

**TOWN OF ALLENSTOWN
SELECTMEN'S OFFICE
16 SCHOOL STREET
ALLENSTOWN, NH 03275
Minutes for July 2, 2007**

Sandra A. McKenney, Chairperson for the Board of Selectmen, opened the meeting at 6:33 pm. Present at the meeting: Sandra A. McKenney, Chairperson; Thomas R. Gilligan, Selectman; Carol Merrill, Selectperson; Kelley Collins, Administrative Assistant, Wayne Jennings, NH Diversity Group, Greta Cuyler, Union Leader, Police Officer Dunsmore, Police Chief Shaun Mulholland, Fire Lt. Paul St. Germaine, Chris Breton, Laura Raymond, Library Trustee and Cathy Vincevic, new Allenstown Librarian, Carl Schaefer, Allenstown Recreation Commissioner

6:30 Chairperson Opens meeting

New Call Firefighter

Lt. St. Germaine introduced Chris Breton to the board. Chris has applied for a call fire fighter position and has passed the necessary testing. Chris told the Board a little about himself and why he wants to be a call fire fighter for Allenstown. Sandy made a motion to appoint Chris Breton as a call fire fighter effective 07-02-07, Tom seconded. Motion unanimously.

New Librarian

The Board met with Cathy Vincevic, the new Allenstown Librarian. Cathy told us little about herself and why she wanted to be the librarian. The Board welcomed Cathy to the position of Allenstown Librarian. Laura asked if there were any issues with the personnel insurance policy regarding Cathy. Kelley will discuss with the BOS later. No issues at this time. Kelley asked Laura Raymond, Library Trustee if in the future when they request money from the Town if they could put in writing. Laura was happy to comply.

Accept Minutes

Sandy made a motion to accept the minutes of 06-26-07 with an amendment of adding Claudette Verville, Ken Rowe and Elaine Tousignant as residents present, Carol seconded. Sandy – Yes, Carol – Yes, Tom – Abstained.

Sandy made a motion to accept the minutes of 06-25-07 with an amendment that a motion was made by Sandy and seconded by Carol to make a donation to Cliff Jones sister-in-law who passed this week. Motion passed unanimously.

Motion by Sandy to accept the minutes of 06-11-07 with amendments of adding Motion by Sandy to go back to public session, seconded by Carol. Roll Call Vote: Sandy – Yes, Carol – Yes, Tom – Yes. Back in public session at 6:55 p.m.

Motion by Sandy to go back to public session, seconded by Carol. Roll Call Vote: Sandy – Yes, Carol – Yes, Tom – Yes. Back into public session at 7:23 p.m.

Motion made by Sandy to go into non-public session at 7:50 p.m. under RSA 91-A: 3 II (a) Carol seconded. Motion passed. 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes, Selectman Gilligan – yes. Motion to go back in to public at 8:02 PM, seconded by Carol. Roll call: Sandy – yes, Carol – Yes, Tom – Yes. Motion by Sandy to seal the minutes, seconded by Carol. Motion passed. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes, Selectman Gilligan – yes.

Motion made by Sandy to go into non-public session at 9:55 p.m. under RSA 91-A: 3 II (a) Carol seconded. Motion passed. 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes. Selectman Gilligan – yes. Motion by Sandy to go back to public session, seconded by Tom. Roll Call Vote: Sandy – Yes, Carol – Yes, Tom – Yes. Back into public session at 10:35 p.m.

The BOS will wait until next meeting to accept 06-18-07.

Planning Board Appointment

The Board reviewed Jeff Gryval's criminal and motor vehicle background checks. Sandy made a motion to appoint Jeff Gryval as an alternate on the Allenstown Planning board with an expiration date of April 2010, seconded by Carol. Roll call: Sandy- Yes, Carol – Yes, Tom – Yes.

MS2

The BOS signed a revised MS2.

Electrical Work at Town Hall

Jim Cassidy, JPC Electrical, has been doing work with the lights out from for the sign and flagpole. He said all work could be completed for under \$200.00. Motion by Sandy to allow Jim to continue with lighting for the flag, Carol seconded. Roll call: Sandy- Yes, Carol – Yes, Tom – Yes.

LCHIP Grant

Carol Martel called Sandy and said the LCHIP grant has to be submitted by July 20, 2007. Carol and Joyce McKay will be working on this grant. There is no cost to the Town. We have previously given Carol our support to pursue this grant. Carol will not be returning from vacation till the 16th of July. She asked that Sandy be able to sign the paper work that needs to be submitted on the 20th. The BOS agreed Sandy could sign the grant. Copies will be made for the Town.

Wayne Jennings, NH Diversity Center

Wayne Jennings, president and chairman of the New Hampshire Cultural Diversity Awareness Council, presented an award to Police Officer Rebecca Dunsmore and to the Allenstown Police Department. Officer Dunsmore and about 40 Allenstown students took part in this one-day cultural diversity program. The program strives to teach students to address issues including prejudice related to economic status, language, religion and ethnic origin. The students also learn problem solving and strategies and positive ways to resolve conflict.

FEMA – Pre-mitigation Grant

Chief Mulholland said there is a lot of administrative work that needs to be done in order to receive this grant. The Chief can write the grant; Jack McKenney will assist in writing this grant. An administrative person could be hired for 9 months to oversee the grant; this position would be paid through the grant. There will be two grants, one for Albin Ave and one for Riverside Drive. The Town has to come up with 25% of the actual cost, which could be very high. The BOS needs to lobby the legislators. Alstead lobbied and only had to pay \$5000.00. We need to do the same thing. Sandy will call Representative Beauchesne and set up a meeting with Chief Mulholland, Carol and Sandy for the very near future. Four Towns will probably be applying for this grant: Salem, Raymond, Goffstown and Allenstown. Richard Verville, Homeland Security, will assign someone to help us.

Police Computer

The Highway Department does not have a computer. There are a lot of e-mails that go between department heads and town hall. The highway department is not involved in this process. What the Chief would like to suggest is that he purchases a new computer for the police department and give the old one to the highway department. If he purchased this computer this year, he would not purchase one next year. The cost of the new computer is \$2088.00, which would come out of the Police Computer Capital Reserve Account. The cost to have Internet service at the highway garage is \$60.00 per month; town hall pays \$100.00 per month. The Road Agent has to go to the State Shed and use their computer to receive information on weather conditions. The Highway department doesn't have the Roads Program. The Chief has it in his computer. Tom would like the Road Agent to see if he can get Internet service at a lower price. Motion by Sandy to allow Chief Mulholland to take \$2088.00 out of the Capital Reserve Fund to purchase a new computer and give his old one to the Highway Department, seconded by Carol. Sandy – Yes, Carol – No, Tom – No. Motion fails.

Ferry Street Boat Ramp

The Board discussed a letter dated June 19, 2007 that was received from the Allenstown Sewer Commission. It is the understanding of the Sewer Commissioners that the land in question is to be used for future expansion or alteration of the plant. The Town has the deed to this property and the Town owns this property not the Sewer Department. The Sewer Commissioners also sent a letter directly to Fish & Game without consulting with the BOS. In March the voters agreed to go into a contract with Fish & Game to reconstruct the Allenstown Board Launch. Fish & Game called Chief Mulholland very concerned about the letter received from the Sewer Commission. Fish & Game have been moving forward with this project and wanted to make sure the Town was still supporting this project. It was decided by the Board that they would like to have Biron Bedard, Town Attorney, review the letter from the Sewer Commissioners and the deed for that property.

Letter from Mr. Brown

Mr. Brown, who is incarcerated in the State prison system, had requested from the Allenstown Police Department a letter stating that his wife has no open case in the Town of Allenstown. Chief Mulholland has concerns because the State Prison has not made any inquiries to the Allenstown Police Department requesting this information. The BOS has no authority to issue a letter to Mr. Brown in regards to his wife's status with the Allentown Police Department. This letter does not indicate that Mr. Brown is putting a formal complaint against the Allenstown Police Department.

Non-Public Session

Motion by Sandy to go into non-public at 7:50 PM under RSA 9I, A 3 II (c), in reference to Mr. Brown's letter, seconded by Carol. Roll call: Sandy – Yes, Carol – Yes, Tom – Yes. Motion made by Sandy to go back in public at 7:58 pm. Tom seconded. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes, Selectman Gilligan – yes. AA will draft a letter back to Mr. Brown.

Motion by Sandy to go into non-public at 7:58 PM under RSA 9I, A 3 II (c), Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes; Selectman Gilligan – yes. Chairperson McKenney made a motion to leave Non-Public Session at 8:02 pm, Selectman Gilligan seconded. Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes; Selectman Gilligan – yes.

Sergeant Position

Sandy stated that she is in favor of hiring and funding the Sergeant position for the Police department. Sandy stated that her thought would be to take \$500.00 dollars from 11 different departments to fund the position. Much discussion took place in regards to the funding. It was agreed that all of the departments are struggling with their budgets, Carol and Tom did not want to take \$500.00 from each of the 11 departments. Chief Mulholland stated there would still be additional expense incurred hiring this person, vest, uniforms and the hiring process would be approximately \$1900.00. The Chief feels the \$5500.00 would be enough to hire a person for the Sergeant's position. The LGC insurance bill was lower than expected. There is approximately \$4000.00 left in that line. \$300.00 can be taken out of Government

Building Maintenance if necessary. If the night time secretary's hours were cut to 20 hours per week instead of 25 there would be \$1200.00 savings, which would be a total of \$5500.00 available to hire a sergeant. Chief Mulholland has the BOS support to actively look for a sergeant.

Secretary Position for P.D.

Katie Walker, the nighttime secretary, had previously resigned effective July 2, 2007. Katie has requested to Chief Mulholland to be rehired effective 07-03-07. Tom made a motion to rehire Katie Walker as the nighttime police secretary at 20 hours per week effective 07-03-07 at the new hourly rate of \$9.71 per hour, seconded by Carol. Tom – Yes, Carol – Yes, Sandy – No. Sandy does not want to cut her hours or anyone else's hours.

Recreation PO

Chief Mulholland asked if the PO for the recreation department had been signed. The PO is for paint for the bleachers at Volunteer' Park and the deck at the Whitten Street Park. The PO is for \$350.00 but it will probably be closer to \$300.00. The deck at the Rec Center needs to be done because it wasn't done last summer. The PO was signed by the BOS.

Gazebo at Town Hall

Sandy asked Armand Verville to look at the gazebo at Town Hall because Kelley indicated that the gazebo was not in good condition and if repairs weren't done that the gazebo might have to be torn down. Copies were made for the BOS. Originally the gazebo cost the Town \$4000.00 in 1997 or 1998. Chief Mulholland and Kelley said the floor is rotten away. Armand did not mention that on his list of repairs. Armand stated that he might be able to get some free shingles. Chief Mulholland said that there are wood slates in place now and that may be difficult to replace them with regular shingles. Americorp will be coming to Town on July 19th to do clean up and painting but probably wouldn't be able to do the carpentry repairs to the gazebo. Tom suggested maybe a non-profit organization could help us or maybe an Eagle Scout project, Concord High School or Pembroke Academy. Armand and Cliff Jones, Building Inspector, will look at the floor.

Road Agent

It was Chris Roy's first day on the job as Road Agent. The BOS asked how his first day was. Chris said he has his work cut out for him and it is differently a challenge, but a challenge he likes. I heard back on the lawn mower today. The cost of repairs to the fuel pump will be \$154.31. Chris mentioned the computer and Internet service for the highway department. That will not happen at this time, the way it was proposed to hook you up with Internet service with a cost of \$60.00 per month. Tom suggested that Chris could make some phone calls to see if he could get free Internet service. There is a computer at the highway department but it is dial up and belongs to one of the employees. Tom said if Chris could find an old computer that could be donated would be okay, even though he wouldn't have Internet service, unless he could get it for free at this time.

The Town has not had to purchase sand for winter plowing operations during the last budget cycle. That situation has changed and the Town will be looking at approximately \$6000 for sand for the upcoming 2008 budget. Chris and the BOS reviewed the highway budget. Chris believes his has a tight budget but will work with it. Tom would like Chris to bring a laundry list of things that need to be fixed, replaced or upgraded to the BOS. Kelley would like to know if Chief Mulholland could use the new weed whacker on July 19th when Americorp comes to Allentown.

Sandy said has concerns about Chris responding to fire calls during the day while he is doing his duties as a road agent. Sandy would like to discuss this with Chief Chaput. This hasn't come up before and she wants to make sure it is handled properly and everyone know ahead of time when Chris will or will not be responding to fire calls. Chris is a salaried employee so he couldn't be docked if he responded to a fire call. Chris, in the past, has not been in town to respond to fire calls during the weekdays. Chris said he wouldn't go to routine box calls. Chris said he would only go on emergency calls, if needed.

All members of the BOS welcomed Chris aboard.

Non-Public Session

Motion to go into non-public at 9:05 PM under RSA 91A3II(c), Carol seconded. Roll call: Sandy – Yes, Carol – Yes, Tom – Yes.

Back in public at 9:55 PM. Motion by Sandy to go into public session at 9:55 PM, Carol seconded. Roll Call: Sandy – Yes, Carol – Yes, Tom – Yes.

Motion made by Sandy to go into non-public session at 10:10 PM under RSA 91A3II(c), Carol seconded. Roll call: Sandy – Yes, Carol – Yes, Tom – Yes. Motion by Sandy to go into public session at 10:12 PM Carol seconded. Roll Call: Sandy – Yes, Carol – Yes, Tom – Yes.

Motion made by Sandy to grant abatement to Bonnie Lonenzini. Carol seconded. Roll Call: Sandy – no, Carol – no, Tom – no. Motion failed. 0-3

Police Pay raise

Kelley asked the BOS to sign an employee's raise. Sandy asked that on Katie Walkers' pay raise effective July 3rd, that it be noted her hours have been cut back to 20 hours per week. The BOS agreed.

Minutes of 07-02-07

Sandy told Carol and Tom that she would do draft minutes of tonight's meeting because Cindy was on vacation and they need to be done in 144 hours.

Recreation Department

Sandy asked if Carl Schaefer knew the BOS was looking for an evaluation for Jim Rodger. Kelley stated he was aware of that.

Highway Department

Sandy read a letter of appreciation received from Chris Emond, Boys and Girls Club of Concord Director, to Mark Bosivert and the highway staff for the work they did at the at the Allenstown Boys and Girls Club.

Letter

Board reviewed letter from Mr. Fred Poisson dated June 18, 2007. No action will be taken.

Summer Hours

Sandy asked about what the staff has decided on summer hours. Kelley stated that it was not brought up again.

Building Department

Board reviewed activity report from Building Inspector. Sandy would like Cliff BI to add permit type and issued date to the activity report.

Sewer Commission

BOS reviewed a letter from the Sewer commission to the Town, the letter was in regards to sewer hookups and moratorium, letter attached to minutes.

Tax Deeding List

Kelley needs BOS permission to work with Maureen Fowler in regards to tax deeding two mobile homes. Town will take the mobile homes and deed them back to the park owners, park owner will remove the homes and replace with new ones.

Budgets

All budgets from the department heads are due back to the Board of Selectmen

Volunteer Day

The Americorp will volunteer their time to do yard work at the Town Hall on July 19, 2007.

ADJOURN

Motion to adjourn by Sandy. Seconded by Carol at 10:40 p.m. Motion passed 3-0.

SANDRA A. McKENNEY, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

THOMAS R. GILLIGAN, SELECTMAN