

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

Minutes of Regular Meeting
January 28, 2013

Call to Order.

The Allenstown Select Board Meeting for January 28, 2013 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Sandy McKenney.

Others Present.

Residents of Allenstown:

Richard Merrill, Bob Lee, Debbie Lee, Pauline Boutin, Joyce Welch, Carol Merrill, Larry Anderson, Carl Caporale, and Jerry McKenney.

Others Present: Jake Donigian & his attorney?

Other Public Officials:

Allenstown Staff: Ron Pelissier, Road Agent; and Shaun Mulholland, Interim Town Administrator

Citizens Comments:

Mr. Gryval informed the Board and the audience that Maurice Girard passed away today. He stated that Mr. Gerard was 85 years old and has been living in Allenstown.

Mrs. Merrill asked why she was not able to discuss the problem with the loader at the Budget Committee's public hearing and get input from the audience. She stated that she felt that she wasn't out of line with it and that it would have been good to get the public's opinion. Mr. Gryval stated that he thinks that Mr. Apple had stated at the hearing that it would be been taken care of with the Select Board. Mr. Gryval stated that would have been up to the Budget Committee Chairperson to determine what to discuss.

Mrs. McKenney stated that there are cupcakes and that it is in honor of Mr. Mulholland being their Interim Town Administrator. She stated that she thinks that he is going to be very good for the Town. Mr. Gryval thanked Mr. Mulholland on behalf of the Board for taking on the added effort and work.

Mr. Mulholland stated that there are a lot of new challenges he will face as the Interim Town Administrator. He stated that each Town Administrator is able to bring a different level of efficiency. He stated that getting more public input is very important in running things efficiently. He stated that there a lot of things he wants to do to reduce cost and change the efficiency while he is Interim Town Administrator.

Mrs. McKenney spoke to the audience of his past accomplishments within the police department and that she is looking forward to his efforts being applied throughout the town.

Public Hearing for acceptance of Chestnut and Spring Street as town roads

Mr. Mulholland distributed a copy of the resolution and exhibit that outlines the roadway. He stated that the documents he had sent the Board outlines all of the requirements that need to be met. He informed the Board that all requirements have been met and that the necessary assurances and funds have been deposited where they should be. He also stated that the Planning Board has met all of their requirements. He stated that they have to have a public hearing and receive public input in this regard.

Mr. Gryval asked if the resolution was adopted tonight, would it be effective tonight and would it allow the Highway Department to plow those roads immediately. Mr. Mulholland stated that it will be effective upon adoption and that they could notify the Highway Department as soon as it's adopted.

Mr. Gryval opened up the Public Hearing for discussion to the public.

A resident stated that he thought it was just Chestnut Drive and asked why Spring Street is included. Mr. Mulholland explained that portions of what is now known as Chestnut Drive is Spring Street. He stated that for 911 purposes it was easier to call the entire loop Chestnut Drive. He stated that in the resolution, it refers to the change of the entire road being Chestnut Drive.

Mr. McKenney asked who plows the road right now and if it is not signed tonight does that person continue plowing it. Mr. Gryval stated that Mr. Donigian plows the road right now and would continue to so do if it is not adopted tonight.

Mr. Caporale asked if the Highway Department is up to plowing the road. Mr. Gryval stated that the Highway Department is aware of the public hearing. Mr. Pelissier stated that it works to their benefit to plow the road. He explained a situation they had two years ago where they had to drive

up a bank on the road to plow just the Chestnut portion. He stated that it is easier to just plow the entire road.

Mrs. McKenney asked if Mr. Donigian would be putting any more buildings on the lots on that road. Mr. Gryval stated that he does not know but that he owns the lots and can do so if he wishes.

Mr. Mulholland explained that the assurance bond is secured for a year. He stated that if there is an issue with the roadway, they can call it in for repair.

Mr. Gryval asked the audience to please try to state their name before speaking so that the Minutes Clerk can accurately transcribe what was being said by whom.

Mr. Merrill stated that in regards to rather Mr. Donigian will be building more on Chestnut Drive; he had asked Mr. Donigian about his plans last July. Mr. Merrill stated that Mr. Donigian had told him that he was losing a lot of business because of waiting for the road to be accepted by the Town.

Mr. Lee asked Mr. Mulholland how much money they have to crack seal that road and for how long it would last them. Mr. Mulholland stated that they have about \$6,000. Mr. Pelissier stated that they have purchased enough to last them about 20 years. There was discussion of how old the road is and the work done to it.

Final Approval of Granite Street Parking Ordinance and Amendments

Mr. Mulholland stated that they had discussed this at the last meeting and had put some temporary provisions in place to deal with issues of parents stopping in the middle of the roadway. He explained to the audience that there had been an issue where a young boy was almost hit by a truck because of these issues.

Mr. Mulholland stated that they need to either make it a permanent ordinance or take some other action. He read the ordinance aloud to the audience which stated that "no person shall stop, park, or cause any vehicle to be left standing on the North side of Granite St on the intersection of Main St and Highland St, Monday through Friday between the hours of 7am and 4pm." He stated that a similar provision goes into effect on the South side of the street.

Mr. Gryval asked how the temporary provision has been working. Mr. Mulholland stated that it has been fine. He stated that they looked at all the issues and took the public's input on that. He stated that they have also spoken with the few people that have caused the issue. Mr. Mulholland stated that if the Board accepts the proposed resolution, they will put signs up when they can (due to weather conditions) and for now continue to enforce the ordinance.

Mr. Gryval stated that they have already had a public hearing on this and asked if anyone had any comments or questions on it. There were no comments from the public.

Motion. Mrs. McKenney made a motion for the resolution for CO 210:11 Prohibit parking or standing on portions of Granite St. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Mulholland explained to the audience that everyone on that road was hand delivered a copy of the proposed ordinance and would be notified that it was accepted.

Approve MRI services for Town Clerk/Tax Collector

Mr. Mulholland stated that Mrs. Rogers is doing very well; however, the tax collection process is very complex. He stated that they are hoping that they can have MRI come down and go over some balancing issues and how to properly do that with the system they have. Mrs. McKenney asked if they could cap that at 3 hours and be notified if more hours are needed. Mr. Mulholland stated that they can cap it and he can call them if there is a need for more. He also stated that they have the funds to do it because they are not fully utilizing that position as budgeted for.

Discuss the Dedication of the Town Report

Mr. Gryval stated that they had discussed dedicating the Town Report this year. He stated that they were looking at dedicating it to the town employees rather than to a particular person. He asked the public and the Board's position. Mrs. McKenney stated that she agrees on that and that it should include the town employees and volunteers. The Board determined to dedicate it to the town employees and volunteers. Mr. Mulholland stated that he will put together some verbiage on that and get it to them for review.

To Set a Public Hearing date for the proposed Comcast franchise agreement for cable, television and internet services

Mr. Mulholland stated that the town received a letter from Comcast in regards to renewing the contract but that they had not received a proposal yet. He explained that they are required to have a public hearing within six months and is asking the Board to set a date. He also stated that they need to determine what the town's objectives are for that contract.

Mr. Gryval asked when they need to have the hearing by. Mr. Mulholland stated that they need to have it by March 1st and suggested that they do it on February 25th. Mr. Gryval asked if they should form a small committee, a selectman and the interim town administrator, to determine what they are looking for in the contract. The Board determined that Mr. Tardiff would handle

the negotiations of the contract with Comcast and that the public hearing would be on February 25th.

Purchase Orders, Abatements, and Other Business

Mr. Mulholland distributed an abatement to the Board for 23 Brookside Drive.

Motion. Mr. Gryval made a motion to abate the taxes for 23 Brookside Drive in the amount of \$69.63. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that there is a payment plan for taxes. He stated that the Board has the authority to delegate that to someone else and that he has not been delegated. Mrs. McKenney stated that generally the Tax Collector handles that and if she is good with the payment plan then they usually sign off on it. The Board executed the payment plan and delegated it to the Tax Collector.

Appointments

Mr. Mulholland stated that they have several of appointments and that they are all three year terms.

Mr. Gryval asked Ms. Welch if she had any questions about the appointment to the Welfare Department. Ms. Welch stated that she is fine with it and asked if there were any procedures or policies. Mr. Mulholland stated that there is a procedure but that it is very vague. He told her that he would suggest she use the procedures she is used to on the State level.

Motion. Mrs. McKenney made a motion to appoint Carl Caporale as Welfare Fair Hearing board effective January 28, 2013 with an expiration date of April 30, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to appoint Joyce Welch as Welfare Fair Hearing board member effective January 28, 2013 with an expiration date of April 30, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to appoint Dennis Fowler as Welfare Fair Hearing board member effective January 28, 2013 with an expiration date of April 30, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Mulholland explained that there is an appointment for a Deputy Health Officer for Dana Pendergast. He stated that there are two different forms; one which they need to execute and recommend and one that goes to the State as they have to approve the appointment.

Motion. Mrs. McKenney made a motion to recommend Dana Pendergast as Deputy Health Officer for the town of Allenstown effective upon approval by the State. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that they had signed him the responsibility of the Interim Town Administrator and that they need to file the proper paperwork with a beginning and end date. He stated that there is no additional money but that the documents need to be filled out. The Board executed the paperwork assigning Mr. Mulholland as the Interim Town Administrator.

Mr. Mulholland stated that there is a document to properly compensate the deputy welfare officer as the welfare officer is on sick leave at the time. He stated that there is a payroll worksheet included in that document. He explained that the deputy will get paid the same rate as the health officer which is already in their budget. He discussed how the Deputy Welfare Officer has been doing a great job. There was also discussion of the Deputy Welfare Officer's appointment and the end term date.

Mr. Mulholland stated that the Federal government wants to give Allenstown some of their tax dollars back. He stated that they are giving them \$3,129.76 to help reimburse the town for 75% of their costs from the effects of Hurricane Sandy. He stated that there is an audit requirement in which they have to provide the government with the copy of the audit by September 2013. He explained that they will receive 75% of the \$3,129.76 unless they write the Federal government for the full amount. The Board designated Mrs. McKenney to execute the reimbursement.

Closing Public Hearing of accepting Chestnut Drive and Spring Street

Mr. Gryval informed Mr. Donigian that they had previously opened a public hearing on accepting the road and that there was positive feedback on it.

Mr. Gryval declared the public hearing closed at 6:36pm.

Motion. Mrs. McKenney made a motion to accept Chestnut Drive and Spring Street as a town road effective January 28, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Gryval asked Mr. Mulholland if he was sure they have all the paperwork and that the Planning Board is all set. Mr. Mulholland stated that all the paperwork came in last week and that they have their minutes from the Planning Board.

Mr. Gryval asked if they need to notify the residents that they will now be picking up trash and doing curbside pickup. Mr. Pelissier stated that that is already taken care of.

Mr. Donigian asked what happens now. Mr. Mulholland stated that all of this needs to be filed with the registry of deeds. Mr. Donigian asked if they knew anything about the title insurance and if they approved the amounts that they had. Mr. Mulholland stated that they have certificates of the title insurance. There was further discussion of the paperwork needed to file with the registry of deeds.

Discussion of Interim Town Administrator's Tasks

Mr. Mulholland distributed a copy of the tasks list to the Board of what he had been given as his responsibility as Interim Town Administrators. He stated that there are goals ranging from 30 days, 60 days, and 90 days. He explained that everyone will be able to see the tasks list and where they are in achieving the goals. He stated that the department heads have had some input on the tasks that need to be done. He further explained other deadline dates that have been pointed out on the calendar.

Mr. Mulholland stated that there seems to have been some communication issues with people on different issues and he is hoping this task list and calendar will help eliminate some of that. He also discussed working on the website and that Ms. Welch will hopefully be continuing working on it. He stated that he is hoping to get more information on the website which will help educate the residents of the things going on in town.

Mr. Mulholland informed the Board of his schedule in which he will be there when the Town Hall is open. He stated that he will be working on Fridays and that, for the time being, he will also be working on Saturday's to get caught up. Mr. Mulholland clarified that he is not getting paid any more than he was as the Police Chief. Mrs. McKenney stated that he is working off of salary.

Mr. Anderson asked if the Sewer Department will get on the task list. Mr. Mulholland stated that he does not have anything from the Sewer Department on the task list; however, if there is something they need him to do, then he will add it to the list.

Mrs. McKenney asked Mr. Mulholland about the FYI emails he has been sending them and if it will end up on the task list. Mr. Mulholland stated that those emails will not go on the list. He stated that the tasks will be going on the list. He further explained that this will give them some accountability to stay on task and to get things done without falling through the cracks.

Mr. Mulholland stated that he met with Mr. Corcoran regarding some assessing issues. He stated that Mr. Corcoran will be coming before the Board on February 11th. Mr. Mulholland stated that the equalization rate and the timelines will be addressed when they meet with Mr. Corcoran. He explained that Mr. Corcoran will be supplying timelines and equalization rates documents to the Board before February 11th.

Mr. Mulholland stated that they are looking at different software because software they are using now is still on the DOS system. He stated that they are looking into the new software and making sure it will do what they need it to do. There was further discussion of malfunctions by the current software.

Mr. Mulholland stated that there is an issue with how they are taxing mobile homes. He stated that there is a statute on how that is supposed to be done so they will be working on fixing that.

Mr. Mulholland stated that they need to replace the Tri-Town Ambulance Representative. He explained that Tri-Towns' Citizens Representative on the committee is not voting on any of the issues because Allentown doesn't have a representative. He explained that it has to be someone who is not an employee of the town or on any boards or committees. Mrs. McKenney stated that she has spoken to Ms. Walker whom is interested; however, because of her schedule she does not think it would be fair to take that position. Mrs. McKenney also stated that she has three other people in mind that aren't on any boards or committees and that she will speak to them.

Mr. Mulholland asked the Board about their interpretation of 289 Pinewood Road. Mr. Gryval stated that he thought the matter was done unless someone tells him otherwise. Mr. Mulholland stated that they have submitted a purchase agreement to buy the property. He explained that there is a statute that prohibits them from making a profit on that property.

Mr. Mulholland explained that when they tax deed a property, within the first three years the Town owns it, there is a process in which they have to notify the previous owner. He stated that if they don't respond to the letter regarding the property, they can turn around and sell it. He further explained that if they sell the property and make a profit on it, they have to give the profit back to the previous owner. Mr. Gryval stated that they had directed Mr. Apple to notify them that they were not going to accept the offer and that they were not selling the property.

Mr. Mulholland stated that he wanted to talk about their summer schedule so that he can plan things out. Mrs. McKenney stated that they try to work around any holidays that there are. Mr. Gryval stated that they usually go to a two week schedule during the summer months. He also asked that they wait until Mr. Tardiff is present to further discuss this.

Mr. Mulholland stated that they need to replace the representation on the Central New Hampshire Regional Planning. Mr. Gryval stated that they had one member that kept showing up even though he was not a representative of the town. Mr. Gryval asked Mr. Merrill if Mr. Rogers had given him any further information regarding the CNHRP meetings. Mr. Merrill explained that Ms. Martel has been going to the CNHRP meetings. Mr. Gryval stated that the appointment needs to go through the Select Board and that they have not appointed her yet. Mr. Anderson volunteered to be a representative at the CNHRP meetings. It was determined to have the Zoning Board discuss the representation member and to let the Board know.

Mr. Mulholland stated that they finally got explanations to the Casella contract today and asked if they wanted to discuss that now. Mr. Gryval stated that they should wait until Mr. Tardiff is present to discuss that.

Mr. Mulholland stated that there has been discussion of the issue with construction debris and that Mr. Pelissier will have a plan to discuss with them next Monday night.

Mr. Mulholland stated that for Personnel Evaluations, they are supposed to evaluate the former Town Administrator and put it in the file. Mr. Gryval stated that there was an exit interview that was supposed to be scheduled in which that would be part of. Mr. Mulholland asked how they want to handle the personnel evaluations. Mr. Gryval stated that they did it as a group effort last year and that he would like to wait for Mr. Tardiff on that.

Mr. Mulholland stated that the Board needs to do initial counsel to him as to what their expectations and objectives are for him. He also stated that the Town Administrator job position needs to be clear and recommends that the Board determine what the job description should be. The Board determined to hold a workshop on this and would schedule that after Mr. Tardiff is back.

Committee and Project Updates

Planning Board

Mr. Gryval stated that Mr. Tardiff is not here to update them; however, that there is nothing new to update.

Budget Committee

Mr. Gryval stated that the Deliberative Session is this coming Saturday, February 2nd. He also stated that he, Mr. Mulholland and the department heads will be meeting to discuss what their plan will be for that.

SVRTA

Mrs. McKenney stated that they have a meeting scheduled for February 17th in Barnstead. She stated that one of the things they are going to work on the town report.

Old Allenstown Meetinghouse

Mr. Gryval stated that they haven't had a meeting since they were last before the Board.

Tri-Town Ambulance

Mrs. McKenney stated that she hasn't had a meeting and doesn't know if they will have another meeting.

Tri-Town Joint Board

Mr. Mulholland stated that they have a meeting scheduled for February 19th. He stated that they need to fill the position for the representative. He explained that there have been some issues in regards to personnel policy and that there have been some changes to that.

Record Retention

Mrs. McKenney stated that they had a short meeting last Thursday. She stated that they have another meeting scheduled in two months. Mr. Mulholland stated that there have been a couple of issues. He explained that the library wants to retain historical tax records which are property of the tax collector. He stated that the tax collector can make the arrangement to allow them to maintain the records for her but that she is ultimately responsible for the tax records. Mrs. McKenney stated that she will discuss this with Mrs. Rogers.

Mr. Mulholland stated that there was a system in which they kept records at the town hall. He explained that anything that is kept on paper file is being scanned. He stated that this would also give citizens access to records when the new website comes up without having to come to the town hall.

Safe Routes to School

Mr. Mulholland stated that the DOT Engineer has been out sick therefore they do not have approval on the bid specs. Mr. Gryval stated that he thought they were very close to having that done.

Economic Development Committee

Mr. Gryval stated that they are looking to schedule a meeting. He asked if Mr. Mulholland could be the contact on that committee as Mr. Apple used to be that person. Mr. Mulholland agreed to be the contact for that committee. Mr. Gryval stated that when the EDC gets back together, they need to discuss the objective of that committee and what they want to accomplish. Mrs. McKenney mentioned that she knows of someone will be interested in serving on the committee.

Shelter Committee

Mrs. McKenney stated that they have a meeting scheduled for February 14th and doesn't know if Ms. O'Callaghan will be back in time for that. She asked if she should run the meeting if Ms. O'Callaghan is not able to be there. Mr. Gryval stated that she should do the meeting. Mr. Mulholland stated that they have an exercise coming up and that the members should be prepared for that.

Other Committees

Mr. Mulholland stated that there is an IT Committee and didn't know if Mr. Gryval wanted to be part of that. He explained that there is something on the task list to complete for April in order to get it on the Budget for 2014.

Town Administrator Report **Manifests**

Motion. Mrs. McKenney made a motion to ratify the manifest for January 24, 2013 in the amount of \$5,479.65. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to ratify the manifest for January 24, 2013 in the amount of \$2,151.64. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to ratify the manifest for January 17, 2013 in the amount of \$4,722.55. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to ratify the manifest for January 17, 2013 in the amount of \$35,762.77. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Review and Approve Meeting Minutes

Mr. Gryval stated that they have five set of minutes to review and approve. He also stated that he does not have the set of minutes for January 7, 2013. Mr. Mulholland stated that he will resend those to them.

Mrs. McKenney stated that they need to determine how they want to do the corrections on the minutes. She suggested that Mrs. Baird make the corrections. Mr. Mulholland expressed concern with that because Mrs. Baird will be given more tasks to carry out but that the decision is up to the Board. There was further discussion of having the Minutes Clerk taking more time in checking for typos in spelling.

Mr. Mulholland asked after that is done, where do they want it to go for final review. Mr. Gryval stated that he doesn't care if there are a few words misspelled but that he is looking at the content of the minutes. Mrs. McKenney stated that her concern is that people reading the minutes later on down the road will be concerned with the presentation of them and how they reflect on the Town's ability to produce minutes properly.

Mr. Mulholland stated that he does not want to be changing the minutes for any reason until they have looked at the rough draft they have been given. He explained that if they do that, there is a certain amount of risk that allows him to influence the Board or manipulate them in things. Mr. Gryval stated that in the past Mr. Apple had been making changes if the Board had determined they needed to be made and asked who they should have doing that. Mrs. McKenney stated that since she will be looking at the typos, she can highlight the changes in red and highlight any concepts that she thinks need to be changed. There was further discussion of how to make changes on the minutes.

The Board determined that Mrs. McKenney would review the minutes and then submit them to the Board with any changes in red. Then if there were any other changes suggested by members of the Board, they would submit them to Mr. Mulholland to make the changes before the next Select Board meeting.

Mrs. McKenney pointed out that Mr. Donigian's last name was spelled wrong on the December 10, 2012. Mrs. McKenney further made spelling corrections to the minutes.

Motion. Mrs. McKenney made a motion to approve the minutes of December 10, 2012 as amended. Mr. Gryval seconded the Motion.

There was discussion of the process now that the Board has approved the minutes. Mr. Gryval stated that the process they have done is to have the Town Administrator make the changes to match the amended minutes.

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

Motion. Mrs. McKenney made a motion to approve the minutes of December 17, 2012 as amended. Mr. Gryval seconded the Motion.

Mrs. McKenney stated that there were spelling errors that were changed on the minutes.

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

Motion. Mrs. McKenney made a motion to approve the minutes for January 2, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

The Board determined to table the minutes for January 7, 2013.

Motion. Mrs. McKenney made a motion to approve the minutes of January 12, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that he has two sets of non-public minutes. He stated that he only has one copy of each because he was not sure of how they do that. It was determined that they would only have one copy for the Board to review the minutes and not be wasteful of paper. There was discussion of eventually giving the Board minutes on iPads or Tablets and the efficiency of doing so.

Mrs. McKenney asked Mr. Mulholland if he knows when the furnace will be fixed. Mr. Mulholland stated that he knows they were waiting on some parts and that they are looking at getting it done on Monday.

Motion. Mr. Gryval made a motion to accept the non-public meeting minutes, session 2 on December 3, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the non-public meeting minutes, session 1 on December 3, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the non-public meeting minutes of December 10, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Apple's Exit Interview

Mr. Gryval stated that as far as the exit interview for Mr. Apple, he has sent Mr. Tardiff a few text messages regarding that. He suggested that if Mr. Tardiff doesn't have time, he can meet with Mr. Apple and take care of that. He asked Mr. Mulholland to mention that to Mr. Tardiff.

Non Public Sessions

Mr. Mulholland stated that there were two non-public meetings schedule and that they had determined to hold off on one of them until Saturday. He asked them when on Saturday they would want to do it. The Board determined to meet at 9am on Saturday to hold the non-public.

Mr. Mulholland stated that there is something he would like to give them an update on but that it requires them to go into non-public to do so.

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 Section 2a at 8:15pm. Mrs. McKenney seconded the Motion.

Mr. Gryval asked Mr. Mulholland if he is going to be able to do the minutes for the non-public sessions. Mr. Mulholland stated that he should be able to do so.

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

Motion. Mrs. McKenney made a motion to go back into public session at 8:25pm. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the minutes of the previous non-public session. Mrs. McKenney seconded the Motion.

Mrs. McKenney asked if they have to put a reason for sealing the minutes. Mr. Mulholland stated that there are only two reasons to seal the minutes and that he will look into that.

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 Section 2a at 8:27pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to go back into public session at 8:45pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to seal the previous minutes non-public session. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to grant Rebecca King's request for leave of absence effective February 5, 2013 and ending August 25, 2013. Mrs. McKenney seconded the Motion.

Mrs. McKenney asked Mr. Gryval if he was good with it. Mr. Gryval stated that he is not good with it but that it is probably the best option they have at the moment.

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

Other Business

Mr. Mulholland stated that for the excavation permit, there have been some serious lapses on pits. He stated that under RSA 155e, none of the pits have submitted the yearly site plans. Mrs. McKenney asked if they just revamped that. Mr. Gryval stated that they revamped that about five years ago. He also stated that the ordinance they have in plan requires pits and their owners to do certain things at certain times. Mr. Mulholland stated that the Building Inspector is going to be working on getting those things handled.

Mr. Gryval stated that there are two pit owners who have been grandfathered in and that at the time it meant that they didn't have to submit some of the paperwork. He stated that there will need to be some education there if they are going to need to meet those requirements. Mr. Mulholland suggested that Mr. Gryval get together with Mr. Pendergast and discuss what he knows about the pits. There was further discussion of the various pits in town.

Mr. Mulholland stated that Holiday Acres has some plans for development along Chester Turnpike to build eight homes and then build about fifty-eight condominiums on property behind there. He stated that there is an issue of reclassifying the roadway and having to bring that road up to standards at the Town's expense. Mr. Mulholland also stated that there was interest in purchasing some of the land owned by the Town. He stated that it has to go through the Planning Board but that he wanted to make sure the Select Board is aware of that.

Mr. Mulholland stated that he spoke with the Department Heads regarding Personnel Reviews and not waiting until the last minute to do them. Mr. Mulholland stated that he is going to have to break up the merit raise pool by percentages for each department. Mr. Gryval expressed concern in doing it that way because the departments may just divvy up their allotment to each of the employees instead of really basing it on merit. He suggested that the department heads determine who should receive the merit raise before they know how much they will have to spend.

Mr. Gryval asked Mr. Mulholland planned on divvying it up amongst the departments. Mr. Mulholland explained that he would take the total amount of payroll and then break that out by the percentage each department eats of that total. He stated that then he would take that percentage and take that out of the \$15,000 pool to use toward the merit increases.

Mrs. McKenney asked Mr. Mulholland if he knows if that is how other communities do it. Mr. Mulholland stated that they issue to the departments itself and it's already divided up. Mr.

Gryval stated that that is how it is at his job. He stated that he is just concerned with the logistics of it the first time around.

Mr. Mulholland stated that there seems to be a problem with vouchers. He asked if Mr. Apple has been signing every payment vouchers. Mrs. McKenney stated that he was supposed to be. Mr. Mulholland stated that he implemented a process for the payment vouchers today to properly track vouchers. He further explained that there is one department that has been submitting them without voucher numbers.

Mrs. McKenney stated she thought that this meeting went very well. She also stated that she liked the way Mr. Mulholland informed the residents what they were talking about and that Mr. Mulholland touched on a lot of the things that she normally brought up.

Mr. Gryval stated that as far as personnel goes, he has never looked at the employee's reviews or personnel folders. He asked if they have decisions to make about granting someone's request, would it be helpful to know if the person is worth putting the effort into and where you would draw the line on that. He stated that he doesn't really know the employees in their day to day functions.

Mr. Mulholland stated that there is no reason that they can't look at the personnel files. He also stated that the Board will have to look at the personnel evaluations as part of the merit increase. Mrs. McKenney stated that the last time she was on the board; they used to ask the department heads questions about the employee. Mr. Mulholland stated that the Board is responsible for supervising the department heads and making sure the department heads are doing their jobs properly. There was further discussion of the Select Board's responsibility of their employees based on statutes.

The Board thanked Mr. Mulholland for taking on the task of Interim Town Administrator and stated that they thought he did an excellent job at his first meeting.

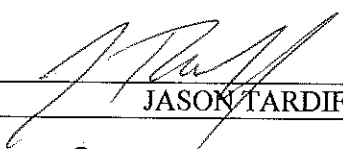
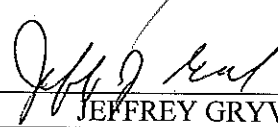
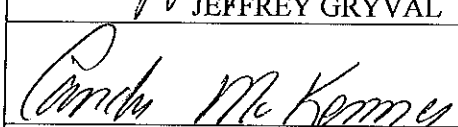
Motion. Mr. Gryval made a motion to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

The Mr. Gryval adjourned the meeting at 9:17pm.

TOWN OF ALLENTOWN
SELECT BOARD
MEETING MINUTES
January 28, 2013

Signature Page

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

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

