

**TOWN OF ALLENSTOWN  
SELECTMEN'S OFFICE  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275**

Sandra A. McKenney, Chairperson for the Board of Selectmen, opened the meeting at 6:30 pm. Present at the meeting: Sandra A. McKenney, Chairperson; Thomas R. Gilligan, Selectman; Carol Merrill, Selectperson; Kelley Collins, Administrative Assistant, Police Chief Mulholland, Jim Boisvert, Road Agent

**Road Agent**

Jim met with the Board to discuss road work. Jim stated that Albin Ave, Sargent Street, River Road, Canal Street and Deerfield Road will be done. Sandy stated that the Board and Road Agent discussed this in some detail last year and Sandy outlined the letter that the Board sent Sonny Carter regarding the need for an engineer's report concluding that the water problems at 8 & 10 Albin Avenue are based on something the town did or did not do. Without an engineer's report Sandy asked Jim to supply a letter to the Board stating that it is the Town's responsibility to fix the road.

Jim asked the Board to sign the raises that he has submitted. Sandy stated they will be signed in June and will go into effect July 1, 2007.

**Spending Freeze**

Jim Boisvert, Road Agent, Police Chief Mulholland, Fire Chief Chaput, met with the Board to discuss the parameters of the spending freeze and current open purchase orders. Sandy stated that anything the department heads do not need to purchase she would like them to hold off until the end of the year. Fire Chief stated that everything he sends to the Town Hall for signature he needs. He does not send anything up if he does not need it. Fire Chief asked if the departments could go back to the \$200.00 limit on purchase orders before signatures are required. Sandy stated that the policy has not changed. She said you need to spend what you need to make your department run.

**Lawn Maintenance**

Police Chief will be getting prisoners from County Prison on April 4, 2007 to do Spring lawn clean-up at Town Hall and Police Department.

**Forestry Truck**

Fire Chief asked the Board to come out to look at the forestry truck. Fire Chief is looking to mount tool boxes on the truck. Chief stated that they will be taking the money out of the forestry account. Sandy asked Tom and Carol what there take were on the reply from Jeane Samm's (DRA representative) email to Kelley in regards to the monies for the truck. Sandy is concerned that it would be going against the residents. Kelley clarified that the "no means no" vote refers to the refurbishment of the forestry vehicle, but that refurbishment included body and engine work on the forestry and that is not what they are doing. They are simply purchasing portable equipment, in this case tool boxes, for the vehicle.

**Thermal Imager**

Fire Chief understands that he can not use fire safety capital reserve fund for repairs or maintenance. Fire Chief stated that he has to fix the thermal imager, however he does not have a price on it. Chief did state that it will be \$450.00 just to look at it. If the town decides to fix it they would take the \$450.00 off the bill. Warranty has expired. Chief feels it should be under \$2000.00. Chief also discussed grants that he has put in.

### **Fire Department Purchase Orders**

Fire Chief reviewed the need for a metal door and door frame at the entrance of the fire station. The original design called for a main door and a vestibule door but due to funding the second door was never installed. The Chief is proposing installing this door so that when they are open during the day you can get through from door and wait in vestibule to be buzzed through. In addition, the Police Chief spoke in favor of the security of a metal door with metal frame. The Board signed the purchase order for door and frame

The Fire Chief also submitted a purchase order for a sprinkler head to be installed in the enclosure with the furnace. This is all part of the code requirements for the enclosure of furnace room. The Board also signed this purchase order.

### **Non-Public Session**

Sandy made a motion to go into non-public session at 7:42 pm under RSA 91-A: 3, II (a). Tom seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Sandy made a motion to leave non-public session at 7:51 pm. Carol Seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Motion passed 3-0.

Sandy made a motion to terminate Travis Stroud's probationary employment effective 4/2/7. Carol seconded. Motion passed 3-0.

Sandy made a motion to go into non-public session at 7.51 pm under RSA 91-A: 3, II (c). Tom seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Sandy made a motion to leave non-public session at 8:08 pm. Carol Seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Motion passed 3-0.

Sandy made a motion to go into non-public session at 8:08 pm under RSA 91-A: 3, II (a). Tom seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Sandy made a motion to leave non-public session at 8:33 pm. Carol Seconded. Roll Call Vote: Chairperson McKenney – yes, Selectman Gilligan – yes; Selectperson Merrill – yes. Motion passed 3-0.

### **Kenwood Drive**

Kelly will advertise a public hearing for Kenwood Drive within the next three weeks.

### **Appointment to Boards**

Motion made by Sandy to appoint Cindy Baird as Deputy Tax Collector until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Ed Cyr as Deputy Town Clerk until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Carl Schaefer as Recreation Director until 4/1/10. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Diane Demers as Tax Collector until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Diane Demers as Deputy Welfare Director until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Daniel Connolly to Park and Recreation Commission until 4/1/09. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Jamie Dupruis Park and Recreation Commission until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to appoint Howard Komm as a Planning Board member until 4/1/09. Seconded by Carol. Motion passed 2-1. Sandy yes, Carol yes, Tom abstained.

Motion made by Sandy to appoint Larry Andreason Zoning Board until 4/1/08. Seconded by Tom. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

Motion made by Sandy to take Bernadette Lafond's recommendation to appoint Priscilla Lemaire as Deputy Treasurer until 4/1/08. Seconded by Carol. Motion passed 3-0. Sandy yes, Carol yes, Tom yes.

### **Log of Visits**

Sandy would like to reopen the discussion on Tom's request that AA and Police Chief keep log on Selectman(s) visits to the Town Hall and Police Department. Specifically, since this is a policy decision Sandy asked for a vote. Discussion took place regarding Town Attorney's letter on this matter.

Motion made by Sandy to have the AA and the Police Chief keep logs on the Selectmen every time they come into the Town Hall and Police Station, matter of business, how long they are there and if they ask any staff members to do any work. Seconded made by Tom. Carol no, Sandy No, Tom yes. Motion failed. 2-1. Tom stated that he will be making random phone calls to the AA and Police Chief.

### **Salaries**

Considerable discussion took place over Town Clerk and Deputy Town Clerk's salaries.

Motion made by Tom to adjust the hourly rate of pay for Ed Cyr, Deputy Town Clerk from \$25.04 to \$20.00 at 22 hours a week effective as of 4/01/07. Carol seconded. Motion passed. Tom yes, Carol yes, Sandy did not vote. Sandy noted that the Chair is not required to vote and she isn't voting.

Motion made by Tom to adjust the rate of pay for the Town Clerk and Tax Collector, Diane Demers to \$21.00 effective 4/01/07. Carol seconded. Motion passed. Tom yes, Carol yes, Sandy did not vote.

Carol suggested bringing Ed Cyr in next week to discuss health insurance.

**OAMH**

Sandy stated that Mrs. Bean had called her and Mrs. Bean was waiting for the certificate of insurance to be dropped off to her for Easter service. Sandy will meet with Mrs. Bean to fill out the application and give Mrs. Bean the key. The Board agreed to allow Chairperson to provide Mrs. Bean with a key pending receipt of certificate of insurance and completed application form.

**Letter**

Board signed a thank you letter to the students of AES for donating two bird feeders that they had made.

**Minutes**

Motion made by Sandy to accept the minutes of March 19, 2007. Carol seconded. Motion passed 3-0. Sandy yes, Tom yes, Carol yes.

Motion made by Sandy to accept the minutes of March 26, 2007. Carol seconded. Motion passed 3-0. Sandy yes, Tom yes, Carol yes.

**To Be Signed Folder**

Board signed various purchase orders and other items that require the Board Member's signatures.

**Job Description**

AA revised job description for Building Inspector and the Administrative Assistant to be adopted by the Board of Selectmen.

**Conservation**

Sandy stated that Al Heavy has resigned from the Conservation Commission. Sandy turned in his keys to Kelley. There are only two members left, so technically the commission can not hold any meetings until a third person joins. The AA will email Laura Bonk to see if she knows of anyone interested in serving.

**Comcast**

Board discussed Comcast check that the town received for the franchise agreement.

**Mapping**

Motion made by Sandy to allow Cartographic to sell our information to GIS. Carol seconded.

**Discussion**, Tom stated air on the side of caution. Carol withdrew her vote. Motion failed.

**LCHIP**

Board discussed LCHIP re-application at Carol Martel's request. AA will write letter for Boards' signature.

**Recycling Project**

AA discussed the possibility of 5<sup>th</sup> graders from AES making a visit to BOS meeting to make a presentation about their recycling project. The Board has no problem with making some time for their presentation.

**Non-Public Session Minutes**

Motion made by Tom to accept the meeting minutes of the non-public session of March 19, 2007. The hiring of Brian Routhier. Carol seconded. Motion passed. Tom yes, Carol yes, Sandy yes.

**ADJOURN**

Motion to adjourn by Sandy. Seconded by Tom at 10:17 p.m Motion passed 3-0.

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SANDRA A. McKENNEY, CHAIRPERSON

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CAROL M. MERRILL, SELECTPERSON

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THOMAS R. GILLIGAN, SELECTMEN