

TOWN OF ALLENSTOWN  
BOARD OF SELECTMEN  
MEETING MINUTES  
February 7, 2011

**I. Call to order:**

The Allenstown Board of Selectmen Meeting for 2/07/2011 was called to order by Chairman Tardiff at 6:00PM.

**II. Roll Call:**

Members present on the Board:

Chairman Jason Tardiff  
Selectman Roger LaFleur\* (not present at roll call)  
Selectman Jeff Gryval

Town Administrator Paul Apple

Audience: Please see attached sign-in sheet.

\*Chairman Tardiff indicated that Selectman LaFleur said he would be arriving late.

**III. Citizens' Comments**

Chairman Tardiff called for citizens' comments. No comments from the citizens present were forthcoming.

**IV. Sewer Improvement Project**

The board met with Michael Trainque regarding the Sewer Improvement Project. (Selectman LaFleur arrived during this discussion). Chairman Tardiff asked what percentage has been paid to the contractor thus far. Mr. Trainque said close to 95%. Chairman Tardiff asked, just for the record, if

there were any modifications made since the last update provided to the board. Mr. Trainque reviewed the project status with the board noting no changes.

*At this point, Selectman LaFleur asked the Chairman for a moment to introduce his new baby girl, Gracelyn LaFleur, to the town of Allenstown. He noted she is six weeks old and the meeting attendees congratulated Selectman LaFleur.*

Michael Trainque returned to matters at hand and said construction is progressing well. Selectman LaFleur asked for an estimate on what payment request number ten will be. Mr. Trainque discussed this with the board and reviewed how the figures are derived. Andrea Martel, from the Sewer Department, noted there will be a ribbon cutting ceremony denoting the completion of the project. She said many visitors are anticipated and efforts are underway to “spruce up” surroundings before the event.

A motion was made by Selectman Gryval to approve disbursement number nine, in the amount of \$66,329.95, for the Allenstown Wastewater Treatment Facility. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

The board discussed further operational issues with the Sewer Department representatives present and Mr. Trainque. Monthly savings were noted due to recent process updates.

## V. Deliberative Session Issues

Administrator Apple stated that there were two issues stemming from the Deliberative Session that needed to be addressed to finalize the Warrant.

The first was with petitioned Warrant Article 19. Administrator Apple read this to the board and noted that the amended article was presented to counsel who deemed this legal with the noted change. He asked if the board would like to review their position on the article (originally disapproving) in light of the results of counsel review. Selectman Gryval said he agreed that the clause should be eliminated but he still wasn’t in favor of that article. He and Chairman Tardiff said they wouldn’t recommend the article. Selectman LaFleur said this wasn’t unlawful anymore and the clause should come out, furthering that he didn’t have a position on this article. Administrator Apple stated this will now read that the Select Board doesn’t support this article.

Administrator Apple presented Article 21 and read the contents to the board. He said the same situation applied as in the first article presented this evening and asked the board if their position had changed. The board confirmed they were not recommending this article either. A discussion ensued between

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Selectman Gryval and Mr. Chaput regarding the Deliberative Session and a dispute of facts presented. Chairman Tardiff confirmed with Mr. Chaput he didn't have anything further to add to this particular discussion. Administrator Apple took a moment to deliver the information to the Town Clerk for fax transmission this evening.

## **VI. Fire Chief Search Process**

In an effort to clear up any confusion, Selectman LaFleur reviewed with the other board members the prior process in the search for Fire Chief. He noted this position was posted previously in an online job search database and newspapers in order to obtain a broad base for selection. He also noted that internal candidates were solicited and at least three went through the interview process. Selectman Gryval said he'd like to look in-house first to see if anyone is qualified. He said this runs consistent with the department's current hiring/promotion practices. Selectman LaFleur indicated that previously, there was a desire to move away from the existing 'stigma' of the Fire Department by opening up the position to outside candidates. He elaborated on this point and said he is still thinking along the same lines. Selectman Gryval noted he still wanted this to be done in-house and Chairman Tardiff agreed. Administrator Apple said he had a posting from the prior search that he could utilize, internally to initiate the process. Selectman Gryval asked if there was a way to make sure that all members of the Fire Department receive this posting, utilizing their individual email addresses. Administrator Apple said he could ensure this with a requested response. Selectman LaFleur asked what the anticipated timeline would be. Chairman Tardiff said two weeks from posting. The board agreed to this timeframe and if there is no substantive response internally, external posting can commence. The board discussed the formation of a committee to review and deliberate applicants. Administrator Apple said he will search for suitable panel candidates and present them to the board next week.

## **VII. Dumpster Purchases**

The Road Agent presented information to the board regarding the purchase of dumpsters. He expounded upon the need and site locations for this equipment. A discussion ensued amongst the board regarding information presented and requested answers from the Road Agent. The board reviewed the quotes provided and requested another quote be obtained to be compliant with board policies. The Road Agent stated he will work on obtaining the third quote for the board.

## **VIII. EFT for Payroll**

Administrator Apple stated there have been some issues regarding the utilization of paper checks for payroll deposit. He said this has caused quite a problem for the Treasurer and she has asked to be allowed to perform electronic fund transfers (EFT's) after the board signs off on the necessary purchase orders. Administrator Apple said this would avoid processing delays while checks await signature. He noted a few instances where EFT is used and the system is working well. Selectman LaFleur asked who is currently monitoring payroll in regards to hours and accountability.

Administrator Apple stated that the signature of the employees' timecards serves as a testament that the information submitted is true and accurate. He said he routinely reviews the information and addresses Department Head lapses as they occur. He said there is no field audit conducted and if any questions arise, the departments are addressed accordingly. Selectman LaFleur asked for additional information on the departments that have been having the recent payroll issues. A discussion ensued amongst the board regarding the issue at-hand, EFT's, and the separate concerns of departmental payroll reporting. Chairman Tardiff ultimately asked to deliberate the issue at-hand, EFT's. Both he and Selectman Gryval said they'd like to see EFT's implemented for payroll processing.

## **IX. Financial Services Transition**

Administrator Apple updated the board on the process of financial services transition. He noted the recent presentation of financials that he had prepared for the Deliberative Session with the oversight of Doug from MRI. He also stated Doug's participation in financial operations has diminished greatly from an average of one to two times per week to just one to maybe two times a month. Each visit now provides input and oversight for established functions including payroll, reconciliations, etc. The board asked for an update as the transition progresses. Administrator Apple said he didn't have a specific timeline when MRI would be phased out completely but the process is moving positively towards this goal. He said he could report back to the board in about three weeks with an update on additional progress.

## **X. Personnel Reviews**

Administrator Apple asked the board for their input on a memo that he sent regarding personnel reviews. He said he tasked Department Heads with compiling job descriptions and they are due back to him by February 22. These descriptions will then be presented to a panel that will review and revise the information for ultimate board deliberation around the first week of March.

Administrator Apple noted there is also a need for uniformity in the actual review forms. He expounded upon the need for a different rating scale and definite chain of evaluations. He said several governing bodies in NH were polled and most allowed for the Selectmen to review the Town Administrator/Manager who, in turn, reviewed the different Department Heads who, in turn, reviewed their department employees. He said it was also standard practice to have one Selectman on board with the Department Head evaluations to maintain equity.

Administrator Apple said it was recommended that reviews be conducted concurrently with employee anniversary dates. He said he knows the Chief is opposed to that and for budgetary concerns, prefers all reviews be complete by July 1. Administrator Apple furthered that he believed both processes could be initiated and eventually, they would merge together into one. He also advised the board to avoid merit-based pay implementation at this point in time, where there is no effective evaluation process in place.

Selectman Gryval inquired about the memo presented and questioned the language specifically addressing "sitting in judgment" in regards to disciplinary issues and the reviewer. Administrator

Apple said this is an effort to deflect any hints of conflict of interest and gives the employee a fair basis for review. Selectman LaFleur noted that the Chiefs of the Police and Fire Departments have routinely been reviewed by the Board. He said he wasn't comfortable giving up that control at this point in time. Selectman Gryval said Administrator Apple's job description did not address his review of Department Heads. He also voiced concerns over the established favorable working relationship Administrator Apple has with the Department Heads and he wondered if this would change if these people knew their reviews were being processed by the Administrator. Selectman LaFleur added that Administrator Apple's role has been one which is non-authoritative. The review process might alter the working relationships established. Administrator Apple stated that equitable reviews should be derived from the person that works beside these employees on a day to day basis. He said he views his job description a little differently but that it doesn't matter as the authority granted to the Administrator is ultimately gauged by the Board. He said the first year was designed to develop teamwork and this has been achieved. He said moving into the second year, the efforts are honed in on accountability and reigning in those areas which remain further from the ultimate goal of having the town move as one cohesive unit.

Administrator Apple asked the board to consider the information presented and encouraged them to utilize the many options available. He reminded the board, however, of the need for a uniform approach which must be adopted soon in order to begin processing these evaluations. The board asked for additional time for consideration. Chairman Tardiff asked what was needed at this point. Administrator Apple asked for an endorsement of the need for a revised evaluation system to be fine-tuned in mid-March. The board then discussed past evaluations noting how certain employees have been reviewed and who has performed this function. The board asked for a weekly status report on the job descriptions compositions as well as the initiated employee reviews which are slated for completion, by each Department Head, by April 30<sup>th</sup>.

## **XI. Minutes**

The board reviewed the public session meeting minutes for 1/10/11. Selectman Gryval noted that pages 6 and 7 had sections highlighted in yellow which were missing abatement amounts. Administrator Apple provided the board with the updated, revised copy of these minutes and noted that all information was confirmed with the assessor. Selectman LaFleur also noted a typographical error in the word "abstained" (it read "abtaind") and Administrator Apple said the 's' will be added. Selectman Gryval made a motion to accept the meeting minutes of 1/10/11, with the noted corrections. Selectman LaFleur seconded this motion.

### **Roll Call Vote:**

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Selectman Gryval noted that the minutes of 1/17/11 omitted the fact that he made the motion as recorded on page three, regarding the operating budget. He said he made this motion and Chairman

Tardiff seconded it. Selectman Gryval made a motion to accept the meeting minutes of 1/17/11, 'as corrected'. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Abstained  
Selectman Gryval – Yes  
Motion Passed

*\*At the request of Administrator Apple, the board then took a recess from 7:27PM to 7:29PM.*

Selectman Gryval made a motion to accept the meeting minutes of 1/24/11, 'as written'. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Abstained  
Selectman Gryval – Yes  
Motion Passed

## **XII. Purchase Orders/Transfers**

Administrator Apple said there were no purchase orders for board review this evening. He said there were, however, two transfers that needed to be addressed: one for groundwater monitoring and the other for the contractor who repaired the Town Hall roof.

Selectman LaFleur made a motion to approve the transfer of \$4,650.00 from the Landfill Capital Reserve Fund to the town's General Operating Account. Selectman Gryval seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Selectman Gryval made a motion to approve the transfer of \$1,900.00 from the Town Hall Maintenance and Repair Capital Reserve account to the town's General Operating Account. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

### **XIII. Emergency Management Update**

Administrator Apple noted that the Emergency Management Director and Assistant had just returned from meeting with a local mobile home park regarding preparedness for any issues this spring. The Director indicated the meeting went well and the residents were provided with solid information regarding their options and established safety protocols.

### **XIV. Public Apology**

Selectman Gryval issued a public apology to Mr. Chaput for what was said at the Deliberative Session on Saturday. He said he wasn't sure if it was the content or the way it was delivered but it wasn't his intent to make Mr. Chaput upset. He said that clearly, Mr. Chaput believed that the information stated was inaccurate and Selectman Gryval apologized, if that was the case. Selectman Gryval said he believed the information to be sound at the time of presentation. He apologized, once again, and Mr. Chaput said he appreciated this greatly.

### **XV. Objectives**

Selectman LaFleur asked about the status of finalizing objectives for the year. Administrator Apple said this is still up for board deliberation. Selectman Gryval noted this was on the agenda a few weeks ago but was tabled until Selectman LaFleur could be in attendance for deliberation. Selectman LaFleur said that was appreciated.

### **XVI. Non-Public Session**

Selectman Gryval made a motion to enter into non-public session at 7:35PM pursuant to RSA 91-A: 3, II(c). Selectman LaFleur said he would not second the motion because he wasn't sure what this was regarding. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – No  
Selectman Gryval – Yes  
Motion Passed

### **XVII. Public Session Reconvened**

Selectman Gryval made a motion to enter back into public session at 7:46PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Selectman Gryval made a motion to seal the prior non-public session's minutes which ended at 7:46PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

### **XVIII. Northern Pass Update**

Selectman Gryval asked if PSNH has notified residents of the Northern Pass Project and if so, what has been the feedback. Administrator Apple said he hasn't heard whether contact has been made or not but he will contact Elizabeth Larocca for an update. Selectman LaFleur asked for details on the Northern Pass Project. The remaining board and Administrator Apple gave him a brief overview and noted there was a packet of information provided to him with all of the specifics. Selectman Gryval added he was glad the presentation was done, giving the residents an opportunity to be well-informed on the process.

### **XIX. Adjournment**

Selectman Gryval made a motion to adjourn the 2/07/11 Board of Selectmen meeting at 7:50PM. Chairman Tardiff seconded this motion.

Roll Call Vote:

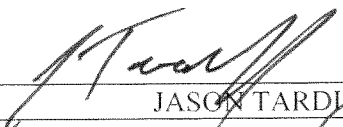
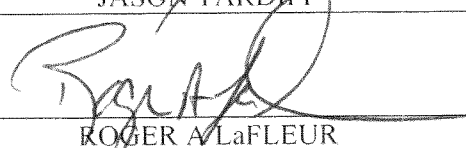

Chairman Tardiff – Yes  
Selectman LaFleur – No  
Selectman Gryval – Yes  
Motion Passed

Meeting adjourned at 7:50PM.



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**Signature Page**

Original Approval:	
 JASON TARDIFF	2-28-11 DATE
 ROGER A LaFLEUR	2/28/11 DATE
 JEFF GRYVAL	2-28-11 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	ROGER A LaFLEUR	DATE
	JEFF GRYVAL	DATE



### Attendance List

NAME \_\_\_\_\_

Michael Trainque