

**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,

PD Audits

Police Chief met with the Board to discuss his recommendation to conduct unannounced, spot audits of evidence room cash & drugs and accounts payable items. Chief has asked the AA to assist him with the audits. Chief would like the Town Treasurer and the AA to perform random audits which will include purchase orders and evidence room along with cash and drugs. Board is in agreement. AA will draft an audit policy for the Board's and Police Chief's review.

House Bill 2

Police Chief and the Board discussed the effect that house bill 2 could have on the Fish & Game grant for OHRV patrols. The State is considering using the OHRV money that has always been earmarked from licensing of OHRVs for police department grants for enforcement. Now the State is asking to move that money from grants to operating funds for Fish & Game. This could impact the contract the Chief has tonight in the amount of \$7,200.00 from the Fish and Game. Motion made by Sandy to authorize Police Chief to execute and deliver on behalf of the Town of Allenstown on professional service contracts and reports for the State and Fish and Game OHRV grant(s). Carol seconded. Motion passed 3-0.

Chief stated that he has updated job descriptions for the Police Department.

Fire Chief

Fire Chief Chaput met with the Board and discussed two purchase orders (one for (5) Motorola pagers and for turnout gear) that he would like the Board to sign.

OAMH

Sandy stated that the service at the OAMH on Sunday went very well. There were about forty people in attendance. Sandy returned the key for OAMH to the AA.

Road Agent

Jim Boisvert discussed Highway Department PO for road work for 2007 including change in scope for Albin Ave which will just be a replaced catch basin. The Selectmen signed purchase orders for road work on Sargent Street, Deerfield Road as well as the FEMA work on Riverside Park, River Road, and Canal Street.

Highway Truck

Road Agent discussed with the Board a complaint regarding the use if Highway truck.

Deputy Town Clerk

Sandy made a motion to go into non-public session at 7:09 pm under RSA 91-A: 3, II (a). Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes. Tom made a motion to leave Non Public Session at 7:27 p.m.; Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes; Selectman Gilligan – yes.

Motion made by Carol to continue Deputy Town Clerk's health insurance benefits until the end of December 2007. Tom seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes

Kenwood Drive

Discussion took place as to whether the Town has to hold a public hearing for Kenwood Drive. Chairman McKenney also asked whether the abutters need to be notified. AA will verify this with the Town Attorney.

Letter regarding request for hardship waiver of building permit fees

Sandy asked the Board if they have seen a letter from Sted Holton? The letter is in regards to building permit for a new home. The letter outlines the hardship for a resident of Holiday Acres whose home burned down. The Board would like AA to check with Building inspector to see how much these fees would be. The Board will vote via email to whether to waive fees after they find out the total they may be waiving.

Non Public Meeting Notice

Sandy stated that technically the Board is not to have a non-public meeting unless it is noticed on the agenda. AA if not aware of this requirement in RSA 91-A:3, II but will double-check with Town Attorney to verify. Chairman would like the following added to each agenda... "Meetings may be taped audibly and or by video for the purpose of written minutes. The Board of Selectmen reserves the right to hold Non-Public Sessions as needed under the guidelines set forth in RSA 91-A:3, II"

9-1-1

AA gave update on the status of 9-1-1 house numbering project. Fire Department has the numbers and they are free. Sandy stated that the numbers should be 4 inches and the Fire Department purchased 3 1/2 inch numbers. Sandy stated the ordinance should be changed to read 3 1/2 to 5 inches for the size of the numbers. AA noted that this will require a public hearing.

Policy for Pay Raises

Sandy asked the Board if they received an email from Police Chief in regards to the policy for pay raises. Evaluations should be given once a year. Sandy would like a memo given to the department heads that they will have to evaluate their employees and given back to the BOS with their recommendations if they are to recommend the merit raise or not by June 1st. All employees of the Town must be evaluated.

Town and Country

Sandy stated that she is receiving a copy of the Town and City magazine for Jen Morin at home. She is a member of the Budget Committee. Kelley will request a list from the Local Government to see who is receiving a copy. AA noted that the Town receives 9 free copies and after that we would have to pay \$10 each annually.

Letter

Board reviewed a letter from the Sewer Commissioners regarding their plans on collecting past due sewer rents. They also reviewed a letter from the Tax Collector addressing the Town lien issue. The Board will have a joint meeting with the Sewer Commissioners and will add this to the agenda.

Computer Agreement

Board reviewed the maintenance agreement for Certified Computer Solutions. Motion made by Sandy to accept CCS agreement effective 1/1/07 to 12/31/07. Carol seconded. Motion passed 3-0.

Appointments

Motion made by Sandy to appoint Maureen Fowler to the Fair Hearings Board pending completion of a satisfactory DMV and Criminal back ground check with an expiration of 4/1/10. Tom seconded. Motion passed 3-0.

Motion made by Sandy to appoint Police Chief Shaun Mulholland as Deputy Emergency Management Director. Expiration 4/1/08. Tom seconded. Motion passed 3-0.

Storage Facility

Sandy read a thank you letter from Armand Verville in regards to using the Allenstown Self Storage facility to store the pews for the OAMH.

Auction

Sandy stated that she received information from Police Chief that there will be a Police auction May 12th preview at 9:00 am. Starting time will be 10:00.

Minutes

Motion made by Sandy to accept the BOS minutes of April 4, 2007. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept the BOS minutes of 4/2/07 with changes. Carol Seconded Motion passed. 3-0. **Add to minutes**, *the prisoners will be doing lawn clean up at the Town Hall on April 18. Fire Chief stated that they are replacing the entry door to the Fire Department with a metal door. The sprinkler head was also replaced on the furnace at the Fire Department. BOS agreed to let Mrs. Bean have a key to the OAMH pending receipt of certificate and completed application.*

CTAP

Sandy stated that Sharon Wason came before the Board in November with information on a grant for \$15 thousand dollars for the I 93 corridor, twenty six communities are to receive the grants. Board also discussed impact fees.

Space needs Committee

AA discussed Town Hall and Highway Department buildings, AA stated that they really need to be addressed, as far as fixing the buildings or looking elsewhere. Tom would like the different boards to be notified, to see if there is interest in serving on a space needs committee. Chairman McKenney asked Selectman Gilligan if he would like to set up that Committee for Highway Garage/Landfill (space needs). Tom stated that – yes, he would sit on that (committee).

Land

Board discussed land that Armand Verville owns.

Weekly BOS Agenda

Sandy asked AA what the timeline is for receipt of items to be placed on the agenda. Time line is: deadline for submission to agenda 8:00 a.m. Friday morning and post at 10:00 a.m. on Friday it will be posted.

ADJOURN

Motion to adjourn by Sandy. Seconded by Carol at 9:49 p.m. Motion passed 3-0.

SANDRA A. MCKENNEY, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

THOMAS R. GILLIGAN, SELECTMEN