

**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 Gilligan, Selectman, Kelley Collins, Administrative Assistant to the Board of Selectmen, Dennis Meuse, resident of Riverside Park Drive. Carol Merrill, Selectperson – excused absence

Riverside Park Drive – Water Problem

Mr. Dennis Meuse addressed the Board stating that he is looking for some answers on road conditions on Riverside Drive, specifically in front of his house (10 Riverside Park Drive). Chairperson McKenney noted that the Board has seen the pictures Mr. Meuse submitted. Mr. Meuse has lived there 5 ½ years and the last year has really gotten bad with the water problems in front of his house. Before the houses were built across the street it was just wooded and he didn't have this issue. Now with the houses and the road keeps getting graded, the road is getting higher and the water collects in front of his house and nothing across the street. Mr. Meuse realizes that the Town is going to do some work there but if it isn't done right and he starts having septic or leaching field problems because of this he will be contacting his attorney. The Town approved his house to be built there and now the Town is creating more of a problem with the water run off. Mr. Meuse also noted that he has a drain in his front yard that empties into the river, it only carries ground water. Mr. Meuse did appear before, he can't remember if it was the Board of Selectmen or the Planning Board but he voiced his opinion about the way the road was pitched. He couldn't research the BOS minutes because they are missing on line from April 11, 2005 through January 9, 2006.

Tom Gilligan noted that he was on the Planning Board during the time frame that PAL Builders was creating Jillerick Road and he remembers Mr. Meuse being at all of those meetings and voicing his concerns. What Selectman Gilligan cannot recollect is did the Town go down there and regrade before or right after they built those homes? Mr. Meuse notes the Town hasn't re-graded what they've done most every year is they bring fill down there and take a front end loader and spread material out. Last year they had a small dozer down there and a roller. They haven't done it this year. Mr. Meuse notes that most every spring and fall the Town comes down. Selectperson Gilligan recapped that the situation in front of Mr. Meuses' house has been getting worse. He asks how long has it been going on? Mr. Meuse says definitely since the lot across the street was cut down and since last year's grading (last Fall). Last year when they worked on the road he called the Highway Department he was wallowing around his mail box. Highway Department stated that they would be bringing more material in in the Spring. Mr. Meuse spoke to Kelley about this on June 6 and that is when he brought the pictures down. He also spoke to Mark Boisvert and Mark noted that he was the Interim Road Agent. Other than that he always spoke to Jim Boisvert. Mr. Meuse has reached his saturation point with water.

Selectman Gilligan stated that he thinks there appear to be a few issues:

1. The Town has gone in a couple of times and filled in, for lack of a more technical term.
2. The cutting off of the two lots across the street, erection of the houses and correlating septic systems.
3. We've also had a flood since last year

Selectman Gilligan stated, that to him, what is happening to Mr. Meuse's property is unacceptable. There clearly is a problem with water collecting. He doesn't know who is to blame and he isn't looking to point fingers. To have that much standing water in front of your house and on your lawn is unacceptable, if in fact, you haven't had that issue right along.

Mr. Meuse understands that this is a dirt road and the Town does the best they can with the limited resources they have but now it's not getting any better, it is getting worse. He isn't complaining that the Town doesn't do anything – they do. But now his front yard is under water.

Selectman Gilligan agrees with Mr. Meuse that there is a problem so now the issue becomes how do we address the problem and who's going to address it? There are a couple of different factors: the work the Town has done and the cutting down of the lot across the street. Selectman Gilligan doesn't know who could do this work? Is it a joint Town and resident effort? Tom thinks the Building Inspector and probably an engineer should look at the problem down there because he thinks you're going to find that if we just go down there and take a pass at it with the backhoe and some fill it would probably work for three to six months. Whereas, if we have an engineer look at it in conjunction with the building inspector, look at the lot across the street to see what if anything can be done by the resident who owns that lot because he doesn't know what the pitch of the lawn is and whether it breaks any town or state laws. Again, this would probably need to be done with an engineer, we don't have any engineering background with highway employees.

Mr. Meuse has a drain in front of his house and if he didn't have that drain it would be much worse. Mr. Meuse does not expect the Town to put in drainage – that's unrealistic. He isn't even sure we need an engineer. Mr. Meuse thinks that lowering the road a little bit will take care of the problem.

Chairperson McKenney would like to have Cliff/Building Inspector/Code Enforcement Officer and the Road Agent, Chris take a look at it, as a start.

Riverside Park Drive – Maintenance Issue

Mr. Meuse has a couple of other questions: he was told by the Interim Road Agent that this was the last time the Town would come down and address the road conditions on Riverside Park Drive. He is appearing here to ask the Selectmen what their position is. It was Mark when he was acting as Interim Road Agent, and he did have to get approval from Selectmen to do that work. Tom and Sandy just think that was a misunderstanding. We are under a spending freeze so no work was to be done without checking in with the Selectmen. The Selectmen made it clear that there is no standing order that this will be the last work done. Selectman Gilligan knows it is a sore subject but that is not a town-accepted road. Mr. Meuse understands that it is a private way, emergency access and has to be maintained by the town for emergency vehicles.

Riverside Park Drive – FEMA funds

Mr. Meuse also wanted to know how much money the Town got from FEMA for repairs to 10 Riverside Park Drive. The Administrative Assistant reviewed the PA (public assistance) forms for 2006 and 2007. In 2006 the eligible amount was \$5,141.76 (this includes \$3,893.76 FEMA share and \$1,248 Town matching share) this covered only "regrade deteriorated section of this 24 foot wide roadway for a distance of 3,120 feet". This year the amount submitted is \$3,900 (FEMA's share will be 75% and Town's match will be 25%) and this year it is only for material. Since the regarding did not get done from last year's FEMA money they would not give us money for labor again they are only giving us money for material this time. Mr. Meuse does not feel that \$3900 of material has been put down on that road. Kelley explained it hasn't. We did not get any money in 2006 for material. For the May 2006 flood we only got money for grading. For 2007 we are only being allowed material, no additional labor. There was some general discussion regarding the allocation of FEMA money once the projects are approved and the money received it must be spent on that project. The AA explained that is not strictly the case. In the case of small projects, and FEMA describes small projects as anything under \$57,500, you can under expend one and use the money on another, as long as it is used for "any capital improvements that benefit the general public". FEMA uses the example of "other hazard mitigation projects with the intent of lessening the impact from future disasters". Mr. Meuse would like to know how much of the 2006 \$5,141.76 the Town spent doing work on Riverside Park Drive last year.

Tom recapped:

1. Most immediate need is water in front of Mr. Meuse's house. They will have the Building Inspector and Road Agent look at this issue
2. Look into how much FEMA money is left and come up with an action plan on when work will be done on Riverside and what the extent of the work will be.

3. The fact that this is NOT the last time work will be done on Riverside.

New Call Firefighter, Keith Melanson

The Board met with new Call Firefighter Keith Melanson. Mr. Melanson is a resident of Town and has been active in the Explorer program for the last four years. The Board welcomed Keith aboard.

Olde Towne Homeowners Cooperative, Inc (OTHC)

The Board met with the President of the OTHC, Mr. Dennis Fowler, regarding their written request that the Selectmen abate the taxes on 3 Pinecrest Circle, so that the OTHC can get a lienholder's deed to the property and remove the trailer and allow a dealer to bring in a new manufactured home for that site. The home has been vacant for nearly a year and the previous owner was evicted. There is \$2625 in past due lot rent owed and the past due taxes are approximately \$915.22, as of today. Chairperson McKenney made a motion to abate the taxes on 3 Pinecrest Circle, Selectman Gilligan seconded. Motion passed 2-0.

Kelley updated Mr. Fowler that the Town Attorney has the (2) properties to be tax deeded and the Attorney is also working on the agreement between the Town and OTHC regarding future tax deeded properties. Tom Gilligan suggested that Dennis Fowler work with Andy Labrie from Community Action Program to see if they can relocate any of the flood affected residents to OTHC's park. They already have a couple of residents, one from Kingstown in Epsom and one from Jasper in Allenstown that are looking to relocate to OTHC.

Andy Labrie/Community Action Program

Andy Labrie made the Board aware that the Governor is speaking to every person still affected by the flood via telephone tonight.

Mr. Labrie started his meeting with the Board by thanking Kelley for all her hard work during the flood. He honestly believes that he could not have gotten this much done without her assistance.

Mr. Labrie also wanted to update the Selectmen on where they are with the relocation of residents from Jasper Drive. Three families have been permanently housed elsewhere; one in an apartment in Concord, two in a mobile homes in Concord . They used \$268,000 in CDBG money to assist these flood victims. Each CAP will see about \$50,000. On August 4 – 10 there will be about 50 Methodists coming to assist people on Riverside Park Drive and Albin Avenue whose homes have not yet been repaired – CAP has also set aside some money for materials. Kelley noted that we have 10 or 12 of the American Red Cross cleaning kits that they can use for the residents. They also received about 40% of the telethon money to assist residents of Epsom and Allenstown, this pool will be mostly Epsom. When the floods hit Kelley expedited and stuffed the fax machine with her applications so Allenstown got to the Governor's notice first. Money will be used to relocate all the residents of Jasper Drive except the Baileys by matching their FEMA funds dollar for dollar so that they can purchase an approximately \$50,000 home somewhere else and then CAP will go in and remove the mobile homes, septic tanks, electric services, concrete and turn it back into green space. He will be soliciting bids shortly for this process. This all came as a result of Kelley being able to get him the information he needed and within an hour he was able to submit a grant. Weatherization money left from CAP from last year was used to purchase 1 furnace, 1 well pump, 2 hot water heaters and 1 water conditioner. That is where we are with the floods. The other thing you might hear is Extreme Makeover is in NH and has chosen twenty homes. He does not think we are a part of that though.

Andy will be asking the Town for abatements on the Jasper Drive mobiles being relocated.

Andy was asked to be the messenger for the State of NH in presenting Kelley Collins with a Citation from the Governor for her work during the flood. The Citation from Governor Lynch recognized and thanks Kelley for her "support, leadership and generosity in the aftermath of this emergency" ... and for "her commitment to the state and the community". (the Selectmen clapped) Kelley thanked Andy. In all the Towns he worked in Kelley supplied all the information they needed.

If there is money left after Mr. Labrie is done he would like to go back and look at those two houses on Albin Avenue. Selectman Gilligan pointed out that the relocation process does not include any matching fund requirements from the Town. The buy out programs do require a 25% match. The Selectmen thanked Andy for his time and hard work.

Chris Roy/Road Agent

Chris has gotten some pricing on running water to the Highway Garage, as requested. The hookup from the main would be \$1500 with \$500 labor and \$135 in parts. He is still waiting to speak to Mr. Gelinas as he has the rights to the pipe. This does not include the price of running it from the main into the building or plumber's fees. Redlon and Johnson will donate a stand up shower.

Overtime

Chris made the Board aware that the crew worked on Sunday cleaning up trees that were down due to the storm. Selectman Gilligan thought he saw PSNH or NH Electric CoOp down there. Chris noted he did. Schedule: Tuesday and Wednesday Chris and Steve Perron will be at class for their Waste Operator's licenses. On Friday, Chris has been subpoenaed to court for one of the cases that occurred while he was the Fire Lieutenant on the scene at an arrest on Riverside Park Drive. Selectman Gilligan would like a copy of the subpoena for the Town Hall and for the Police Chief also.

Volunteer Work on new Highway Garage Office

Chris updated the Board on the Fire Department Ladies' Auxiliary work on the office in the trailer. They have ripped out all the carpet, thrown away the couch, started laminating the floor and they'll be back tomorrow at 7:00 a.m. They've put the first coat of paint on the kitchen area. Chris has taken pictures and video of the before and after. Selectman Gilligan asked if he is moving his office in there. Chris noted that the old office will become the restroom and the trailer will be an office without restroom facilities (the trailer has no sewer hookups)

Sand

The Town has not paid for sand for winter operations recently. We will have to budget the full price of winter sand for the upcoming budget cycle.

Loader/Skid Steerer

The loader is in rough shape and Chris is looking to replace the loader in the near future and to purchase a skid steerer which can be used to plow the sidewalks and parking lots. We can also purchase a sweeper attachment for it so that we can do our own in town sweeping. A loader would probably run \$100,000 - \$110,000 and a skid steerer would run around \$50,000. Discussion took place regarding using capital reserve money, trade-ins, leases, etc. AA asked if the Highway Department could get another year out of the loader. Chris thinks he could but he would have to have Mark go through the loader to make a list of repairs we would have to make to get that year out of it.

Mowing of the Old Allenstown Meeting House lawn

Since the OAMH is Town property there has been a request that the Highway Department start mowing it. Chairperson McKenney made a motion to have the Highway Department start plowing the lawn at the Old Allenstown Meeting House. Tom Gilligan seconded. Motion passed: 2-0.

Temporary Full Time Laborer

Chris asked the Board their feelings on hiring a full time, temporary employee since we are temporarily down one full time person and we are paying Labor Ready \$15/hour.

Non-Public Session

Chairperson McKenney made a motion to go into non-public session at 8:02 p.m. Tom Gilligan seconded. Roll Call Vote: Sandy – yes; Tom – yes.

Chairperson McKenney made a motion to leave non-public session at 8:16 p.m. Selectman Gilligan seconded. Roll Call Vote: Sandy - yes; Tom – yes.

Selectman Gilligan discussed the possibility of hiring a temporary full time laborer but the Board would like to agenda this item when there is a full Board available at their July 30, 2007 meeting.

Deerfield Road Paving Project

This project should start 7/23 or 7/30 week. One lane of the road will have to be closed at a time. The Highway Department has done some patch work out there.

Riverside Park Drive

Chris has gotten a quote of \$4500 for material for Riverside Park Drive. We could use what we have left from 2006 Canal Street project and probably come up with enough to pay for this material. Selectman Gilligan told Chris Roy/Road Agent that the Board would like Cliff and him to go out and take a look at Mr. Meuse's water problem and the issues on that road. Kelley reminded the Board and the Road Agent that this is not a Town Road and the Board needs to consider carefully all the expenditures of public funds on this road. The AA will stay on top of this with the Town Attorney.

Sewer Department Letter of June 19, 2007

Chairperson McKenney asked if AA had forwarded the Sewer Commission's letter regarding their concerns on the boat ramp to Attorney Bedard for review. She hasn't but will take care of it.

Right To Know Request

Sewer Commissioner Jim Rodger has made a request under RSA 91-A:4 for a copy of the email that the building inspector sent to the Board of Selectmen regarding the broken sewer pipe on Route 3. The Administrative Assistant had this request verbally on Friday but was not copied on the email so she had no way of complying with the request. The AA noted that she really needs to be copied on these kinds of emails. The Selectmen agreed, other than a complaint against the AA, she should be copied on everything.

Lavoie Drive

Attorney Bedard stated that Lavoie Drive is a town road. He will forward a copy of the document filed at the Registry of Deeds to the Town for our files.

Landfill Groundwater Management Permit

We have received our revised Groundwater Management Permit #199012032 from the NH Department of Environmental Services. There are two important stipulations in this permit. One is that we notify owners of any lots in the Groundwater Management Zone by certified mail, within 30 days. The only owner in our zone is Allentown Aggregate and that notice is prepared and ready to go. We have to send NH DES a copy of the notification, as well. In addition, we are required to file a notice of the Groundwater Management Permit at the Merrimack County Registry of Deeds and again we have to send proof of that filing to the NH DES within 60 days. The Selectmen signed the notice to be filed at the Registry.

Local Government Center Municipal Volunteer Awards

The Selectmen will be making a nomination for a Municipal Volunteer Award. The deadline for submission is August 30, 2007 and Chairperson McKenney will be working on this and will submit something to the Board before the deadline.

Budget Sheets

Chris Roy called Sandy to let her know one of the Highway Department trucks broke down and had to be towed. After taking the truck to a repair shop there was something minor wrong with it and there was no charge. Repairs seem to be getting a little out of hand. Chairperson McKenney knows they have to be done but they seem to be piling up especially if we have to do something with the loader. Selectman Gilligan stated that part of the problem is that we try to put off some of these big capital expenditures and when you put them off for long enough you never know when something is going to break. The Administrative Assistant notes that at some point after deferring these items you reach a critical mass. As of July 12 there is 47% of the budget left.

Civil Defense

Chairperson McKenney has a question about the equipment line in the Civil Defense (Emergency Management) budget. We spent \$758 in this line. The AA will run a detail of that line and let the Board know.

Public Restroom Signs

Since the Town Hall Rest Rooms do not meet American's with Disabilities Act requirements, we need to order and install (2) signs in Town Hall stating that we do not have a public restroom.

Minutes of 6/18/2007

Chairperson McKenney made a motion to accept the minutes of the June 18, 2007 meeting, with corrections. Tom seconded. The corrections were: on page 2 under Deerfield Road include the cost of \$69,500 for work on Deerfield Road and on July 4th add the fact that Armand Verville is putting the ARA sign out with a message stating that the curbside pick up normally scheduled for the Fourth of July will be done on Thursday, July 5th.

Group Yard Sales

The Administrative Assistant put this on the agenda because our current Planning Board regulations require a permit for yard sales but does not really address group yard sales. This came up this past week when the recreation person at the Olde Towne Homeowners Cooperative Mobile Home Park came in to get a group yard sale permit. She pulled it in the Park's name. There is nothing in our regulations that would preclude different owners from pulling permits in their names and running summer long group yard sales as long as they continue to pull the permits in different names.

Motor Vehicle Background checks

Chairperson McKenney brought up the fact that she would like to discontinue the motor vehicle background check on appointed committee members. She doesn't feel this is necessary for those who do not drive town vehicles. AA noted that there may be some reason to do that since any committee member may drive their own vehicle to meetings, site walk troughs or training workshops.

Town Hall Lawn Lighting

Chairperson McKenney noted that Mr. Cassidy from JPC Electrical will be contacting the AA to let her know when he can work on the front yard lighting.

Mobile Home on the Corner of Granite Street and Bunny Lane

Chairperson McKenney noted that this is the mobile home that she had sent the email about. The new owner wants to change the place on the lot that the mobile sits and put a larger mobile on the lot. Unfortunately, since this is zoned as commercial/light industrial the owner will have to go to the Zoning Board to make any changes. They can put a similar mobile on the foot print of the existing mobile.

Paint for Volunteers Day

The cost of the paint for the AmeriCorp Volunteer Day went over the \$350 purchase order amount to \$488. Chairperson McKenney made a motion to approve the increase from \$350 to \$488 for paint for the volunteer day. Selectman Gilligan seconded. Motion passed 2-0.

NH Department of Environmental Services letter re: deficiencies at Allenstown Aggregate

Allenstown Aggregate has been granted an extension to deal with deficiencies by NH DES.

Department of Revenue Administration

The Board reviewed the document outlining DRA's review of our assessment practices. There was only one item that had a recommendation from DRA and that was regarding our Current Use documentation. Penny and the reps from Corcoran's have been working on updating current use. Penny specifically has done an awesome job making sure that we are in compliance with DRA's requirements.

Form A for Police Department new hires

Chairperson McKenney made a motion to authorize the Police Chief to sign Form A for Police Standards and Training for the two new hires, conditioned on their passing all the hiring tests. Selectman Gilligan seconded. Motion passed 2-0

Digital Camera for Building Inspector

Cliff called Sandy regarding purchasing a digital camera for the building department. He really needs a camera with a date stamp for potential court cases. Tom would like Cliff to shop around for prices.

Police Chief Mulholland

The Chief made the Selectmen aware that the NH Highway Safety Agency made him aware of a grant for a field sobriety vehicle. Most states have these vehicles but NH does not have one yet. It is a \$250,000 command vehicle that allows the Officers to conduct field sobriety tests and book the suspects right at the scene. The Chief wants to know how the Board would feel about Allenstown applying for a grant for one of these. It could be used by any Police Department in the state. We would provide the routine maintenance and insure the vehicle and other departments would fix anything they break and provide the fuel. The Selectmen support the Chief looking into this.

Form B for Officer Duchesne

The Selectmen signed the Form B for Officer Duchesne. His last day was today, July 16, 2007.

Capital Reserve Transfer

Chairperson McKenney made a motion to transfer \$5642 from the Police Department Cruiser capital reserve fund to the operating fund. This was for the in-cruiser video. Selectman Gilligan seconded. Vote: 2-0

Officer Duchesne resignation

Selectman Gilligan made a motion to formally accept Officer Jonathan Duchesne's resignation effective, July 16, 2007, with regrets. Chairperson McKenney seconded. Motion passed 2-0.

E 9-1-1

E 9-1-1 is in Town and doing mapping. The AA has posted notices so residents are aware of this and the Hooksett Banner has included this in their publication, at no charge.

Oral Boards

Chief Mulholland will let the BOS know the dates for the Oral Boards as soon as he finds out.

Petty Cash

Kelley Collins, A.A. would like to take money from petty cash and have AmeriCorp put in a few plants in front of the Municipal Building sign. BOS is okay with this. Sandy stated that she will be glad to donate some perennials from her yard.

LUCA training

The Administrative Assistant discussed the availability of training for our role in the US Census (2010) being conducted at the Local Government Center in Concord on Wednesday, July 25, 2007 from 9 a.m. to 2 p.m. Kelley has asked Penny as the point person on this project but Penny is on vacation next week. There is another training being offered August 29 in Dover and Kelley is encouraging Penny to attend that training session. In the meantime, AA believes she should attend this session so that she is aware of what responsibilities we have in this process.

Exit Review

AA and BOS discussed the recent exit interview (Officer Duchesne's exit from Police Department).

Inventory Form

BOS signed a form stating that they are not and will not be using the PA – 28 forms (inventory forms).

Accepting Non-Public Minutes

Motion made by Tom to accept the meeting minutes of the non-public session of May 21, 2007 as written, that started at 7:59 p.m. and ended at 8:40 p.m. Sandy seconded. Motion passed 2-0. Roll Call Vote: Sandy – yes, Tom – yes.

Motion made by Tom to accept the meeting minutes of the non-public session of May 21, 2007 as written, that started at 7:44.m. and ended at 7:57 p. m . Sandy seconded. Motion passed 2-0. Roll Call Vote: Sandy – yes, Tom – yes.

Motion made by Tom to accept the meeting minutes of the non-public session of May 21, 2007 as written, that started at 7:18 p.m. and ended at 7:43 p.m. Sandy seconded. Motion passed 2-0. Roll Call Vote: Sandy – yes, Tom – yes.

Motion made by Tom to accept the meeting minutes of the non-public session of May 21, 2007 as written, that started at 6:58 p.m. and ended at 7:15 p.m. Sandy seconded. Motion passed 2-0. Roll Call Vote: Sandy – yes, Tom – yes.

Motion made by Tom to accept the meeting minutes of the non-public session of June 4, 2007 as written, that started at 10:44 p.m. and ended at 11:55 p.m. Sandy seconded. Motion passed 2-0. Roll Call Vote: Sandy – yes, Tom – yes.

Non-Public Session

Chairperson McKenney made a motion to go in to Non-Public Session under RSA 91-A: 3, II (a) at 10:25 p.m. Selectman Gilligan seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes.

Chairperson McKenney made a motion to leave Non-Public Session at 10:38 p.m. Selectman Gilligan seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes.

ADJOURN

Motion to adjourn by Chairperson McKenney. Seconded by Tom at 10:38 p.m. Motion passed 2-0.

SANDRA A. McKENNEY, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

THOMAS R. GILLIGAN, SELECTMAN