunication and that they should not have been getting it for free. He stated that they will be going over this more with them next week.

Mr. Anderson asked how much they are saving by having Casella haul the solid waste to Penacook. Mr. Pelissier stated that they are saving the wear and tear, mileage, and labor costs. He stated that they had figured out that an employee spends eight weeks of the year traveling up to Penacook.

Mr. Gryval stated that he would like to see some other options from other companies. He asked what kind of deal Pembroke has with Casella's. Mr. Pelissier stated that he knows they are doing the same thing for solid waste but that he doesn't know what they are getting for recyclables. He explained that when the trash gets to Penacook, there is a fee charged separately there. There was further discussion of the proposed contract.

Motion. Mrs. McKenney made a motion to go into agreement with Casella Waste for the recyclables and solid waste with the contract ending December 31, 2014. Mr. Tardiff seconded the Motion.

The Chair asked what the downside of entering the contract is. Mr. Mulholland stated that if they can get someone else that can pay the Town for their trash, which would be an upside. He stated that the rate at which they pay for recycling is not a set rate. The Chair asked if that is in the negative will they be paying half in the negative. Mr. Mulholland stated that if there is no profit to be made then there will be a cost incurred.

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

Consider the IT Service contract for Town Hall and Highway

Mr. Mulholland stated that they should have the proposal as he emailed it to them. He stated that they have discussed consolidating as many services as they can to get the best price that they can. He stated that right now the police department uses Certified Computer Solutions (herein referred to as CCS) which the Town Hall used to use. He expressed concern in that they have \$6,900 budgeted and it looks like they are going to pay \$8,448. He stated that he has looked at the Town Hall's current contract and that there are no prices listed. He explained that CCS would provide the same services for \$6,900 and that it includes cleaning of the computers.

Mr. Gryval asked about sending it out for rebid. Mr. Mulholland stated that in April they will be putting it out to bid for 2014 and will be putting the whole town on the same system. Mr. Gryval stated that they have always had the same price every month.

The Chair stated that the original contract was for six computers and the bill they have today is for nine computers. He stated that he is not sure where the other three computers came from. He asked why they don't start the bid process now instead of in April. Mr. Mulholland stated that the police department has a three year contract, so if they put this out to bid now, the police department would still be with CCS while the rest of the town may be on another contract. He suggested that they don't want to be changing IT companies every couple of years and try to maintain services with the same IT company over time.

Mr. Mulholland explained that two of the computers are very old and they will be charged more to maintain them. Mr. Gryval stated that they just bought a new computer for Welfare and that it should only be a couple of years old. He explained that they took the two old computers and distributed them among the departments. The Chair stated that he thought they have all new computers upstairs. There was further discussion of the change in the bill for the current contract.

The Chair stated that he would rather see it all go out to bid now. Mr. Mulholland stated that there is a lot of work that has to be done. He stated that in April he wants to put together the RFP for 2014 and have the prices before July so that they can put it in the budget. He stated that there are other departments he wants to include because they are interested in it.

The Chair stated that even if they do it now and the police department is on CCS, they will have two companies doing the IT maintenance. Mrs. McKenney stated that Mr. Mulholland is very happy with CCS and doesn't see what they won't give them a good price for all the departments. Mr. Mulholland stated that there is no money in the budget to do an RFP for all the departments for this year. There was further discussion of the current contract and the amount set aside in the budget.

Mr. Mulholland stated that if they want to switch companies and enter into an agreement with CCS, then he will get them a new agreement to sign. He stated that they can sign the purchase order for right now. The Board executed the purchase order.

Purchase Orders, Abatements, Other Legal Matters

Mr. Mulholland stated that they have a purchase order from the Fire Department. Chief Martin stated that they finally got the reimbursement from the insurance. Mr. Mulholland stated that there are two opticom systems that need to be replaced which will cost a minimum of \$2,000. He stated that the insurance company has already paid out for both of those. He stated that Chief Martin is finding problems finding the same parts.

Mr. Gryval asked why they are just now notifying the Board about the costs of the opticoms and why they didn't put it in the budget for 2013. Chief Martin stated that checks came to the town and were deposited without him knowing about it. He also stated that they didn't know there would be these costs incurred with the opticoms. He explained that they had to turn off one of the opticoms because it is not working properly. Mr. Mulholland stated that they got another check for the insurance claim on the fire house. The Board executed the purchase order for the opticoms.

Mr. Mulholland distributed abatements for approval to the Board.

Motion. Mrs. McKenney made a motion to approve a PA35 elderly exemption for 3 Regann Circle. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to grant the elderly exemption in the amount of \$26.45 for 4 New Yorker 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.

Mr. Mulholland stated that they have discussed a statute for Article IX that requires a certain layout of the ballot design. He stated that the word "Yes" has to be listed above the word "No" there needs to be boxes instead of circles, and that it requires a cross in the box instead of being circled in. He stated that if it is not done this way, the machine cannot read the ballot and it has to be counted by hand. Mr. Mulholland suggested to the Board that they count the ballots for Article IX by hand since none of the other ballots have to be done this way. He stated that there is a chance that the Attorney General's office could tell them that they can't hand count those ballots and therefore the votes won't count. The Board told Mr. Mulholland to go ahead and count the ballots that way.

Mr. Mulholland stated that he has a letter on behalf of the Capital Area Public Health Network and that he is requesting that the Board sign that. He explained that there is an RFP process for the grant and that the Granite United Way is putting in for that grant. He stated that they are merging the Public Health Network and Substance Abuse Network and that CAP doesn't pay for that. The Board agreed to execute the letter in support of the grant.

Mr. Mulholland stated that there are some appointments for the Central NH Regional Planning. He stated that he spoke with Mike Tardiff and that Andrea Martel has not been officially

appointed. He also stated that Mr. Anderson has also volunteered to be a representative as well. He stated that there are two openings for representatives.

Motion. Mr. Gryval made a motion to appoint Andrea Martel to the Central NH Regional Planning Commission with a term ending February 28, 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 Larry Anderson to the Central NH Regional Planning Commission with a term ending February 28, 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. Mulholland stated that the Suncook Little League wants to do their sign-ups in the Town Hall and have submitted an application. He stated that it was his understanding that the Board has to sign off on it. The Board determined to allow Mr. Mulholland sign off on these types of applications.

Mr. Mulholland stated that the insurance paperwork is expiring and that they will be receiving new paperwork this week.

Discussion of Task List Projects

Mr. Mulholland stated that he had given them the latest task sheet. He informed them that everything on that sheet is in progress and that he can give them a more detailed update if they would like it, on any of the tasks.

The Chair stated that Doug from G&O's will be calling Mr. Mulholland to discuss taking down a wall. Mr. Mulholland stated that they will be doing some preliminary work for the furnace and will be doing it on a Friday.

Mr. Gryval asked about the Blasting Permits being on the task list and asked what was going on with them. Mr. Mulholland stated that the ordinance has been in effect for a while but that they have never issued a permit. Mr. Gryval stated that they went through the entire process of establishing that ordinance.

Mr. Mulholland stated that he believes that the application for the permit needs some work and that it should include the ordinance on the application. He further explained that Chief Martin

submitted the application to the Town Hall and that nothing was done with it. He stated that he has another draft of the application that Chief Martin submitted today and that he will be reviewing it and making suggestions.

Mr. Mulholland stated that the Tree Warden is good for one year but that he was notified that the appointment doesn't need to be redone each year. He stated that as long as they have the same person doing the job and they never get anything from the State, they are all set with that appointment.

Personal Evaluations

Mr. Mulholland stated that he spoke with the Department Heads today regarding starting reviews ahead of time and not waiting until last minute. He explained that they discussed not giving people a one or five unless they have the documentation to back that up.

Mr. Gryval asked how they are going to handle Mr. Apple's final assessment. Mrs. McKenney stated that she got hers done. Mr. Gryval stated that Mr. Mulholland had sent them the assessments but that is not how they have done them in the past. Mrs. McKenney stated that she thinks they should all do their own and then have a workshop on it. Mr. Mulholland suggested that they include a self-assessment from the employees as part of their evaluation which is helpful because the Board doesn't supervise them every day.

Mr. Gryval stated that last year, they got together and went over the self-evaluations. The Chair asked what the purpose of the assessment, other than completing the folder. He stated that they are treating Mr. Apple's assessment different than everyone else. He suggested that they send Mr. Apple the assessment and see if he sends it back to them. He stated that if Mr. Apple doesn't send it back, they can put it in the folder that they tried to do it the same as everyone else. The Board asked Mr. Mulholland prepare a self-assessment form for them.

Mr. Mulholland stated that he is working on how the merit raises is going to be divided up and is waiting to hear from them on how they want to do that. He stated that he will give them the memo on merit raises for review.

Mr. Mulholland stated that there was discussion of changing the personnel policy plan. He explained that there will be a Department Head meeting to go over the policies and then he and the department head will be meeting with the employees. He stated that there has to be training for the employees on the policies. He gave the example of employees using personal computers when they should not be doing so but that no one has trained the employees regarding the policies.

Mr. Gryval stated that he agrees with Mr. Mulholland 110% about training the employees on the policies. He stated that it frustrates him as well because they have gone through a lengthy

process of changing the policies and many of the employees never got the training as they should have. Mr. Mulholland stated that it may cost them some money for the training but that he is going to try to keep that as a minimum.

Other Business

Mr. Mulholland expressed a little bit of concern about the Joint Loss Management Committee. He explained that the chairperson position has expired because it has been a year. He stated that they haven't had a meeting since sometime last quarter.

Mr. Mulholland stated that next week they have Mr. Corcoran coming. He stated that he is making sure that what they have in the contract is what they are being told. He explained that there have been some issues with rather or not they are paid up. Mr. Gryval asked what the main topic of meeting with Mr. Corcoran is. The Chair stated that they wanted to speak with him about the equalization. Mr. Mulholland also stated that in five years they were supposed to have evaluated the whole town but that there have been some issues with that. Mr. Mulholland stated that the State person will be here as well.

Mr. Mulholland stated that they cannot find the equalization contract. Mr. Gryval stated that he remembers voting on it. Mr. Mulholland stated that in 2014 they will be paying \$70,000 for the equalization. Mr. Mulholland stated that Mr. Corcoran had informed him that since there is no contract he is doing the minimum and that the equalization is not as far off as they think it is. Mr. Mulholland asked the Board permission to jump in during the discussion next week if Mr. Corcoran says something that is contradictory to what they previously have discussed. The Board stated that they do not have a problem with that.

Mr. Mulholland stated that the Assessing Department doesn't sign off on their vouchers. He explained that he is not able to know if Mr. Corcoran has done the work when he gets the bill to sign because the vouchers aren't signed. Mr. Gryval asked if they should have Mr. Smith here next week in case there is anything he may be able to add in regards to how all the numbers work out. The Chair asked Mr. Mulholland to speak with Mr. Smith and see if he feels that he should be present at the meeting.

Mr. Mulholland stated that there are some other things that they need to get a handle on. He gave an example of not charging off legal bills to other people as they should be. He stated that there are some potential things coming up and that they need to make sure they charge off the expenses to the correct people. Mr. Mulholland suggested that they have a meeting to discuss those things with the Planning Board. The Chair stated that Mr. Mulholland should add that to the task list and put himself on there to be involved in.

Committee and Project Updates

Planning Board

The Chair stated they did not have a meeting.

Budget Committee

Mr. Gryval stated that they are all aware of what's going on with that.

SVRTA

Mrs. McKenney stated that they have a meeting on February 20, 2013.

Old Allenstown Meetinghouse

Mr. Gryval stated that there is nothing new to report.

Tri-Town Joint Board

Mr. Mulholland stated that there is a meeting schedule for February 19, 2013. He stated that they are going to finalize the changes to the personnel policies. Mr. Mulholland stated that they are getting closer on filling that position. Mrs. McKenney stated that she spoke with Mike Phelps and that he is aware there is a background check which Mrs. Merrill will be giving him paperwork for.

Record Retention

Mrs. McKenney stated that they are having a meeting on February 21, 2013.

Safe Routes to School

Mr. Mulholland stated that the Utilities Certification was sent off today and once that is all set, they will be able to go off to bid.

Economic Development Committee

Mr. Gryval stated that they haven't done anything with that since Mr. Apple left. He stated they need to determine what direction they want to go with that and get things moving along.

Shelter Welfare Committee

Mrs. McKenney stated that there is a meeting on February 14th. She stated that she does not know if Ms. O'Callaghan will be at that meeting or not and that she is going to contact members to remind them all.

Comcast Franchise Agreement Renewal

Mr. Mulholland stated that he was supposed to receive a copy of that agreement but that he has not received anything yet. He also stated that he has spoken with people to see what they are looking for and what their needs are for that agreement.

Town Administrator Report

Manifests

Motion. Mr. Gryval made a motion to approve the manifests for January 31, 2013 in the amount of \$73166.06 for the year of 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the manifests for January 31, 2013 in the amount of \$5582.59 for the year of 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Review and Approve Meeting Minutes

Mrs. McKenney asked if they were going to add "as amended". Mr. Mulholland stated that they had discussed that and if Mrs. McKenney was fixing spelling errors, then it is as it is. Mrs. McKenney stated that if it is a spelling error, she will change those in black and if it's content, she will highlight those in red.

Motion. Mr. Gryval made a motion to accept the minutes of January 7, 2013. Mrs. McKenney seconded the minutes. There was no additional discussion.

Mr. Mulholland stated that they will not be getting non-public session minutes electronically. He explained that he has moved all of the non-public minutes onto a thumb drive which Mrs. Baird knows where it is.

Motion. Mr. Gryval made a motion to accept the non-public session one meeting minutes from January 28, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to accept the non-public session two meeting minutes from January 28, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Expenditure Report

Mr. Mulholland stated that he has an expenditure report but that it shows in the negative right now because not everything has come in. Mrs. McKenney asked if he had a report from 2012 because she was curious about the cost of IT services for 2012. Mr. Mulholland stated that he does not have those on him but that he knows they paid more than they are currently budgeted for.

Other Business

Mr. Mulholland asked the Board if they want him to go out and replace the two computers. The Chair stated that he wants to figure out what's going on first. Mr. Gryval suggested that they purchase the two computers they are going to need and find out where the two computers are. The Chair stated that he is fine with that.

Mr. Mulholland stated that there has been a lot of talk about tablets. He explained that Mr. Pelissier needs GPS for manhole covers and being able to record their location. Mr. Gryval asked if he could get an App for his phone for that. Mr. Mulholland explained that it is not as accurate and is only within 100 feet. He stated that the tablet will be able to give coordinates as close as six feet as well as be able to take photos and send it back to the office. Mr. Mulholland stated that the Road Agent needs to replace his smartphone because it is broken and that he is bringing up this for the Board to be thinking about purchasing the tablet.

Mr. Gryval stated that he remembers authorizing the Building Inspector to purchase the software he needs to do his job. Mr. Mulholland stated that the Building Inspector didn't even know what his budget was. He explained that he would like to get some proposed dates to meet with the Department Heads and would like the Selectmen to get in on those meetings. He stated that he would like everyone to know what the budget process is and to be active in that.

Mr. Mulholland stated that he sent them an email referencing that the Welfare Officer will be out for a little bit longer.

Mr. Mulholland stated that he needs the Selectman's letter for the Town Report. The Chair stated that he will get that to him. Mr. Mulholland also stated that they are getting a photo of employees to put in the report as well. Mr. Gryval stated that Mr. Mulholland may want to suggest a form of attire to wear for the photo. Mr. Mulholland discussed the different uniforms he asked people to wear and the different people that will be in the photo.

Mrs. McKenney stated that there was a letter that Chief Martin had sent to put out to the media. She stated that the Town has a policy that anything that is to go out to the media is supposed to go through the Town Administrator for review and that she was not happy with the letter. Mr.

Mulholland stated that he doesn't think it is his place to tell him of the content but that they don't want them to do certain things in terms of policies.

Mrs. McKenney stated that they got all the paperwork on the DOL Civil Fine and asked if that is something they want to save for when they do the reviews. Mr. Mulholland suggested that they address something that someone has done when it happens; rather good or bad. Mr. Gryval stated that they should ask the person about what happen before they jump to conclusions. Mr. Mulholland stated that the way to do that is to have an independent review of the situation. The Board determined to have Mr. Tardiff go speak to the employee regarding the situation and what actually happened.

Mrs. McKenney asked if they get complaints very often about the trash pickup. Mr. Mulholland stated that they have gotten a few complaints but nothing major. He also stated that they need to implement a complaint process and how they are going to handle any complaints.

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


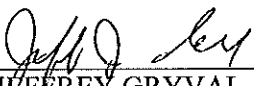
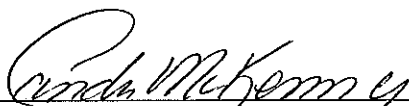
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:58pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

February 4th, 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	2-25-13 DATE
 JEFFREY GRYVAL, Member	2-25-13 DATE
 SANDRA MCKENNEY, Member	02-25-13 DATE

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