

**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, Ben Fontaine, Roland Martel, Kathy Turnbull, Residents from Jasper Park (sign-in sheet attached to these minutes).

### **Budget Committee**

Sandy made a motion to nominate Tom as the representative to the Budget Committee 2007/2008. Carol seconded. **Discussion:** Tom does not accept the nomination. Tom stated that he can not make the Thursday night meetings, that he has work and personnel commitments on Thursday and Friday nights. Tom stated that he stepped forward at the first meeting and offered to be on the Planning Board partly because Wednesday's work for him. Tom stated that he stepped forward to Chair the Space Needs Committee as discussed. (see 4/9/07 minutes) Sandy stated that the Space Needs Committee is not a Selectmen's assigned task; they are Budget Committee, Planning Board, Joint Loss Management, and Central New Hampshire Regional Planning Commission.

Vote: Sandy yes, Carol yes, Tom no.

Sandy stated that the Budget Committee will be meeting on Wednesday, May 9<sup>th</sup> and asked Tom if he would be attending. Tom will attend this one. Tom stated for the record he can not attend the Budget Committee Meetings and does not accept the nomination; however he will attend next week. Discussion took place in regards to the Boards.

### **Emails**

Board discussed Tom's email dated 4/24/07. Tom stated for the record that he asked Sandy to table the emails for review and discuss until later in the meeting so that the Board could meet with the residents from Pine River Cooperative who are present and waiting. Sandy stated that they are scheduled at 7:00. Tom's request in email dated 4/24/07 #1 Please can I get copies of ALL of the audio tapes from last night's meeting. Can you please let me know when these will be ready (what day of the week) so that I can pick them up on my way home? #2 Please can I get a copy of the minutes from last Planning Board meeting? #3 Please make sure that the attached emails get appended (in whole) to the minutes of last night's meeting since we discussed these items. Please make sure the entire email chain is appended for future reference. #4 going forward it is imperative that I am made aware of any requests or work that the Chairperson asks you or your staff to do/chase down. As a BOS member, I am entitled to this information, and want to make sure that I am kept in the loop on ALL items. Case in point is the Rec. Commission email/agenda items from last night. I had NO advanced information about what the Rec. Commission was speaking to.

Discussion took place in regards to extra work being asked of the AA, and setting the agenda. Motion made by Sandy to stop all emails. Tom stated that all votes will have minutes. (I'm not sure what that statement means?) Sandy stated that they will be included in the Monday minutes. Motion was not seconded.

**Conservation Commission**

Board discussed Laura Bonk's email date 4/7/2007. The Conservation Commission asked if we would prepare a check as an honorarium to the speaker giving a wild life seminar. Laura said in her email that he has done this free for several years and that they would like to give him a \$200.00 honorarium. Motion made by Sandy to pay the \$200.00. Carol seconded. Motion passed 3-0. Motion made by Sandy to accept Ethan Hipple's resignation from the Conservation Commission. Carol seconded. Motion passed 3-0. With Mr. Hipple's resignation this will leave one member on the Conservation Commission.

**River Pines Cooperative**

Jack Payne, President from River Pines Cooperative met with the Board along with residents (see *attached sheet.*) regarding the flood assistance. Mr. Payne thanked Kelley Collins and Clifford Jones for all their help and support. Jack asked the Board to join him and the residents to amend Senate Bill 35FNA, Senator Jack Barnes is one of the sponsors. Bill has passed the senate but not the house. Mr. Payne is requesting that the Board help to get grants for the lower level on Riverside. The River and the Dam above needs repair. Mr. Payne thanked the Board for their time and wants to work with the Board to get the lower level fixed. Andy Labrie, Community Action Program spoke to the residents in regards to the update with FEMA Andy suggested that residents need to express their concerns to the BIS so they can send him a letter. Tom Gilligan wants a letter prepared expressing the resident's long term needs and he wants Mr. Labrie to have that as soon as possible. AA typed a letter for the Board's signature for immediate housing needs for the residents of Jasper Drive and Riverside Park Drive. Andy Labrie will deliver the letter tomorrow to the Governor's office.

**Public Hearing****May 21<sup>st</sup>.**

Kenwood Drive / 911 Street Naming and renumbering / change to Snow Removal Ordinance

**June 18<sup>th</sup> at AES**

Suncook River watershed / Various Dams / Availability of Pre- Disaster Mitigation grants

**Radar Equipment**

Police Chief Mulholland sent an email to the BOS stating that Lisbon and Bath Police Department could use the old radar equipment; Chief Mulholland would like to transfer the equipment to them. Motion made by Carol to give the radar equipment to the two towns. Sandy seconded. Motion passed 3-0.

**Motion to amend Minutes**

Tom would like to amend the minutes of 4/9/2007 because they are missing an important piece of information. Tom stated that he was asked to Chair the Space Needs Committee and Tom stated that he asked the AA to solicit interest from the department heads. Sandy stated she doesn't have the authority to appoint a chair of any board. Kelley stated that the tape will be listened to and they will be put in the minutes verbatim.

**Minutes**

Motion made by Tom to accept the meeting minutes of April 23<sup>rd</sup> as written. Carol seconded. Motion passed 3-0.

**CPAC**

Fire Lt. Lee Cheney has passed his CPAC test. He is now eligible to be put on Group II NH Retirement. Motion made by Tom to put Lee on Group II NH retirement effective April 23. Sandy seconded. Motion passed 3-0.

### **Job Description**

Motion made by Sandy to accept the Road Agent's job summary description dated 2007. Carol seconded. Motion passed 3-0.

### **Letters**

Thank you letters will be going out to everyone who has help/volunteered time during the flood.

### **Abate Taxes**

Mr. Penrich is asking that the BOS abate the taxes for lot 68 Chamber Circle. Motion made by Sandy to abate the taxes for lot 68 Bear Brook Villa, with the condition that Mr. Penrich remove the trailer. Carol seconded. Motion passed. Sandy yes, Carol yes, Tom no.

### **CTAP**

AA stated that there was a CTAP meeting on April 19<sup>th</sup> and asked if they would like Mr. Rodger to come in and give an update on the meeting. There was also some discussion about the \$11,500 grant money available. AA will ask Mr. Rodger to come in on May 7<sup>th</sup> or the 14<sup>th</sup> if he is available. If he can not make it in she will ask him if he can draft a short synopsis of where they are in the process.

### **Summer Schedule**

BOS and AA discussed the summer schedule meetings. BOS summer schedule will be as follows: June 4<sup>th</sup>, June 18<sup>th</sup>, July 2<sup>nd</sup>, July 16<sup>th</sup>, July 30<sup>th</sup>, August 13<sup>th</sup>, August 27<sup>th</sup>. September 10<sup>th</sup> will start the weekly BOS meetings.

### **Registrations**

Tom asked Kelley about flood damage to a registration; Tom asked why we are giving a rebate. Kelley will ask the Town Clerk for an explanation.

### **Pizza**

Sandy asked about a check request for pizza, it was for the high school students at the Fire Department doing work on the second floor. Sandy stated she will sign the request, however we are on a spending freeze and that we should not be supplying food. This should be addressed to the Fire Chief.

### **Job Descriptions**

BOS and AA reviewed and discussed Building Inspector/Code Enforcement Officer/Health Officer/Land Use Assistant job descriptions making two changes **1.** Change BOCA to IBC **2.** Town's final inspection of septic tank installations. Motion made by Sandy to accept the job description after making the two changes. Carol seconded. Motion passed 3-0.

BOS and AA reviewed the Administrative Assistant job description. Motion made by Carol to accept the job description as written. Sandy seconded. Motion passed.

**Employee Evaluations**

BOS and AA discussed employee evaluations; BOS wants to make sure they are getting done. Discussion took place as to the state statues with Police Department evaluations. BOS stated that they will have the Department Heads evaluations done by May 21<sup>st</sup>. BOS will split the employees: Tom will do the Fire Department, Carol will do the Police Department and Sandy will do the Highway Department; the whole Board will do Town Hall.

**Alarm**

AA discussed building keys and alarm system with BOS.

**Keys**

Tom asked AA if all Town property and keys from Jim Boisvert were turned in. AA will check with Mark Boisvert.

**Non-Public Minutes**

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

Motion made by Sandy to accept the non-public minutes of April 2, 2007 @ 7:42 pm. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept the non-public minutes of April 16, 2007. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept the non-public minutes of April 23, 2007 @ 6:33 pm. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept the non-public minutes of April 23, 2007 @ 7:03 pm. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept and seal the non-public minutes of March 26, 2007. Tom seconded. Motion passed 3-0.

Motion made by Sandy to accept and seal the non-public minutes of April 2, 2007 @ 7:51 pm. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept and seal the non-public minutes of April 23, 2007 @ 9:47 pm. 2007. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept and seal the non-public minutes of April 23, 2007 @ 9:37. Carol seconded. Motion passed 3-0.

Motion made by Sandy to accept and seal the non-public minutes of April 23, 2007 @ 10:14 pm. Carol seconded. Motion passed 3-0.

**Capital Reserve**

Motion made by Sandy to transfer funds from the Police Departments Cruiser Capital Reserve fund in the amount of \$3662.40 to the Town account, this is for the cruiser. Carol seconded. Motion passed 3-0.

Motion made by Tom to transfer funds from the Police Departments Cruiser Capital Reserve fund in the amount of \$195.50 to the Town account. Carol seconded. Motion passed 3-0.

**Non-Public Session**

Motion made by Sandy to go into non-public session at 9:20 p.m. under RSA 91-A: 3 II (c) Tom seconded. Motion passed. 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes. Back in public session at 9:27 p.m. Motion made by Sandy to seal

the minutes for April 30, 2007 @ 9:27 pm. Tom seconded. Motion passed 3-0 Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to go into non-public session at 9:28 p.m. under RSA 91-A: 3 II (c) Carol seconded. Motion passed. 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes. Back in public session at 9:44 p.m. Motion made by Sandy to seal the minutes for April 30, 2007 @ 9:44. Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to go into non-public session at 9:44 p.m. under RSA 91-A: 3 II (c) Carol seconded. Motion passed. 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes. Back in public session at 9:56 p.m. Motion made by Sandy to seal the minutes for April 30, 2007 @ 9:56. Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes

**Town Council**

Tom asked Sandy if she appeared before Hooksett Town Council. Sandy stated that she did as a resident of Allenstown and a friend of David's. Tom would like a professional heads up.

**Vacation**

AA stated that she will be taking the last week of May off for vacation.

**Comp Time**

BOS and AA discussed what is or is not comp time. Board also discussed all the hours that were worked during the flood. BOS is giving time off to Police Chief Mulholland, Kelley Collins AA, and Cliff Jones, Building Inspector. They will each receive (2) flood days.

**Driveway Permits**

Sandy stated that Cliff Jones was asking to give out driveway permits temporarily until a Road Agent is hired. Tom is not in favor of doing this unless they make it part of the Building Inspector's job description. Discussion took place in regards to driveways. Motion made by Sandy to allow Cliff Jones, Building Inspector to temporarily take over driveway permits. Carol seconded. Motion passed 2-1. Sandy yes, Carol yes, Tom no.

**Laborer**

BOS discussed an employment application that was turned in. Board will put this on hold.

**ADJOURN**

Motion to adjourn by Carol. Seconded Sandy by at 10:23 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