

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

Minutes of Regular Meeting  
February 25, 2013

**Call to Order.**

The Allenstown Select Board Meeting for February 25, 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:

Others Present: Larry Anderson

Other Public Officials: Keith Gagnon, NH DRA and Carl Caporale, Budget Committee

Allenstown Staff: Ron Pelissier, Road Agent; Donna Severance, Assessing Clerk; and Shaun Mulholland, Interim Town Administrator.

**Citizens Comments:**

N/A

**Public Hearing to Review Comcast Agreement**

Mr. Mulholland stated that it is Federal requirement to take input from the public in regards the quality of service and any issues with that provider. He explained that they still have two years on the contract but that they are required to take it to the public before they go into negotiations and agreements.

Motion. Mr. Gryval made a motion to open the public hearing. 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.

Mrs. McKenney asked Mr. Mulholland if he had a contract from them. Mr. Mulholland stated that he did and that he can forward that to the Board members. He explained that the residents get a 3% tax rate and that the schools and libraries get service for free. Mrs. McKenney stated that they should look into what services they are getting and compare it with other communities. Mr. Gryval stated that he agrees with Mrs. McKenney but that they don't need to work on this right now because they have two years.

The Chair asked the residents if they had any suggestions. Mr. Anderson stated that he would like the school get something more out of it besides free cable. Mr. Corcoran stated that the Town taxes them for their use of public rights of way and that they pay the taxes without complaint.

#### **Meeting with Mr. Corcoran in regarding to his accessing service**

Mr. Gryval stated that he read the memo that Mr. Corcoran had sent to the board and asked that he would outline some of the highlights and explain why they are going in the direction they are going. Mr. Corcoran stated that since they have been there, they replaced a counting system that has since been not acceptable to the State of New Hampshire. He stated that they have done re-evaluations every five years and they would monitor the market each year.

Mr. Corcoran explained that things have gotten out of control in the last couple of years. He stated that it mainly has to do with manufactured housing in the community. He stated that there is a ratio in his memo that is different to the Department of Revenue. He explained that Roy Smith has established a relationship with the park owners and tells them what is going on with their parks. He stated as they see a transfer come through the Registry of Deeds, they have to say it is a decent sale unless we can prove it otherwise. He stated that the DRA uses it as a value sale which is why they come up with a ratio of 124%. Mr. Corcoran stated that they calculate for things and come up with a ratio at 105%.

Mr. Gryval asked how they know which ratio is the most accurate and which to use. Mr. Gagnon, from the DRA, stated that it really depends evaluate sales. He explained that since he was not part of the ratio study but they are obviously including sales that Mr. Corcoran had deemed not valid and should have not been part of the study.

Mrs. McKenney asked Mr. Corcoran if the ratios being so far off of each other are something that has just happened. Mr. Corcoran stated that it is the first time. Mr. Gagnon stated that if there were a lack of sales, the DRA will look back 18 months and that there could be a discrepancy in that.

Mr. Gryval asked if there is any process in getting the two ratios to match up. Mr. Corcoran stated that he is not sure that there is. He stated that if the Town was being harmed by the ratio,

then they would work with the DRA to determine which ratio is accurate. He explained that if the weighted mean varied greatly from the median, then there could be harm to the residents. He stated that with these ratios, the taxpayers will not be harmed. He stated that once every five years, the ratio needs to be within 10% of 100%.

Mr. Gryval asked whose ratio do they have to be within 10% of and how do they know they are going to be there. Mr. Gagnon stated that they are going to reshuffle the deck when it's the assessment review year and everything will be brought close to current market value. Mr. Gryval asked if they are going to be able to do this without negatively impacting the schools and such. Mr. Corcoran stated that it is always at the top of his mind to make sure they don't impact the town negatively.

The Chair asked how many mobile homes are there and if that is the reason the numbers are different. Mrs. McKenney asked how many homes they abate the taxes on for the walk-a-ways. Mr. Corcoran stated that they don't necessarily abate them, but that they are not including them in the study because they are not value sales.

The Chair asked what sales Mr. Corcoran is referring to that is throwing the numbers off. Mr. Corcoran stated that the walk-a-ways are for the homes that people can no longer afford the homes and they walk away from the rents. He explained that the owner of the park is responsible for the home. Mr. Corcoran stated that he does not have the numbers right now of how many walk-a-way sales they have had and will get them that information. He explained that they have few sales altogether so that even a few of the walk-a-way sales will throw the ratio off.

The Chair asked what the ratio will do to the average taxpayer. Mr. Corcoran stated that this year, there won't be any change in the tax rate. He explained that in 2015 they will have to do a certification and that their values will be known. He stated that in July, when they start the process for certification, he will be able to tell them where they are going to be with those new values. He stated that he tries to shoot for a steady tax base and will continue to do so.

Mrs. Severance stated that her notes say that they are up for certification next year. She stated that her notes say that as of 2009 they had certification done and that they were due for it five years later. Mr. Gagnon stated that he will look into when their recertification is and let Ms. Mrs. Severance know.

Mr. Gryval stated that they seem to be trending upward with the ratio over the last few years. He asked for clarification that the fix for that is looking where they are at in July. Mr. Corcoran stated that they look six months back and six months forward and that the year starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup>. He also explained that if they don't have enough sales in a particular property type, they will hold back a year just so that the property type to bring those sales into the ratio. He stated that they have been tracking upwards in their ratio because the

market has been trending downwards. There was further discussion of the ratio and the target they would be shooting for.

Mr. Anderson asked about the park owner taking responsibility of the walk-a-way property, shouldn't those sales be counted. Mr. Gagnon stated that they would not necessarily be considered valued sale if the resident just abandoned the home. Mr. Anderson stated that if the resident pushes it back to the park owner or real estate agent, then that is a sale and therefore it should be included. Mr. Mulholland explained that that is not what is happening and that they are discussing people abandoning the homes without the sales and that will throw the ratio off.

Mr. Gryval stated that in the memo Mr. Corcoran he sent them, he had stated that the certification was up in 2014. Mr. Gagnon stated that he would double check on that and get back to them. Mr. Gryval asked when DRA will have the official ratio for 2012 available for them. Mr. Gagnon stated that he checked on the ratio before coming and that it is not yet available. Mrs. Severance stated that it was projected to be 124. Mr. Corcoran further explained the process of developing an accurate ratio for the town.

The Chair asked Mr. Corcoran what would cause a resident to have their home assessed more than once in the five year period. Mr. Corcoran explained that it could be if there was a sale and they needed to verify what was being sold, that there was no other piece of property adjacent to the sale that was sold, if something on the property (like a shed) had been taken down, the correct number of rooms and/or bathrooms and if someone asks them to come out and any building permits. Mr. Gagnon stated that he will pick a handful of properties and check for data accuracy. He stated that he notifies the Town when he is going to do so.

Mrs. Severance asked Mr. Corcoran if they do a 20% assessment of the town each year, what happens during the year they do the re-evaluation. Mr. Corcoran stated that they are not changing ratios at that time. He stated that they are checking that nothing has changed that would change the value of the property. He stated that they don't change the underlying structure but determine what it costs to build things new today.

Mrs. Severance asked how long the re-evaluation will take. Mr. Corcoran stated that it will take about three to four weeks to do the re-evaluation. Mrs. Severance asked why the database was broken down into neighborhoods. Mr. Corcoran stated that they did that because different neighborhoods in the town have different average values.

The Chair asked Mr. Corcoran why they file an extension for the MS-1 and the Equalization Report every year, yet they are late. Mr. Corcoran stated that they have an aggressive program and that they thought they were on time. He stated that there was miscommunication with the administration to find out when they would be meeting before the deadline. Mr. Gagnon stated

that the deadline is not etched in stone and that there are all kinds of provisions for extensions. He stated that it is not uncommon for towns to ask for extension and to not meet the deadline.

Mr. Gryval asked if there are any benefits for not meeting the deadline. Mr. Corcoran stated that they need time to make sure that they have as many sales as possible therefore the later they file the more sales they can include. He stated that with the Equalization Report, it is critical that they go through that report well because one bad sale will skew the results.

The Chair asked who sets the September and October timeframes and what the negative to not filing on time is. Mr. Gagnon stated that it is the legislature that makes those timeframes. He also stated that if you file for an extension there is not a problem but that there is a penalty to the town for filing late.

Mrs. Severance stated that in Mr. Corcoran's mind, they are meeting the timeline but that by the time she gets it she doesn't have time to get it to the Board before it's late. Mrs. McKenney stated that if other towns are doing it and it would benefit the town to file an extension, then she doesn't see why there is a problem to do it that way. Mr. Corcoran stated that there is no penalty for doing so.

The Chair asked if they did not wait for that last 20%, how that would possibly affect the numbers. Mr. Corcoran stated that it could affect them negatively or positively. He stated that it is up to them to make sure they know everything about each sale in order to get the best rates possible.

Mr. Mulholland stated that he thinks it is important that they have better communication and that they have a meeting once a year to just discuss what's going on. Mr. Mulholland told Mr. Gagnon that he will want to communicate things to Mrs. Severance because she will be the one reporting to the Board.

Mr. Gryval asked about the software that they are using for assessing and if there is an issue with it. Mr. Corcoran stated that there is no issue as far as he is concerned but that Mrs. Severance has an issue with it.

Mrs. Severance stated that they are using Universe which is an oracle based database. She explained that she is using a Windows database but that the reports are all done with a DOS system. She explained that since the two programs are not the same, the MS-1 reports are not matching up. She stated that she can't get the numbers to match on both reports because of the tracking.

Mrs. McKenney asked if this is an older database system. Mrs. Severance stated that she doesn't think that many of the towns use the Universe database. She also stated that she thinks the

system is too much for what they need. She explained that she has a computer technician that she is contracted with that isn't very patient with her and is not able to help her. She stated that there is software called Avatar that works much better and 120 other towns are using. Mrs. Severance stated that the problem is that she doesn't know DOS and that it doesn't give her any reports.

Mr. Mulholland explained that part of the problem is that most communities have their tax collection and assessing programs on the same software and that Allenstown does not. He explained that one of the goals is to have that program so that they can interface them. He stated that this will allow Mrs. Severance to do what she wants.

Mr. Gryval asked Mr. Corcoran if there was a decision to go with Avatar later on down the road, would that work for him. Mr. Corcoran stated that Avatar will tell them all the things that are good with the software but that he would tell them the things that are not good about it. He stated that they have tried several types of software at some point. Mr. Gryval stated that when they get to the point of looking for a different system, they will ask Mr. Corcoran to advise them of what to use. Mr. Corcoran stated that regardless of whatever software they choose, he will be able to do his job with it. Mr. Mulholland spoke of the things they need to do in order to be in the position to get new software.

The Board thanked Mr. Gagnon for coming and educating them on the process today.

#### **Close Public Hearing of Comcast Agreement**

The Chair asked Mr. Phelps, whom had arrived later on during the meeting, if he had any questions regarding the Comcast Agreement. Mr. Phelps stated that he does not have any questions.

Motion. Mr. Gryval made a motion to close public hearing. 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.

#### **Meet with Mike Phelps regarding appointment for the Tri-Town Joint Board**

Mr. Gryval asked Mr. Phelps what sparked his interest for the Tri-Town Joint Board. Mr. Phelps stated that he used to be part of the Planning Board years ago. He stated that a neighbor had told him there was an opening on the Joint Board and he thought he would give it a shot. Mr. Mulholland stated that Mr. Phelps has already attended a meeting. Mr. Phelps stated that he seems like it is an extensive amount of paperwork that has to be completed but that he understands why.

Motion. Mr. Gryval made a motion to appoint Michael Phelps to the Tri-Town Joint Board pending the successful completion of the background check with an expiration date of December 31, 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.

### **Discuss Changes to Personnel Plan**

Mr. Mulholland stated that they have the existing option which is the way it is written and that they have another option. He stated that the way it is written right now, it says that employees get a vacation day or a personnel day but that it does not define the day. He explained that they have several different types of shifts for their employees. He stated that they need to determine rather they want to go back to an hourly basis. He stated that they have to determine rather or not they are going to earn vacation time instead of being given it at the beginning of the year. He stated that whatever direction they think they want to go; he wants to bring that before the employees and then schedule a public hearing for that.

The Chair asked if the policy that was sent to them is the way it is currently written. Mr. Mulholland stated that there are some changes in that policy which are written in red. He stated that the way it is right now it is based upon hours but that is not what the policy says that took effect November 2011.

The Chair stated that the question as far as vacation time being earned should be looked at more because they don't want to hire a new employee and have them take vacation right away. Mr. Gryval asked what the mechanism is for someone is being entitled to two weeks of vacation for the year and they want to take two weeks in January. Mr. Mulholland stated that the employee would get that and would pay it and if they left sometime before the end of the year, it would come out of their final paycheck.

The Chair stated that when he was getting holidays, vacation and sick days, he had to earn it. Mr. Mulholland stated that you get it throughout the year. Mr. Gryval stated that they need to look at it and determine if it is a benefit or something that they earn. Mr. Mulholland stated that it is allotted to the employee based on the amount of service they have at the beginning of the year.

The Chair asked Mr. Caporale if at his job is vacation handed to them at the beginning of the year or is it earned. Mr. Caporale stated that vacation is earned depending on the amount of time. He stated that they can take the two weeks at the beginning of the year but they would owe those hours. Mr. Gryval stated at his work, they do not get sick days, vacation days or personnel days until they are earned. Mr. Caporale stated that with his employer, an employee is not authorized to use those vacation days until they have been there for six months. There was further discussion of different vacation day benefits at various workplaces.

Mr. Gryval stated that he thinks the big issue is how they determine the time off and if they do it as hours, days or shifts. The Chair stated that he thinks that it should be done by hours. Mr. Gryval stated that the problem with that is that there are employees with various shifts. There was discussion the different shifts among the departments in Allentown and determining how everyone would get the proper amount of time off based on their shifts.

Mr. Gryval stated that he asked around to other town employees and that they had told him that when they get a vacation day it covers the same amount of hours as one work day. He explained that the employees got paid for the entire shift regardless of how many hours that shift was. The Chair stated that they don't pay the Allentown employees by the shift; they pay them by the hour so that won't work. Mr. Mulholland stated that it would actually be easier to calculate it by shifts because whoever earns a vacation day would get one shift off regardless of the hours they work on a day.

Mr. Caporale stated that, at his job, everyone is done hourly for determining vacation time regardless of hourly or salary. He explained that everyone gets their allotted vacation time and it is broken down into hours. He stated that they get an eight hour off even if they work ten hours. He suggested that they have one formula that works for every type of shift and break them down into hours when allotting employees time off. Mr. Mulholland stated that that doesn't deal with the issue of people working different shifts. There was discussion of the way the vacation time is currently calculated versus what their policy says the employees are to get.

Mr. Mulholland stated that he would like to get some idea of which way the Board wants to go because he wants to bring this to the department heads and then doing a public hearing. The Chair determined that they would put this on the agenda for next week and determine which way to go then.

Mr. Gryval asked Mr. Mulholland about owing some employees money. Mr. Mulholland stated that there are people that are losing some vacation days. He stated that no matter what they do, from November 2011 to today, there are people that they owe vacation days. He stated that the payroll system has not been calculating things properly. He clarified that people have lost days but not dollars. He explained that there are two ways of fixing that. He stated that they either give them money to make up those days or that they give them the vacation time off.

Mr. Mulholland stated that there are some other things in the policy revisions for the Board to review over the next week. He stated that there are updates on the discipline policy and that there was discussion about the people that are maxed out and giving them additional vacation days.

Mr. Gryval stated that they have few employees that have over twenties years. He stated that he spoke to a department head that thought it was a great idea to give the extra vacation time and

that he could cover that easier than some other things. The Board asked Mr. Mulholland to send them a list of options to review.

Mr. Gryval asked Mr. Mulholland about how they are going to give out a draft of the policy out after the Board reviews it. Mr. Mulholland stated that he is going to let the department heads handle that part of it but that he will send all the department heads first. He stated that once the policy has been put in place, they will go out and discuss it with each department heads and make sure that they understand the policies. He also explained that if there are going to be policy updates, he would like to have a set schedule for those.

Mrs. McKenney asked if they were doing the Disciplinary Policy at the same time. Mr. Mulholland stated that Mr. Mansfield has proposed some changes to simplify things. Mrs. McKenney stated that everything seems to be crossed out. Mr. Mulholland stated that there are pros and cons to Mr. Mansfield's suggestions.

### **Seasonal Posting of Roads and Weight Limits**

Mr. Pelissier stated that he spoke with Marc Boisvert about this today. He stated that Mr. Boisvert has been doing things for 25 years at the highway department and that he posts if the roads start to appear to be in bad shape. The Chair asked if Mr. Boisvert is willing to put his money on the line for the roads if something goes wrong with them. Mr. Pelissier stated that if they post the roads for nothing, then they are interfering with people making a living unless they go to him and go through the process of getting permits.

Mr. Gryval asked about the idea of posting a road for them to look ahead and know that the road is going to be in bad shape. Mr. Pelissier stated that Mr. Boisvert goes out and looks at the roads to determine if they need to be posted. He stated that they look for things like soft shoulders. He stated that Mr. Boisvert has been doing this for 25 years and that he keeps up on all the roads.

Mrs. McKenney asked if they should have some policy on posting the roads. Mr. Pelissier stated that they can post all the roads that could be compromised starting February 15<sup>th</sup>. He explained that a few vehicles are an exception to that; fire trucks, ambulances, oil trucks. The Chair stated that there could be issues if the road isn't posted one day and then gets posted and that they should post them ahead of time.

Mr. Gryval stated that he was hoping that they would know what roads they were talking about posting and why they were going to post them. Mr. Pelissier stated that he can get a list compiled as to why they would be posted. There was discussion of some of the roads that they wanted to post such as Dodge, Deerfield, and River Road.

Mr. Mulholland stated that Mr. Pelissier is the one who says rather a road needs to be posted and that he doesn't have to post them just because the Select Board wants him to. He explained that

according to the statute, the Board doesn't really have a say in what roads are posted. Mr. Gryval asked what the process was for posting a road. Mr. Mulholland stated that it has to go before the Board and once they implement it they can put up the signs.

Mr. Gryval asked about notifying the residents. Mr. Mulholland stated that that is the problem and that they have to notify the residents. The Chair stated that he would rather see them post the roads on a set date and unpost the road if the Road Agent determines the road is fine. Mr. Pelissier stated that they have not done it that way but that if that is what the Board recommends, then they will do it that way and if anyone wants to use that road they can come to him for a permit.

### **Disposal of C&D Waste**

Mr. Pelissier stated that they are not budgeted for construction and demo. He stated that he does not know how much has been sent to Casella because they have not gotten a bill yet. He stated that he thinks they bring them five tons per week. He stated that it is cheaper to send it as trash than as C&D right now. Mr. Pelissier stated that he thinks that if someone is working on their house and has a significant amount of C&D, they should bring it straight to Casella's instead of burdening the town with the cost.

The Chair asked Mr. Pelissier how many trucks it takes to do the five tons. Mr. Pelissier stated that it takes 25 customers to fill a dumpster. He stated that they thought about doing a scale and making people pay at the highway but that it is expensive. The Chair asked what some of the other smaller towns do and if Allenstown has to take the C&D waste. Mr. Pelissier stated that sometimes the other towns don't take it. He also stated that he does not know if they have to take it.

Mr. Gryval asked what they are charging for a pickup truck load. Mr. Pelissier stated that they are charging \$10 a truck load. Mr. Gryval stated that if its \$85 a ton to dispose of it, the average is 5 tons per week, and it takes 25 customers to do it then the charge should be \$17 a load. The Chair stated that he is coming up with \$20 a truck load regardless of what is in it. Mr. Gryval stated that they want to figure out a way that the Town doesn't have to cover the cost and still provide the service to the residents.

Mr. Pelissier asked if the revenue would go towards paying the demo fee. Mr. Gryval stated that they can't do that without it going to a town meeting. Mr. Mulholland stated that right now they are paying for the cost out of the operating budget so that it would be more revenue coming in. He explained that they can't take that additional revenue and wash it out in a different line. Mr. Mulholland stated that the additional revenue has to show up as an expenditure somewhere else in the budget.

Mr. Caporale stated that a scale would be a good thing coming from the Road Agent's point of view. He also asked Mr. Pelissier about not accepting C&D and having people take it to Concord. Mr. Gryval stated that they are already paying employees to be down there and run the transfer station. He stated that they are trying to see that the cost of the service is being paid for adequately.

Mr. Mulholland explained that they used to get the service for free; however, they now have to pay \$87 a ton for the service. He stated that if Mr. Pelissier spends the money for a scale, he would have to find the money somewhere in his budget and cut something else. Mr. Pelissier stated that it would cost \$22,622 per year. He stated that they could charge roughly seven cents a ton where they would not make a profit. Mr. Pelissier stated that they could probably pay for the scale within two years.

The Chair asked Mr. Pelissier to get back to them in a few weeks some numbers as far as the numbers on cost of construction and to run a scale house or any other options of how to get rid of the C&D waste. There was further discussion of the options of how to cover the costs.

#### **Highway Department truck damage**

Mr. Pelissier stated that they have a truck that has been damaged and that they are looking into the repairs for that. He stated that the truck is thirteen years old and that the parts are obsolete. The Chair asked Mr. Pelissier to explain what happened that caused the damage. Mr. Mulholland cautioned Mr. Gryval about discussing anything that may have a potential disciplinary action in public.

The Chair asked Mr. Pelissier if they will be pushing back the snow before the storm comes. Mr. Pelissier stated that they have been doing it throughout the week. He only has so many people to do it so it is taking a bit longer to do.

The Chair asked if he is getting help from the Fire Department with their plow truck. Mr. Pelissier stated that they are not getting the Fire Department's help. Mr. Gryval stated that they never really had an official policy with the Fire Department to come help plow. Mr. Mulholland stated that he can discuss this with the department heads on Monday at the staff meeting. Mr. Gryval suggested that they have an idea of what direction they want that conversation go in. There was discussion of having the Fire Department help with plowing.

Mr. Gryval asked the Board that they direct Mr. Mulholland to call the Fire Department and tell them to plow the Town Hall and Police Station until they can meet with them and discuss it further with them. Mrs. McKenney stated that they could do the Police Station, Town Hall and the Library. It was determined that they would tell the Fire Department to help plow the Town Hall, Police Station, Library, and Rec Hall.

### **Discussion and Approve Merit Increase and distribution**

The Chair asked if there were any questions with the merit increase distribution proposal. Mrs. McKenney stated that she thought that Mr. Mulholland did a great job breaking it down and would like to try it and see if it works. Mr. Gryval stated that he agrees with Mrs. McKenney.

Mrs. McKenney also stated that she wants the department heads to understand that just because they are getting that money for merit increases, doesn't mean they have to spend it. Mr. Mulholland stated that one of the problems is that they are going to spend whatever money is given to them.

Mr. Mulholland stated that the way he has it broken down allows them to compensate as many people as possible. Mr. Gryval explained that there is a difference between compensating people and awarding people. He stated that people get compensation for showing up and get awarded for their performance. There was discussion of compensating people appropriately and that not everyone getting two percent of merit increases.

Mr. Mulholland explained the breakdown which is based on the percentage of the payroll. He stated that if they take out the department heads, they have 72% left in the payroll. He stated that the Board allots the increase for the department heads. Mr. Gryval discussed different ways that his boss allocates the raises and that his boss gets a percentage of the payroll to distribute.

Mrs. McKenney asked if they were going to review this with the Department Heads on Monday. Mr. Mulholland stated that he would like to keep them in the loop but that the department heads don't need to know Monday. He stated that the Board has time to take time and review the breakdown if they would like to. Mrs. McKenney asked if they can tell them how much of a percentage they can use. Mr. Mulholland stated that they don't need the dollar amount to do the evaluations. The Chair stated that he would like to see the amounts go to the department heads after they have done the evaluations.

### **Approval of Unpaid Volunteer**

Mr. Mulholland stated that he has an intern that he would like them to appoint. He explained that the volunteer is working on her Master's degree in Public Administration and that he would like to use her for special projects.

Motion. Mr. Gryval made a motion to appoint Veronica Verence a Town Intern as an unpaid volunteer effective Feb 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.

### **Purchase Orders, Abatements, and Other Business**

Mr. Mulholland stated that he has two grants for them to sign off on. He explained that there have been some changes in how the grant has been re-allocated for other purposes but that they can still apply for it.

Mr. Mulholland stated that they got a certain amount of money for the State projects and that they have to close that out with a check. He stated that they have asked for the \$96,000 that the State has left over and are hopefully get that back.

Mr. Mulholland distributed a timber tax and that they have already paid the other one. The Chair asked if any work has begun on that. Mrs. McKenney stated that he has started working on that but that its way back in the woods.

Mr. Mulholland stated that he has an Expenditure Report that he will wait on until next week.

### **Discussion of Appealing Personnel Reviews**

The Chair stated that there were two questions on personnel evaluations and their rater. He suggested that they have Mr. Mulholland contact the rater for these evaluations and re-evaluate it. Mrs. McKenney stated that it makes sense but why couldn't they just not accept it. Mr. Mulholland stated that it is much better for the employee if it is re-evaluated because otherwise it is part of their review. The Chair stated that he thinks that this would be their best option and that if the rater doesn't do it, they can note it in the review.

Mrs. McKenney asked if they sent a self-evaluation to Mr. Apple yet. Mr. Mulholland stated that they did and he got a response asking if they were serious about doing it. He stated that he has not gotten a self-evaluation yet and doesn't know if he will do it. Mr. Gryval asked if everyone has done their evaluation of Mr. Apple. The Chair stated that he did not because last time they talked; they had agreed they weren't doing individual evaluations. Mrs. McKenney and Mr. Gryval both had completed the evaluations before they had discussed the not doing individual evaluations. The Chair stated that they should put a note in the file if Mr. Apple does not respond.

### **Committee Updates**

#### **Planning Board**

The Chair stated that there hasn't been a meeting.

#### **Budget Committee**

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

### **SVTRA**

Mrs. McKenney stated that they had a meeting this week. She stated that she got ahold of Mr. St. Germain and asked for a list of manufacturers that do the gears. She explained that they will be working on maintenance and inspections of fire and police rescue vehicles. She also stated that they will be getting town reports to get prices.

### **Old Allenstown Meetinghouse**

Mr. Gryval stated that there has not been a meeting.

### **Tri-Town Joint Board**

Mr. Mulholland stated that there may be another meeting on Thursday. He stated that he sent the Joint Board several changes to the personnel policy. He stated that Tri-Town will be meeting on Sunday that he will be going to. He also stated that there will be a meeting to discuss the finances in March. He stated that he has told them that he needs to know what's going on with the finances by March to tell the Select Board what is going on.

### **Record Retention Committee**

Mrs. McKenney stated that they had a meeting last week and that they also met today. She stated that there are records at the Library which belong to the Town Clerk as she is the custodian of the records. She explained that Ms. Cushing has allowed people to access the records. Mrs. McKenney stated that they wrote Ms. Cushing a letter explaining that she cannot do that.

### **Safe Routes to School**

The Board determined to table this discussion for this meeting.

### **Economic Development**

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

### **Shelter Committee**

Mrs. McKenney stated that it has picked up in the past few weeks. She stated that the people on the committee are very motivated and have some good ideas. She explained that they have drafted a letter to send to people and see if they can get them to join the committee.

Mrs. McKenney stated that she does not feel comfortable taking charge of this committee however; she knows that Ms. O'Callaghan cannot be in charge at the moment. She stated that Mrs. Demers is the Deputy Welfare Director which would mean she should be in charge. She asked the Board if they should bring her in and have her take over. The Chair stated that he doesn't know if she should be in charge but that she should be involved.

Mr. Mulholland stated that it is up to the Board to decide. Mr. Gryval stated that they have not defined what the Deputy Welfare Director's role is when the Welfare Director is not available.

The Chair stated that Mrs. McKenney should help the committee get to a place where they can run things on their own. Mr. Mulholland explained that since Mrs. McKenney has stepped in, there has been a lot of process with the committee. Mrs. McKenney stated that she doesn't want to overstep her bounds. Mr. Gryval stated that no one feels that she is overstepping her bounds.

Mrs. McKenney asked if this committee has been officially established as a town board or committee. Mr. Mulholland stated that they could establish them as a committee but that he does not recommend that they do that. He stated that the committee should be volunteers that work for the Welfare Department.

Mrs. McKenney stated that they are working on getting a full inventory of what is at the shelter. She also stated that they are looking to have a free raffle in August where someone would get a survivor's kit. The Chair suggested that they pass out handouts at the elections to see if they can get any more volunteers.

Mrs. McKenney stated that the quilting class at the Senior Center is raffling off a quilt and that they will be setting up outside the poles.

### **Ratify Manifests**

Motion. Mr. Gryval made a motion to ratify the manifest for February 14, 2013 in the amount of \$1,282.85. 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 ratify the manifest for February 14, 2013 in the amount of \$10,304.34. 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 for January 14, 2013 as corrected by Mrs. McKenney. 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 for January 28, 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 for February 4, 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.

Mrs. McKenney stated that there was a paragraph added to the last page of the February 13<sup>th</sup> minutes because it was not on the recorder. She read the paragraph that was added stating that the Board discussed the Selectman letter for the Town Report.

Motion. Mr. Gryval made a motion for February 13, 2013 as corrected. 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.

Mrs. McKenney asked if they were going to discuss the policies. Mr. Mulholland stated that he wanted to get input from other people first and then formally present them to the Board.

Motion. Mrs. McKenney made a motion to approve the non-public minutes for February 13, 2013 at 6:28pm. 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.

### **Town Administrator Report**

Mr. Mulholland stated that he sent them House Bill 617 for their review and it is up to them rather or not they want to do anything on that.

Mr. Mulholland stated that they need to schedule public hearing for all of the policy and ordinance changes. The Board determined to schedule the public hearing for the end of March.

Mr. Mulholland stated that there is Legal Training that he sent them an email about. He stated that he discussed topics to be covered with the department heads today. He stated that that is tasked to be completed by the end of April. He asked the Board what topics they would like to

cover and to get back to him on that. Mr. Gryval stated that he would like them to go over RSA 91a meeting issues and also that if a selectmen could not be physically present, can they conference them in. Mr. Mulholland stated that the trainer will go over anything that they want them to cover. There was discussion of possible topics to be covered.

Mr. Mulholland stated that the Town Administrator job description is coming up in a couple of weeks and that they might want to determine how they want to do that. The Chair asked Mr. Mulholland to send them the copies of the job description as it is right now.

Mr. Mulholland stated that they need to create a plan for the department head evaluations because that is going to take a lot of time. The Chair asked who they are evaluating other than the four main department heads because they don't work with a lot of the other department heads. Mr. Mulholland stated that that depends on who he is going to be evaluating as far as department heads.

Mr. Mulholland stated that there are a number of issues with the Town Hall building. He stated that the cost of those issues is going to go up significantly. He also stated that he will have the glass numbers for them next week. The Board determined that they want a full assessment before they decide to do anything else.

Mr. Mulholland stated that he was planning to go to Candidates night just to listen and asked if the Board had an issue with him doing so. The Board determined that Mr. Mulholland could go to that.

Mr. Mulholland stated that he asked the Sewer Department to give them an official proposal on view works.

### **Other Business**

Mrs. McKenney asked if they can assess the virtual town hall website yet. Mr. Mulholland stated that it is not ready yet.

Mrs. McKenney stated that she and Mr. Mulholland were talking about Central Regional Planning and the Mitigation Plan. She stated that she asked where that stood at the moment and that they are still waiting on hearing from someone on the board about it. She stated that she is concerned that no one has updated them on what is going on. The Board determined to discuss it at the next meeting and find out what is going on.

Mrs. McKenney asked if they saw a notice from Central NH about the road. The Chair stated that he had not seen that. Mrs. McKenney stated that she would like to see Main Street and Hooksett town line, the speed and the road count as well. Mr. Gryval asked about usually letting

the Planning Board determine which roads. Mrs. McKenney stated that they do but that these are her suggestions. There was discussion of the process of determining which roads to suggest.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3 Sect 2a at 9:37pm. 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 9:45pm. 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 minutes of the previous non-public because they could adversely affect the reputation of a person other than a member of the public body itself. 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.

Mrs. McKenney asked if they were going to discuss the Town Policy for when there is an accident and the procedures to be used to notify the proper people. Mr. Mulholland stated that he reiterated it at the department head meeting the need for notifying people. Mrs. McKenney stated that they should make a policy for notifying the proper people. The Board asked Mr. Mulholland to draft a policy for this.

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


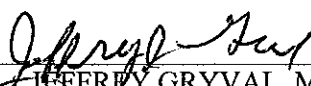

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 9:50pm.

TOWN OF ALLENTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

February 25<sup>th</sup>, 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	3.11.13 DATE
 JEFFREY GRYVAL, Member	3-11-13 DATE
 SANDRA MCKENNEY, Member	03-11-13 DATE

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

