

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

Minutes of Regular Meeting
March 4, 2013

Call to Order.

The Allenstown Select Board Meeting for March 4, 2013 was called to order by The Chair at 6:25p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandy McKenney.

Others Present.

Residents of Allenstown:

Others Present: Larry Anderson, Chris Emond, and Dana Clement

Other Public Officials: Carl Caporale, Budget Committee; Beth Houlis, Parks & Recreation

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

Citizens Comments:

N/A

Joint Meeting with the Recreation Commission to discuss plans with Whitten Street Park

Mr. Mulholland stated that he suggested this meeting because of different discussions that have gone on and the direction they are going in. He stated that they have been working with a company about putting new access into. He stated that there have been discussions of a 20 year lease agreement that would allow them to put some access into the park. He explained that in order to do that, the company is asking for some help because they would have to move some things around. Mr. Mulholland also explained that there are issues with the future of the park and the potential plans for building a new facility there.

The Chair asked what the downside was to widening the road next to the sidewalks. Mr. Mulholland stated that there isn't really a downside but that he wants to make sure everyone

knows what it would take to do that and that it would have a cost to doing so. He explained that there is an issue of a neighbor wanting a fence instead of an abrasion wall. He suggested that they have a public hearing to notify the residents that live down there.

Mr. Emond, from Concord Boys and Girls Club, explained that they are going to have to get some funding to do this. He stated that one of the ways he is looking to get funding is through CDFA tax credits which are offered to businesses to designate their tax money to a non-profit. He stated that this is a very competitive process. He explained that last year they were awarded \$700,000 out of a 4 million dollar pot. He also stated that they would not be eligible again to do that program in Concord but that they would be able to do it in Allenstown.

Mr. Emond stated that there is another program called Law Grant but that he doesn't know how that works in a municipality like Allenstown. He stated that he would have to discuss further to decide if that is a good route. He stated that it is a lot more money and he is not sure that they need so much to do everything. Mr. Emond stated that there is no question that the need is there. He explained that they are getting about sixty children and that the facilities are definitely getting used. He stated that the revenue with fees is enough to cover the cost of running the program.

The Chair asked Mr. Emond if everything goes through and they get the funding, when he was looking to start the project. Mr. Emond stated that he would like to start next summer. He explained to the Board what he is envisioning for the facility. He stated that it would be like an oversized house with the lower level being like a gym and the upstairs being a daycare area.

Mr. Mulholland stated that they need to get a more definitive timeline in place for the project, discussions with the Parks and Recreation Commission, a public hearing and many other things. He stated that they need to start thinking about action items and steps and to keep the Boards informed of their plans.

Mr. Gryval asked if they would be looking at putting in a new access. Mr. Mulholland explained that they would be putting in an access from Ferry Street. He stated that they would want it to be wide enough that buses, plow trucks, and an ambulance could get in there if needed. He stated that they need to make sure that the neighbors are fully aware of what is going on. Mr. Emond stated that they also need to make sure that the location is where the residents want it.

Meet with Sewer Commissioners regarding Senate Bill 197

Mr. Clement explained that Mr. Anderson went to Senator Reagan to get the Sewer Budget as its own Warrant Article. He explained that when the bill came through there were a couple of problems with the way they worded the article. He stated that they had put in a default budget in the same appropriation as previously approved the year before. He explained that Mr. Mulholland sent an email to Senator Reagan and both State Representatives to remove the verbiage after the default budget.

Mr. Clement explained that he thought that to leave it as default budget left it open to interpretation. He stated that default is defined under another RSA under the municipal budget law and states "default budget as used in this subdivision". He stated that the Sewer Commission will be seeking to add after default budget something to the effect of either "as defined by RSA 40:13 Sect. 9b or as defined by that RSA".

Mr. Clement stated that the second issue is that the intent of filing the article was to ensure that the Sewer Budget as put on the ballot as a separate warrant article; however, when they wrote it, they took out shall and put in "may either be included as part of the municipal budget or as a separate warrant article submitted to the legislative body for approval." He explained that the Sewer Commission is concerned that the Board may determine not do the budgets separately. He stated that the intent of the Sewer Commission to request that the word "shall" is put back in.

Mr. Anderson asked if there was a way of wording it so that they don't have to do it and it would be up to the Sewer Commission. The Chair stated that is what the "may" allows them to do. He stated that both the Select Board and the Sewer Commissions can change and that if the wording is "shall" there's nothing that either board can do if they don't want it that way.

Mrs. McKenney asked Mr. Clement if he wanted the "shall" in the wording so that it would guarantee that there is not going to be any changes by the Select Board. Mr. Clement stated that is exactly why he wants it worded that way.

Mr. Clement stated that they fall under the municipal budget law as the rest of the town does and that they should continue to do so. He stated that one of the Senator's points is that Sewer rents are not taxes and should not be included in taxes. He stated that the only point that should be voting on Sewer rents are Sewer users and taxpayers shouldn't be voting on it. He explained that to do all that would involve a lot more changes in existing and new RSAs to set all that up.

Mr. Gryval asked if they put "shall" back in, is there any issues that they would need to deal with. Mr. Mulholland stated that they are looking at this as a law for the State of New Hampshire. He explained that other communities are going to have issues with that because they are going to want the Sewer Commission to be part of their budget. He stated that the word "may" allows other towns to determine if they want to do the budgets separately or not. Mr. Mulholland stated that the question is rather they want the bill to go forward and in what fashion is it most likely to get passed that would give them something better than they have now.

Mr. Clement stated that there may be opposition if they put in the word "shall" however, it clarification and does not obscure the town budget or the sewer budget and keeps the budgets standing on their own. Mr. Mulholland stated that other towns don't have a sewer commission and they are going to want to control that but would lose the control with this wording. He also

stated that other towns don't have a warrant article for the sewer department and would have to add in an article for that.

Mr. Gryval asked if it passes won't it still have to go on a warrant next year. The Chair stated that it takes effect sixty days after it is passed. Mr. Gryval asked why they did a warrant article for this year if they don't need it next year. Mr. Mulholland stated that the law would take effect sometime in July and that if it says "shall" there would be a separate budget on the ballot for 2014 but that if it says "may" then the Board can determine if they want to separate it or not.

Mr. Gryval stated that if they have a better chance if it passing with the wording "may" in there, wouldn't they be better off to leave it worded as is in there. Mr. Anderson stated that what he would like to see is some wording that allows this town to say "shall" do it this way and other towns can choose rather they want to do it this way. Mr. Gryval stated that is what the "may" is saying right now. The Chair stated that "may" being in there would give them more people to fight this and be on the same side as they are.

Mr. Gryval asked for an example of when the town would not want to do the budgets separately. Mr. Clement stated that when the sewer department has a substantial increase default budget, which by incorporating that into the town budget, would give the town the ability to get their requested budget passed. Mr. Clement stated that if they didn't have the ability to take surplus and put it into a Capital Reserve fund, they can cut the budget by a substantial amount from the Sewer Budget.

Mr. Gryval asked how they got drawn into this if Mr. Anderson went to Senator Reagan and had all the wording as he wanted it. Mr. Mulholland stated that Representative McGuire called today to make sure they would be at the hearing on Wednesday. Mr. Anderson stated that he told Senator Reagan that he wanted something put in the 149 I 10 to have the default budget included in the warrant article which the DRA said they couldn't do.

Mr. Gryval stated that typically when they get involved in something like this they do some research on it, pick a person to lead that cause and testify on it and know the direction they are going it. He asked if they are sure that "shall" won't pass the bill and they don't want the word "may" on there where does that leave them now. Mrs. McKenney stated that they should leave the "may" in there and see how it goes. There was further discussion of separating the Sewer budget and the Senate Bill as it is written.

Mr. Gryval asked Mr. Clement what Jeff McNamara's thought was on the bill. Mr. Clement stated that he is in favor of the intent being that the Sewer Department has a separate budget. Mr. Anderson stated that they should leave the bill the way it is and see what happens on Wednesday. Mr. Mulholland stated that they have to advocate what they want otherwise the Senate is going to make their own decision and it may not be what is wanted.

Mr. Gryval asked if Mr. Mulholland is advising that it is not going to pass with "shall" in the wording and there is a need for the town to be represented in this, could they let the Sewer Commission go to the hearing and go in their own direction. He explained that he doesn't want Mr. Mulholland to represent the town and fight a losing cause. The Chair and Mrs. McKenney stated that they think that it should be worded as "may". The Board determined to have the Sewer Commissioners recess for a little bit and come back to this to decide what they want to do.

Department Head Reports

Highway Department

The Chair asked if everyone was able to read Mr. Pelissier's report and if there were any questions. Mr. Gryval and Mrs. McKenney stated that they read the report.

Mr. Gryval asked if they are still down one truck. Mr. Pelissier stated that they are not down a truck. He stated that they are patching up the floor because there is a big hole in the floor and it is inspection month.

Mrs. McKenney asked if they are renting the loader. He stated that he can't see putting the money out for it and that they have a relationship with the Sewer Department and that they can use their truck if they need to.

Police Department

The Chair asked if everyone had a chance to read the Police Department's report. Mr. Gryval stated that he had not had a chance. He asked Lt. Paquette to go over the highlights of his report.

Lt. Paquette stated that as far as Training and Personnel they are looking at the new two officers being on as of the 16th. He stated that this will allow everyone to go back to eight and ten hour shifts. He stated that they finished their training for last year. He stated that they will be starting training for Tasers and fire arms. He stated that the cruiser is being outfitted now and should be done next week.

Lt. Paquette stated that they have gotten bids for the building. Mrs. McKenney asked what the bid came in at. Lt. Paquette stated that it came in at about \$900. Mr. Mulholland stated that there won't be an insurance pay out for that because they have a \$1,000 deductible and that it comes out of the police department budget.

Lt. Paquette stated that they will have another meeting next month about the tablets to do some demoing of them with their software. He stated that they will demo them within the next couple of months.

Lt. Paquette stated that State Police went to a Cold Case conference and found out that New Hampshire has the largest amount unsolved cases for missing children which got a lot of

attention from the FBI and the National Center for Exploded Children. He stated that they have taken the DNA and have linked them down to Texas to see if that helps them to put names to the bodies. Mr. Mulholland explained that a group of people went down and made suggestions which lead to a bunch of new leads.

Mr. Gryval asked how they are making out with the hiring process. Lt. Paquette stated that they have been getting applications and that Friday is the last day to take them. He stated that they will be looking for a selectman to be on that oral board.

The Chair asked about a lane being closed on a road during a snow storm a couple of weeks ago and that no one was directing traffic and should someone have been there. Lt. Paquette stated that someone should have been directing traffic.

Mr. Gryval asked how things are going at the police station without having Mr. Mulholland around. Lt. Paquette stated that he checks in with Mr. Mulholland everyday but that things are going well. The Chair asked Lt. Paquette how he is doing running things. Lt. Paquette stated that he thinks that he is doing well.

Mr. Pelissier asked about training for the officers and if there is a requirement that the officers return a length of service since their training is paid for. Mr. Mulholland stated that they used to have that but that they got rid of that. He stated that the State does not have very good success with that. Lt. Paquette stated that it usually is a three year contract if they do that and that's about how long officers stay with them without one.

Fire Department

The Chair asked if anyone had any questions the Fire Department. Mrs. McKenney asked Chief Martin about the hazardous mitigation plan and where that was at. Chief Martin is going forward and that he needs to get participation from various members which he is working on.

Mr. Gryval asked Chief Martin about a call they took in Strafford. Chief Martin stated that they took the call last week and that it was a five alarm fire.

Mrs. McKenney asked about the Dodge Road numbering and if they had a date for that yet. Chief Martin stated that it will be sometime in March. Mr. Mulholland stated that Chief Martin needs to tell him when he wants to do it and then schedule a public hearing. The Board determined to have the public hearing on March 25th.

The Chair asked Chief Martin how things were going with the truck they were getting from the State. Chief Martin stated that they are still working on that and there is nothing new to report on it.

The Chair asked if the air tank was done. Chief Martin stated that the air tank is still not done. He stated that they are still doing some research to see if they can get a replacement tag and if not they could get a used tank. The Chair asked if the tank isn't any good, why they have to have that. Chief Martin stated that it is a backup for the municipal alarm system. The Chair asked why other towns don't do it and if there is something in the state saying that they have to have it. Chief Martin stated that he doesn't know if they have to have it now and that it was a feature they have had for a while. The Chair asked Chief Martin to determine what liability there would be to the town if they took out the system.

The Chair asked Chief Martin about signing a bill for replacing the value and why the Fire Department didn't do it themselves. Chief Martin stated that he tried but couldn't get it off and didn't want to be liable for braking things.

Town Administrator

Mr. Mulholland stated that he gives them reports every day and doesn't know if there's anything he needs to update them with.

Welfare Department

Mr. Gryval stated that he had a question about the Welfare Director's report and her need for the Welfare Program up and running in order to track client's town assistance and that it is important in order for the town to be reimbursed in the future. He asked what mechanisms of reimbursement they have. Mr. Mulholland explained that there is a person in the system and they don't know if that person is past the limit unless they can look it up in the program.

Mr. Gryval asked where the reimbursement would come from. Mr. Mulholland stated that the user of the welfare service has to pay the town back and if they don't, the town puts a lien on their property. He explained that if someone calls up to try to clear the lien and they don't have the software to track that, the resident won't be able to do so.

The Chair asked if Ms. O'Callaghan has access to the program. Mr. Mulholland stated that someone created that program and he cannot find that person to get into the program. He stated that this does not have anything to do with the other software issues they have.

Discuss with Sewer Commission who will be representing the Town at Senate Hearing

Mr. Caporale stated that they will be requesting that Mr. Mulholland and Mr. Clement go to the hearing to represent the town in favor of the wording "may" in the bill. Mr. Clement read part of the bill to make sure that everyone understood what was written. He read the statement that says "as set for in RSA 32:6 as applicable, may either be included in the municipal budget or as a separate warrant article submitted to the local legislative body for approval." He asked where the "either" is. Mr. Mulholland stated that the "either" is at the beginning.

Mr. Mulholland explained that in some communities, the Select Board makes cuts to the Sewer Department but that they don't do that in this town because they have a separate Sewer Commission. Mr. Clement suggested that the wording be changed to "...or as a separate warrant article submitted to the local legislative body for approval. Any such warrant article shall include a 'default budget' as defined by RSA 40:13 Sect 9b" for clarification purposes.

Mr. Mulholland stated that he will work on some written legislation so that they can give them the town's point of view on it and will get it to the Board for review sometime tomorrow. The Board thanked the Sewer Commissioners for working with them once again.

Discuss and vote on seasonal weight limits on town roads

Mr. Pelissier stated that he got recommended posting of the following roads from Mr. Boisvert; Dodge Road, New Rye Road, part of Deerfield Road, part of River Road, and Granite Street Extension. He stated that the limit on these roads will be 6 tons and that they worked on the wording for the signs today.

Mrs. McKenney asked when they are going to post the roads. Mr. Mulholland stated that they need to pick a date that they will post the roads each year. Mr. Pelissier stated that they are going to do it effective at the end of February and go until about the middle of May.

Mr. Gryval asked how it is going to work if someone wants to drive on the road with a vehicle that is more than six tons. Mr. Pelissier stated that they have to make a determination of what road they want to drive on and the condition of the road that day. He explained that the person would have to come in and get a permit for driving on those roads and that they may be limited to certain times of the day.

Mrs. McKenney asked if they get a lot of people when they post the roads. Mr. Pelissier stated that Mr. Boisvert has only posted a couple of roads in the past. Mr. Pelissier asked Mr. Mulholland if the roads dry sooner than expected, can't they take the signs down. Mr. Mulholland stated that they can and they just ask Mr. Boisvert to take the signs down.

Motion. Mr. Gryval made a motion to accept the Road Agent's recommendation to post Dodge Road, New Rye Road, Deerfield Road, River Road and Granite Street Extension from March 1st to May 15th. Mrs. McKenney seconded the Motion.

Mr. Mulholland stated that today is March 4th and no one has any advanced notice and no permits. Mr. Pelissier stated that they don't even have the signs yet. Mrs. McKenney asked who he is supposed to notify. Mr. Pelissier stated that they don't notify anyone.

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

Mr. Pelissier stated that he is looking to do a grant for the generator at the transfer station. He stated that the estimate for the generator is about \$33,000 which doesn't include the digging and the concrete pad. He explained that it would run both the trailer and the highway department. He stated that they have to come up with the first half of that and that part of the procedure is to find out if they will have the money for it.

The Chair asked if he has a plan of where the money is going to come from. Mr. Pelissier stated that as long as the market continues to go well, they will be able to take it out of the Solid Waste line. The Chair asked how confident he is that the grant will come through. Mr. Mulholland stated that the grant is competitive and that if they are going to do the grant, they need to apply for it soon and make sure they have the money for it.

Mrs. McKenney expressed concern about doing this because it is a lot of money to have to come up with. Mr. Pelissier stated that even if the improvements they made last year, they were still able to turn back money so he is confident that they can swing that money. He also explained that the generator is older and that a new one would work better if they were to do a new building at some point. Mr. Pelissier stated that it will be going on the back side of the building between the garage and the trailer. The Board gave Mr. Pelissier permission to apply for the grant.

Mr. Pelissier asked Mr. Mulholland if they were going to talk about C&D disposal tonight. Mr. Mulholland stated that they have that on the schedule for a different time. He also stated that he wants to speak with the Pembroke selectman to see if there is any common ground and if they have any similar issues. He stated that if there is, it may be worth having a discussion to see if there's anything they can do to reduce the expenditure. Mr. Mulholland suggested that both Road Agents of each town and that a member of each board get together and discuss it. Mr. Gryval agreed with Mr. Mulholland and volunteered to be part of that discussion.

Discussion of Town Administrator Job Description

The Chair asked if everyone has read the current description and if they had any questions about it. Mrs. McKenney stated that she read it but that she would like more time to determine what she wants changed. The Board determined to table this until next week.

Discussion to changes to the proposed Personnel Policies

The Chair asked if everyone read the proposed personnel policies and if there were any questions. Mr. Gryval asked about the section where it talks about warnings being crossed out and if Mr. Mulholland could explain why it was crossed out. Mr. Mulholland stated that it is a matter of opinion rather they need that part of not. He explained that Town Council reviewed it and made that recommendation.

The Chair expressed concern because they supposedly had an attorney look at it and give an opinion and now they have another attorney giving his opinion. He stated that his concern is not knowing which one is right in their opinion. Mr. Mulholland stated that they will keep getting different opinions from each person they ask for advice from.

Mr. Mulholland explained that if they have a detailed process of how this is supposed to be done and if everyone reads it, it works. He also stated that he used to do the disciplinary paperwork for other departments and that is a little risky which is why they are getting this recommendation. He stated that if they make it simplified it will be nice for management but that if they don't go in detail it will not be as clear for everyone.

Mr. Gryval stated that his question to the crossing out of the warnings is if there is a legal issue for them to leave it as it was or is it just making it a little easier for management to implement policies by taking it out. Mr. Mulholland stated that all council said was that they had a lot of stuff in there that they don't need and didn't say that the particular paragraph is illegal or anything of such. Mr. Gryval stated that he likes it being spelled out. Mr. Mulholland cautioned that management seems to have an issue following these policies.

Mr. Gryval stated that there is a section that reads "if the matter is not resolved within fifteen business days, the Town Administrator is available to discuss the issue" and asked what exactly that means. Mr. Mulholland stated that is the voluntary dispute resolution and that was set in place before which states that if they can't get it resolved with the department head, they can go to the Town Administrator. Mr. Gryval asked if they should hold the department heads to resolving the issues within a certain amount of days. Mr. Mulholland stated that there is a grievance procedure where you go above. He explained that the Town Administrator shouldn't be part of the process and that it should go from the supervisor up to the Board.

Mr. Gryval stated that the timelines for the Right of Appeal which states that the employee has to appeal the issue within ten calendar days but that the supervisors have fifteen days and that he would like to see it the same of both sides. The Chair pointed out that they are giving the supervisors fifteen business days and that this gives employees ten calendar days. He stated that they need to determine if they want it to be calendar days or business days and if it is business days, they need to define what a business day is.

Mr. Mulholland stated that on the Tri-Town Joint Board, they don't have this section in there because if an employee has an issue they should be able to bring it up at any time. The Chair asked about an employee having an issue from two years ago, do they want them to be able to bring it up. Mr. Mulholland stated that they should because they can determine if there is a valid reason for not bringing it up in the past. He explained that sometimes people are intimidated and don't bring it forward right away. He stated that they should leave it open and let employees bring issues forward at any time.

Mr. Gryval asked about the Tri-Town board taking the Right to Appeal wording out that the lawyer put in. Mr. Mulholland stated that they took it out because if there is an issue with management they should know about it. Mr. Gryval asked if they don't spell out what their rights are, how people will know that they can appeal the issue. Mr. Mulholland stated that it says it earlier in the policy that if there is a dispute they can go to the higher up.

Mr. Gryval stated that those things he brought up would be what he would like to see changed. He asked Mr. Mulholland if he has any other suggestions for changes under the disciplinary section. Mr. Mulholland stated that he would clarify if it is calendar days or business days. Mr. Gryval asked what a business day in Allentown is. Mr. Mulholland stated that a business day is the same as the Town Hall business days. He stated that they should spell that out in the policies. The Board determined that anything that says calendar days should be business days.

Mr. Mulholland stated that he put a couple of options in for vacation days. Mr. Gryval stated that he would like to add the fifth week after twenty years and it is available as soon as they meet that milestone. The Chair stated that he had an issue with the incremental when they hire someone and that person takes two weeks off right away and then leave after the vacation time and that he is not concerned with someone who has been here for twenty years. Mr. Mulholland stated that they are going to earn vacation time at a different rate but they don't get it right away.

The Chair stated that the last bit of a dilemma is on the vacation days as far as are they giving someone hours, days, or shifts. Mr. Gryval stated that to him, the vacation day should equal the person's work shift regardless of the hours of the shift. Mr. Mulholland stated that it would accumulate by days. The Chair asked how many days one would accumulate in one week. Mr. Mulholland stated that it would depend on how many years of service they have. Mr. Gryval stated that it could be argued that it is not fair but that it is consistent. The Board agreed to accumulate by days and distribute by days.

Mr. Gryval asked how they allow employees to take vacation days; does it have to be half days or whole days. Mr. Mulholland stated that it has to be a full day or half day increments. The Board determined to put this in the public hearing for March 25th. Mr. Mulholland stated that he would show it to the department heads before the hearing so that they can review and see if they have any questions.

Mr. Gryval asked if they allow part-time and full-time employees to take hours or days when taking personal days. Mr. Mulholland stated that it says day but that it does not reference what a day is. He stated that it should be whatever that employee's day is and should be done in half day increments.

Acceptance of a grant in the amount of \$4,446 from the NH Highway Safety Agency to conduct sobriety checkpoints.

Motion. Mr. Gryval made a motion to accept the grant in the amount of \$4,446 from the NH Highway Safety Agency to conduct sobriety checkpoints. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Purchase Orders, Abatements, Other Business

Mr. Mulholland stated that he has purchase orders that revolve about the building issues for the town hall. He explained the proposals that he had submitted to the Board and that he wanted to make sure they understood the big picture of it all. He stated that what they have in the lobby is not a lot of security.

Mr. Mulholland stated that he sent out four RFP's to do the glass and that he got two back. He stated that Portland Glass came back with the lowest cost. He explained that there is a shatter resistant film that would go on some of the glass that makes it very difficult to get through. The Chair asked if that film could be applied to the windows in the lobby. Mr. Mulholland stated that they could but that there are some large holes at the bottom. The Chair asked what the requirements for security in the town hall. Mr. Mulholland stated that there are no requirements on the town hall and that it is up to them to decide what security measures they want to take.

Mrs. McKenney asked why there is such a big difference in the two bids. Mr. Mulholland stated that the other company was going to buy a premanufactured frame whereas Portland Glass is going to take the existing glass and reframe it.

Mr. Mulholland stated that the reason he wanted them to see the other items on the list is so that they could see the priority of the work that needs to be done. He explained that there are some things that they can get fined for if they don't get them done because they are code violations. He discussed some of the code violations in the town hall. The Chair asked that the Building Inspector put a list together of things that need to get done in order of priority.

Mr. Gryval stated that he thinks that the list Mr. Mulholland provided and that if they start bringing people in, they are going to continue to find things to work on. He also stated that if they ask the Building Inspector to make a prioritized list, he is going to think a lot of things are priority. Mr. Mulholland explained that some things are in violation of codes and some are not.

Mr. Gryval suggested that the Board takes some personal time or do a workshop and walk around to look at these things and see what is going on in the town hall. Mrs. McKenney asked how much money they have to spend on some of the things. Mr. Mulholland stated that they have about \$7,000. The Chair asked how much was in the Capital Reserve that they could use. Mr. Mulholland stated that he believes there is \$9,000 in there but that he can check on that. The Board determined to go through the Town Hall and look at the building and discuss it at a later date. There was further discussion of some minor repairs that need to be done.

Mr. Mulholland stated that they want to consolidate all of the projects into one for Safe Routes To School Project #15775 and that he needs the Board's signature on it. He stated that all of the bills are paid on it. He explained that they had to do another analysis of what engineering needs to be done and then sent it off and were asked if they need as much as the engineering says they need to do.

Mr. Mulholland stated that the Board needs to complete a fraudulent survey form from the town's auditors and sign off on it so that he can submit it.

Mr. Mulholland stated that Mrs. Rogers will be out of work until Thursday due to her back problems. He stated that Ms. Nadin will be coming in tomorrow and that they have others coming in for Tuesday and Wednesday and will see what happens Thursday. Mr. Mulholland suggested that they reactivate Mrs. Demers ability to do vehicle registrations because they don't know how long Mrs. Rogers will be out. Mr. Gryval stated that if Mrs. Demers is willing, he thinks that it is a great idea to have Mrs. Demers help out.

Ratify Manifests

Motion. Mr. Gryval made a motion to ratify the manifest on February 28, 2013 in the amount of \$60,238.40. 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

Mr. Mulholland stated that they do not have the Select Board minutes to approve because he didn't get them to Mrs. McKenney until late. He stated that the non-public minutes are included in their packets to be approved. Mrs. McKenney stated that there were only two corrections for the minutes. She explained that Mr. Phelps was not late to the meeting and doesn't think that it should be stated as such in the minutes. The Chair explained that it is worded like that because Mr. Phelps had arrived later on after the meeting had started and that he had asked Mr. Phelps if he knew about the Comcast agreement and missed the beginning of the public hearing.

Mr. Mulholland also stated that the evaluator for the two other employee evaluations were sent back with the changes made. He explained that he has not been able to talk to the employees yet. The Chair stated that they should wait and see if the employees are happy with the evaluations before they do anything with those.

Motion. Mrs. McKenney made a motion to approve the non-public minutes of February 25, 2013 at 9:39pm. 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.

Committee Updates

Planning Board

The Chair stated that they did not have a meeting due to weather conditions.

Budget Committee

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

SVTRA

Mrs. McKenney stated that they haven't had a meeting. She stated that there is a meeting scheduled for March 27th. She also stated that she got an email with Bob Hayden and that she passed the email along to get the best deal on electricity services.

Old Allenstown Meetinghouse

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

Tri-Town Joint Board

Mr. Mulholland stated that they had a meeting and that they met with the employees to go over the operations plan. He stated that there was a lot of input from the employees and that it requires a bit of additions to it. He also stated that he was tasked with making significant changes with the personnel policy to make it more in lines to what Allenstown has. He explained that all of that will be done by March 19th. He explained that at the next meeting they will be discussing potential budget impacts of personnel situations that they have personnel policy changes and job descriptions.

Record Retention Committee

Mrs. McKenney stated that they did not have a meeting.

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. He stated that they may want to take this off the agenda to update every week until they determine the direction of the committee.

Shelter Committee

Mrs. McKenney stated that they are meeting on Thursday. She distributed a flyer that she made up to be passed out on Election Day.

Other Business

Mrs. McKenney asked if they were going to go over Mr. Mulholland's task list. Mr. Mulholland stated that since he sent them a list last Wednesday, several tasks have been taken off the list. He stated the weight limit sign has been done, he is waiting for a date that the boiler will be done, and he added the hazardous mitigation plan. There was further discussion of other tasks they are working on.

Mr. Mulholland stated that Chief Martin will be able to get word documents of the Blasting Permits. Mr. Gryval asked Mr. Mulholland if that is something that he needs help from Mrs. Rogers because that has to do with record retention. Mr. Mulholland stated that they are not ready for it and that he is not sure Chief Martin knows exactly what he is supposed to do with this. He suggested that Chief Martin ask another Fire Department how they do it so that they do it according to the ordinance. Mr. Gryval stated that the ordinance is very clear and that there is a lot of bookkeeping that goes into it. He suggested that they do a review with Chief Martin on what needs to be done. There was further discussion of the ordinance and how they need to go about it. The Board determined to have Mr. Mulholland speak with Chief Martin more on the matter.

Mrs. McKenney asked Mr. Mulholland how Chief Martin is doing with the fire hydrants at Holiday Acres. Mr. Mulholland stated that he asked Chief Martin about that and that he is not done with them yet.

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 9:25pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 4th, 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	3.11.13 DATE
 JEFFREY GRYVAL, Member	3-12-13 DATE
 SANDRA MCKENNEY, Member	03-11-13 DATE

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

