

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

Minutes of Regular Meeting
March 25, 2013

Call to Order.

The Allentown Select Board Meeting for March 25, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

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

Others Present.

Residents of Allentown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allentown Staff: Lt. Paquette, APD; Rob Martin, AFD; Kathleen Rogers, Town Clerk/Tax Collector; and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

Mr. Anderson stated that the Senate Bill passed last week and now it will go to the House for a vote. He stated that it looks like the wording of the bill got changed a little bit but that it looks good.

Public Hearings on adoption of the amendment of the following policies and ordinances: Personnel Policy Amendments; Policy 2013-001 Planning Board and Zoning Board fees and escrows, Policy 2013-002 Mailbox Damage Policy, Policy 2013-003 Discussion Class 6 Roads, Policy 2013-004 Procedures for upgrading Class 6 Roads, Policy 2013-005 Utilization of Town Seal and Letterhead, and Ordinance CO215 Mailbox Installation.

The Chair asked if everyone had read these policies and ordinances and if they had any questions. Mr. Gryval asked if they had gotten feedback from all of the department heads. Mr.

Mulholland stated that he circulated some of the responses. He stated that there had been one suggestion to add the town website to the footer of the letterhead.

Mr. Gryval asked if the Planning Board & Zoning Board is aware of this. The Chair stated that there has been discussion with the Planning Board of doing this but that he is not sure if they have seen the wording. Mr. Mulholland stated that he spoke with some Planning Board members regarding the wording of the policies and that they are good with it.

Mr. Gryval asked if Mr. Pelissier has seen the policies for the Mailbox Damage and the Mailbox Installation. Mr. Mulholland stated that Mr. Pelissier has seen them.

Mrs. McKenney stated that she everyone was going to use the town seal and asked about the current wording of department and committees choosing to use the seal. Mr. Mulholland stated that there are certain departments and boards that they cannot tell them to use the seal but that they can tell them if they are going to use the town seal; they will use the same one as everyone else.

Mrs. McKenney stated that she was thinking more like Zoning, Planning, and Budget Committee so that any literature going out from a town board would be on the same letterhead. Mr. Mulholland stated that they can't tell those boards to use the town seal but that they can tell them how the town will officially use them. Mrs. McKenney stated that it would be better if all the boards used the same town seal so that it was consistent.

The Chair asked if they can have departments use both their own seal and the town's seal. Lt. Paquette stated that you could. Mr. Gryval stated that he agrees with Mrs. McKenney that everyone should use the same town seal because it's the brand of the town. He suggested putting "that they shall use the town seal" instead of "that choose to use the town seal." There was discussion of grandfathering in the Sewer Department seal on their letterhead and allowing exemptions to other boards. The Board determined that Mr. Mulholland will speak to the Library about the seal that they use.

Mr. Mulholland stated that he wanted to make sure the Board was aware of the wording for the Mailbox Damage policy. He explained that the policy states that if a mailbox is hit by a plow, the town will pay part of the cost a new one. Mr. Gryval stated that he thinks it is a good idea because it gives the citizens some rights.

The Chair asked about insurances when snow hits the mailbox from coming off the plow and they didn't physically hit it. Mr. Mulholland stated that if that is the case, then the town pays for the damage. He also explained that if they determine that the resident did not put it out according to national guidelines then they won't pay for the damage.

Mr. Gryval suggested that they hold off on voting on the policies and ordinances until the Planning Board is able to put their opinion in. The Chair stated that he will bring it up at the next Planning Board meeting. Mr. Anderson stated that there will be a Zoning Board meeting next week and he will bring these up at the meeting.

The Chair opened the hearing to the public.

Mr. Mulholland stated that there was some feedback on the personnel policy regarding jury duty. He stated that it was suggested that jury duty should last more than three days and that they should get \$12.00 a day and whether they should be the entire time they are on jury duty. Mr. Gryval stated that they should pay them for jury duty and should make up the difference. He stated that he thinks it should be open ended because the case may go longer than the three days. The Board determined not to have an amount of day's limitation for jury duty pay.

Public Hearing to accept grand funds from NH DOS HSEEP Shelter and EOC Exercise

The Chair explained that they normally get the grant funds for these. Mr. Gryval asked how the money will be utilized from the money they get for the shelter. Mr. Mulholland stated that they are going to multi-jurisdictional shelter exercise with Hillsborough. He stated that the MASE coordinate both of the shelters through Concord. He explained that this is to test out the new operation plan that was put in place. He stated that it is scheduled for September 24, 2013.

The Chair opened the hearing to the public.

Mr. Anderson asked what the grant was for that they were just discussing. The Chair stated that the grant is for the shelter exercise. He stated that the grant is for \$16,995 to do the exercise.

Mr. Mulholland stated that they are going to do a COMMEX communications exercise. He explained that the focus is to test out all of the electronic equipment and showing people how to use all of that. He stated that he is hoping by the exercise they will be using the tablets. He explained that there are three other states in the country that are allowed to do their own public assistance paperwork and that they may be the only town in New Hampshire that can do that. He stated that the State is interested in seeing how they do the paperwork.

Mr. Mulholland explained that the EOC Exercise will be a little different than usual. He stated that they are going to come in on a Saturday and do the exercise but develop an Incident and Action plan as though they are four days into the situation. He stated that the Seacoast Incident Management team will come in on Monday and take that Incident and Action plan into effect and run it for the town. He stated that he would like Seacoast Incident Management brief the Select Board on what they have done and what their plans are.

The Chair asked Mr. Mulholland if he has a backup plan in case the tablets aren't in by then. Mr. Gryval also asked if he knew what was holding them up and why the tablets aren't in yet. Mr. Mulholland stated that the tablets will be in on time but that he hasn't ordered them yet because he is still testing the software.

Consider Appointments of Officials with terms expiring on April 1st

Mr. Mulholland stated that the positions that they have open are the Deputy Tax Collector and Town Clerk, the Fire Chief Position; the Deputy Health Officer goes until the end of the month, one of the Parks and Recreation Commissioners, and Penny Touchette for ZBA.

Mrs. McKenney stated that Mr. Anderson is not on the list as a member for Planning Board therefore, they don't know what term his position expires. Mr. Mulholland stated that he will look into that. The Chair stated that they should have the members right a letter or appear before the Board.

Mr. Gryval asked Mr. Mulholland if the members are willing to continue with the positions.

Motion. Mr. Gryval made a motion to appoint Larry Anderson as a member of the Zoning Board expires on April 1, 2016. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland asked if they have current records on the members, do they need to do a new one every time. The Chair stated that they are supposed to update them every twelve months but that he doesn't agree with it. He asked if they need to be doing DMV checks on the members. Mrs. McKenney stated that the reason for the DMV checks is because years ago, the members used to use the town vehicle to go to meetings.

Mr. Anderson asked if he needs to do a background check. The Chair stated that is what they are discussing right now. Mr. Anderson stated that they have never done a background check on him for any of the committees he is on. The Board determined to keep the standard written as twelve months for background checks.

The Chair stated that they need to reach out to the members whose appointments are expiring and see if they still want to be members. Mr. Mulholland stated that there are members whose positions are up in June as well. The Board determined that Mr. Mulholland will contact all of those whose appointments are up and tell them to either email or appear in person if they are interested in the position. The Board also determined that the Building Inspector does not have to notify them that he wants to continue with the position.

Mr. Gryval asked if they should establish some kind of policy or procedure so that they don't have to go through this every year. He suggested putting it on the task list for the Town Administrator to generate a letter to send out to member's whose positions are expiring. Mr. Mulholland stated that they may get a new board member coming on board and they want to do something different.

Mrs. McKenney stated that the way Mr. Apple had explained it, the June appointments would make it easier on the Select Board. Mr. Gryval stated that he was talking about something that would get a letter out to people so they can come out and notify the Board if they want the position. Mr. Mulholland asked if they want him to change the appointment policy to reflect how they want to do this procedure in the future. The Chair stated that it has to be consistent each year. There was discussion of when the appointments should be scheduled for and making them all at the same time.

Motion. Mr. Gryval made a motion to amend the previous appointment of Larry Anderson for an expiration date of June 1, 2016. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

The Board asked Mr. Mulholland to send a letter or email to the members whose appointments are going to expire. Mr. Mulholland asked if they want him to put a public announcement for the June 1st expiring positions.

Close Public Hearings on adoption of the amendment of the following policies and ordinances: Personnel Policy Amendments; Policy 2013-001 Planning Board and Zoning Board fees and escrows, Policy 2013-002 Mailbox Damage Policy, Policy 2013-003 Discussion Class 6 Roads, Policy 2013-004 Procedures for upgrading Class 6 Roads, Policy 2013-005 Utilization of Town Seal and Letterhead, and Ordinance CO215 Mailbox Installation.

Motion. Mrs. McKenney made a motion to accept Mailbox Damage Policy #2013-002 adoption date March 25, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the Mailbox Installation Ordinance CO:215 with an effective date of April 25, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

The Board determined to wait on adopting the following policies:

Public Hearings on adoption of the amendment of the following policies and ordinances: Personnel Policy Amendments; Policy 2013-001 Planning Board and Zoning Board fees and escrows, Policy 2013-003 Discussion Class 6 Roads, Policy 2013-004 Procedures for upgrading Class 6 Roads, and Policy 2013-005 Utilization of Town Seal and Letterhead.

Public Hearing to accept grand funds from NH DOS HSEEP Shelter and EOC Exercise

Motion. Mr. Gryval made a motion to accept the amount of \$16,995 from the NH Department of Safety Homeland Security.

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

Motion. Mr. Gryval made a motion to accept the amount of \$37,710 for the NH Department of Safety Homeland Security and Emergency Management. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Discuss proposed SRO Agreement as proposed by School District

Mr. Mulholland stated that there are two agreements that were sent to them. He explained that there is one that the school proposed and one that he made suggested changes to.

Mrs. McKenney asked if the wording for the 1.1 Programs stating "the one district agrees" is correct. Mr. Mulholland stated that after they put themselves as the Allenstown School District they refer to themselves as the District. She stated that the length of the agreement beginning in January of 2013 needs to be changed. Mr. Mulholland stated that will change when the agreement is approved.

Mrs. McKenney also stated that the termination by district states "this agreement on 30/60 days" and asked which one it will be. Mr. Mulholland stated that is up to the Board. Mr. Gryval stated

that just below that, Mr. Mulholland suggested they add “however the agreement shall remain in effect” and that he thinks that should be in there.

Mr. Mulholland stated that the reason he suggested these changes is because they don’t know who next the principal or school board members are going to be. He explained that they need to know if a position is going to be terminated because the town relies on that revenue to pay for those positions. The Board agreed to give the School Board a draft of the agreement with the changes made and see what they have to say about it.

Continue Discussion of the MS-4 Project

Mr. Mulholland stated that he has met with one engineering firm and has a couple of meetings at the end of the week. He stated that he will also be meeting with Central NH Regional Planning. He also stated that the scope of work that needs to be done is going to be costly. He stated that they have to determine what the impervious area of the town is which includes area of the houses, driveways, sheds, etc. of all the homes. The Chair asked if they could use Google Earth instead of paying someone to do the estimates. Mr. Mulholland stated that they could use Google Earth and is what he was going to suggest.

Mr. Mulholland stated that he met with the Sewer Commission and that they are going to hire an intern to do all the work. He stated that the Sewer Commission has to do all the mapping anyways and could bill the town for their portion which would be about \$3,000. The Board asked Mr. Mulholland to do a purchase order for the work.

The Board thanked Mr. Anderson on behalf of the Sewer Commission for being willing to work with them on this project. Mr. Anderson stated that they are going to split the cost three ways between Allenstown, Pembroke and the Sewer Department which will save everyone money. He also explained that the Sewer Commission will hire the intern at a much lesser cost than if they farmed out the services.

Mr. Mulholland stated that they have an RFP out which is due by April 12, 2013 for the QBS. He stated that Mr. Pelissier and he will narrow down the responses they get back and make a recommendation to the Board. He stated that they need to develop a scope of work for what they need to do, which he will do himself.

The Chair asked if they are going to be tagging the gas lines at the same time. Mr. Mulholland stated that they are not because it is a private entity and they don’t like people to know where their gas mains are for security purposes.

Continue to discuss the filling of Deputy Tax Collector and Deputy Town Clerk Position

The Chair asked if anyone had anything new to add to the discussion. Mr. Gryval stated that he had nothing new to add other than to restate what he said last week and if they have the opportunity to bring Mrs. Demers back; it would be to the benefit to the Town Hall staff to have

her working with them. Mrs. McKenney stated that she has some concerns and asked Mrs. Rogers if she wanted to tell them anything about her feelings about the process.

Mrs. Rogers stated that she thinks that it is important to have open communication, so she was hoping that by coming tonight, they could ask her any questions they might have. She explained that the first time Mrs. Demers spoke to her about the position; Mrs. Demers had asked her how she felt about it.

Mrs. Rogers stated that she was under the impression that the Select Board had already convened about it and made up their mind but that she found out that wasn't the case. She stated that she could work with Mrs. Demers and that there would be a little bit of awkwardness that she thinks she will be able to get over. She expressed concern with the fact that others in the town hall are not as excited to have Mrs. Demers come back and that she is concerned there would be tension. Mrs. Rogers stated that she does not want to be the deciding factor in the situation.

The Chair asked Mrs. Rogers what the benefits and/or disadvantages of having Mrs. Demers coming back, putting aside the concern of the other employees. Mrs. Rogers stated that one of the biggest factors is that she already knows so much and not have to go through a job search or training.

The Chair asked Mrs. Rogers if she would be able to take the position of being in charge. Mrs. Rogers stated that she does have some concern about that because Mrs. Demers does have a more dominate personality than she does and that people know Mrs. Demers so well that they might just want to deal with her.

Mrs. McKenney stated that Mrs. Rogers does a very good job with only being there nine months and that she gets along well with the residents. She expressed concerns of Mrs. Demers being in the position of deputy and that Mrs. Rogers would be the Tax Collector in name only. She stated that they don't know if Ms. Nadine will be able to come in.

The Chair asked Mrs. Rogers if she will be able to run her department and tell Mrs. Demers what needs to get done. Mrs. Rogers stated that she thinks open communication with Mrs. Demers and others will help give a clear scope of exactly what the expectations are.

Mr. Gryval asked Mrs. Rogers if she remembers the conversation they had about Mrs. Demers and if at that time she thought they were going to bring Mrs. Demers back. Mrs. Rogers stated that when Mrs. Demers first spoke to her, Mrs. Demers had stated that everyone on the Board besides Mrs. McKenney about bringing her back. Mr. Gryval asked Mrs. Rogers if she knew what she knows now back then, would she change her mind about the situation. Mrs. Rogers stated that she doesn't know. She also stated that she thinks she could work well with Mrs. Demers.

Mr. Mulholland stated that this is the first he has heard of any concerns with Mrs. Demers coming back. He expressed concern of hiring a new person who is difficult and will Mrs. Rogers have difficulty with that. The Chair stated that if they hire Mrs. Demers back, they will know what they are getting whereas if they hire someone new, they don't know what they are getting experience or attitude wise.

Mrs. McKenney stated that in the past, it has been the Tax Collector/Town Clerk who has given a recommendation to the Board of a deputy tax collector/town clerk and that she doesn't think that Mrs. Rogers has had the opportunity to do that. Mr. Mulholland disagreed with Mrs. McKenney and stated that he has asked Mrs. Rogers about it on several occasions. Mrs. Rogers stated that Mr. Mulholland had told her that if she wasn't a hundred percent on the recommendation not to write the statement. She stated that she feels meeting with the Board in person is much more effective.

Mrs. Rogers stated that she is willing to make the situation work no matter what rather they decide to hire Mrs. Demers or not. Mr. Mulholland stated that she is the deciding factor and that is her job to recommend a deputy. The Chair asked Mrs. Rogers if they asked her for a recommendation for that position, would she have one for them. Mrs. Rogers stated that she would recommend Mrs. Demers. She stated that she doesn't think that they would find any other applicants as qualified as Mrs. Demers.

Mr. Gryval stated that he thinks everyone would agree that Mrs. Demers has a dominant personality but that Mrs. Rogers will be her supervisor in that position. He stated that they have a Town Administrator that will be available to both of them. Mrs. Rogers stated that is why she thinks open communication with Mrs. Demers will be important. She stated that Mr. Mulholland has already expressed that if Mrs. Demers comes back, he will work with her to make sure she understands her role. The Chair suggested that that would be a conversation that the three of them. Mr. Mulholland stated that there would be a conversation between the three of them where they would clarify Mrs. Demers' roles and that Mrs. Rogers is in charge. The Board further discussed Mrs. Rogers role of being in charge and running that department.

Mrs. McKenney asked if they are going to hire Mrs. Demers back at the rate she left at. She stated that they should be starting her at the bottom. Mrs. Rogers stated that that is an area of tension among other employees. The Chair stated that they are hiring someone for the experience. He also cautioned the Board about talking about someone without them being present.

Motion. Mr. Gryval made a motion to hire Mrs. Demers for forty hours a week at a rate of \$22.10 per hour effective April 1, 2013. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discussion of Town Administrator Job Description

Mr. Mulholland stated that he just took what they had and put it in the format like the other job descriptions. The Chair asked if the environment covers outside as well. Mr. Mulholland stated that it should say 5% outside and 95% inside.

Mr. Gryval asked about occupational exposures and when the town administrator would come into blood borne pathogens. Mr. Mulholland stated that he is responsible for administering first aid to anyone who gets hurt in the town hall and may be exposed at that time.

Motion. Mrs. McKenney made a motion to accept the Town Administrator's jobs description as amended with a date of creation of March 25, 2013. 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.

Purchase Orders and Abatements

Mr. Mulholland stated that he has a purchase order from JPC Electrical Service. He stated that some of the things they have to do and that some of them are efficiency things that need to be done. Mrs. McKenney asked if they should get another two bids and make sure that the price is in the correct range.

The Chair asked about completing a policy for the three bids. Mrs. McKenney stated that they haven't finished it but that they have always had a standing policy of three vendors.

The Chair asked Mr. Mulholland if he was able to get answers on the stack of documents they had last week. Mr. Mulholland stated that they changed the format but he doesn't have answers because the assessing person is not there that much. He also stated that they will be discussing it more later tonight.

The Board determined to get two more bids on the electrical work before voting to approve the purchase order.

Mr. Mulholland stated that they have some assessing things to approve. The Board executed the assessing documents. The Chair asked if they are supposed to have the Intent to Excavate forms go to the Planning Board. Mr. Mulholland stated that he thinks that is another policy to at least notify them.

Mr. Mulholland asked the Board to execute a letter that he is sending to the federal government to have the website address be ".gov" instead of ".org". The Chair asked what the difference was between the two. Mr. Mulholland stated that the ".gov" has to be approved by the federal government and lead to the town's creditability. HE stated that it will cost \$125 per year. The Board executed the letter for the ".gov" website address.

Mr. Gryval asked if the town is in decent shape for flooding this year. Mr. Mulholland stated that they only project 10 days out and there is nothing on the radar yet. He stated that there is only concern if they get heavy rains.

Mr. Mulholland stated that there is a payroll form for Beth Tower for promotion to Master Patrolman. He stated that she passed the test do to that and that it is a 5% pay increase that was budgeted for.

Motion. Mrs. McKenney made a motion for Beth Tower to Master Patrolman at the rate of \$19.38 per hour effective March 31, 2013. 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.

Mr. Mulholland distributed a form to transfer funds for the Highway Transfer Station and landfill.

Motion. Mrs. McKenney made a motion to transfer \$3,545 from the Landfill Capital Reverse account to the General Operating account. 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.

DMV Checks on Volunteers

The Chair asked if they need volunteers at the Shelter to have DMV background checks in case they need to drive a town car. Mrs. McKenney stated that they may need to drive a town car more than a Planning Board member would. Mr. Mulholland stated that they don't have much for them to drive. He stated that there is the possibility of them needing a vehicle to transfer food during a major disaster. The Board determined to put this on the agenda to discuss further at the next meeting.

Mr. Gryval stated that he would like people to do DMV checks because if the volunteers are driving around in the town vehicle, they will know what their record is like. The Chair asked if the insurance will cover someone who is on the clock and driving their own vehicle. Mr. Mulholland stated that if they ask someone to have their vehicle covered if they are doing so. He explained that some insurance companies will not cover it and that the volunteer's personal insurance companies may not cover it on their end.

Mr. Mulholland stated that he had a form for an installation of a telephone pole. Mr. Gryval asked if the Road Agent had any concerns. Mr. Mulholland stated that there were no concerns.

Mr. Mulholland distributed the grant for the generator at the highway garage. Mr. Mulholland stated that the interim put the grant application together and that she did a very good job. He stated that he would highly recommend they keep the interim on for now. Mrs. McKenney stated that they are not sure where they are getting the money for the grant and that she can't support it.

Discuss Assessing Contract

Mr. Mulholland stated that he spoke with Ms. Severance today about the assessing errors they have been having. He stated that they do not have a contract with Mr. Corcoran and that Monica Hurley will be working a half day a week. He explained that the Monica doesn't know how to use the program to print the reports that they need. Mr. Mulholland stated that they need to determine if they are going into contract with Mr. Corcoran or if they are going to go to bid with someone else.

The Chair stated if they stay with Mr. Corcoran they will be getting Roy Smith back. Mrs. McKenney asked what the problem with Roy is. The Chair stated that he is lazy and that he doesn't catch the errors as Monica has done. Mrs. McKenney asked if they have spoken with Ms. Severance to see if she has a problem with Roy coming back. Mr. Mulholland stated that she told him that she doesn't have a problem with Roy coming back but that she has to stay on him to get things done.

Mr. Gryval asked about Monica not being able to use the software and what good she is to the town. Mr. Mulholland stated that her job is to do the assessing but that she can't help Ms. Severance print the reports. The Chair asked if the software is that old that they can't use it. Mr. Mulholland stated that there are not many towns that use it and that Monica doesn't get a whole lot of support from the company when she calls for help. The Chair stated that he doesn't remember the software being an issue when they put the services out to bid. Mr. Mulholland explained that Universe is far more difficult than some of the other software and that they will be proposing the town switch to another software.

Mr. Mulholland stated that the question is what are they going to do right now and then are they going to go out to bid in 2014. The Chair asked if they never signed the contract because they are

working off of numbers that Mr. Corcoran gave them for a contract. Mr. Mulholland stated that they never signed it and that he is assuming this is why Mr. Corcoran is determining rather or not Allenstown is a priority. Mr. Gryval stated that they should sign the contract and that next year they will be having the re-evaluation and that is not a good time to switch contracts. Mrs. McKenney stated that if Ms. Severance can work with Roy, then she doesn't see why Mr. Mulholland can't speak with Mr. Corcoran regarding any issues.

The Board determined to sign a contract to get through the end of the year and to have Mr. Mulholland speak with Ms. Severance about issues with Roy. Mr. Mulholland asked the Board what they want to do about a contract for 2014. The Chair stated that he would like to know the advantages or disadvantages of having a new assessing firm going into the re-evaluation. Mr. Mulholland stated that the only value with an RFP is that they might save some money but that the quality of work may not be the same. Mr. Mulholland stated that the contract was sent to them when they did the RFPs but it was not executed.

Other Business

Mrs. McKenney stated that she had some things she just wanted to update the Board on. She stated that she will be shadowing Lt. Paul Paquette on Thursday, April 18th. She stated that last week she did the Meals and Wheels thing last week. She also stated that she will be doing the police oral boards on Wednesday and that there are eighteen interviews.

Mrs. McKenney stated that they got the Safety Program from Mr. Mulholland. Mr. Mulholland stated that the old Safety Program was from 2000 so that he wants to update it. He stated that they discussed the policy and responding to accidents. He stated that he would like to modernize the program and redo the entire book to bring it up to statutory regulations.

Mrs. McKenney asked about the public hearing for Dodge Road which she thought was going to be tonight. The Board determined to schedule that public hearing for two weeks. Mr. Gryval asked if there is a new issue with that. Chief Martin stated that there is an even address on the odd side of the road and that there are two buildings with the same number.

Mrs. McKenney asked about the discussion they had regarding the sale of town owned property and that Mr. Mulholland was looking for a warrant article. Mr. Mulholland stated that the warrant article would have allowed for the installation for the Board but that he couldn't find it. Mrs. McKenney asked Mr. Mulholland if the warrant article was on the statute when it was put in place. Mr. Mulholland stated that he has looked in all the records and he couldn't find it.

Mrs. McKenney stated that she heard that Mr. Pelissier is \$5,000 away from being able to build a shed. The Chair stated that he is \$50,000 away from building the shed and that she heard wrong.

Mrs. McKenney asked if they got a date for legal training. Mr. Mulholland stated that will be on April 30, 2013. He explained that there was an interesting conversation with the instructor.

Mr. Mulholland stated that they are looking at the middle of May for the update of the Website. He stated that he will be able to meet with the department heads in the beginning of May so see what they have for suggestions.

Committee Updates

Planning Board

The Chair stated that they have a meeting next week.

Budget Committee

Mr. Gryval stated that there haven't been any meetings.

SVRTA

Mrs. McKenney stated that they will be meeting on Wednesday.

Old Allenstown Meetinghouse

Mr. Gryval stated that the meeting for this month has been canceled.

Tri-Town Joint Board

Mr. Mulholland stated that he gave them the cost-over memo. He stated that Joyce Booker will be the new acting director doing those functions.

Record Retention

Mrs. McKenney stated that they haven't had a meeting.

Safe Routes to School

The Chair stated that there is no update.

Economic Development Committee

Mr. Gryval stated that this committee has been postponed.

Shelter Committee

Mrs. McKenney April 11th they will be going through the trailer and doing an inventory

Comcast Franchise Agreement Renewal

The Chair stated that there is nothing new.

Ratify Manifests

Motion. Mr. Gryval to ratify the manifest for March 21, 2013 in the amount of \$44,689.57. Mrs. McKenney seconded the Motion. There was no additional discussion.

Non-public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3 Sect. 2a at 8:30pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to go back into public session at 8:44pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public meeting because they could adversely affect the reputation of a person other than a board member. 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.

Truck Committee meeting

Chief Martin invited Mr. Gryval to attend a meeting tomorrow at 5pm to assess the updates that they did at the last meeting.

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


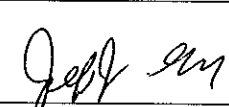
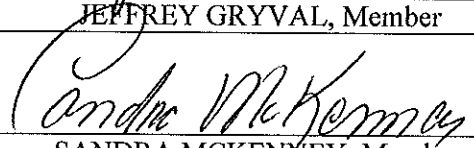
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:45pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 25th, 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	4.8.13 DATE
 JEFFREY GRYVAL, Member	4-8-13 DATE
 SANDRA MCKENNEY, Member	04-08-13 DATE

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

