

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

Sandra McKenney, Chairperson, opened the meeting at 6:30 pm. Present at the meeting: Carol Merrill, Selectperson; Thomas R. Gilligan, Selectman, Kelley Collins, Administrative Assistant, Present in the audience: Police Chief Mulholland, Carl Schaefer, Recreation Commissioner.

Parks & Recreation

Carl Schaefer met with the BOS to discuss an Eagle Scout project that Aaron Cassidy would like to do at Volunteers Park. Carl stated that Erin would like build a concession stand at Volunteers Park. . BOS discussed that it could only be bag food for now due to the fact there is no washing facility. The AA mentioned that we should probably notify and get permission from Pine Haven as our lease with them prohibits permanent structures and we should talk to the insurance company regarding volunteer labor. Commissioner Schaefer will draft a letter to Pine Haven.

Motion made by Carol to re-open the Parks and Rec. 2008 budget. Sandy seconded. Motion passed 3-0.

Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes; Selectman Gilligan – yes.

Motion made by Tom to adjust the maintenance person line to \$8,556.00, with a new bottom line of \$37,811.00. Carol seconded. Motion passed 3-0. This is due to the 27 payrolls in 2008.

Roll Call Vote: Chairperson McKenney – yes; Selectperson Merrill – yes; Selectman Gilligan – yes

Non-Public Session

Sandy made a motion to go into non-public session at 7:03 p.m. Under RSA 91-A: 3, II (a). Carol seconded. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes. Tom made a motion to go back into public session at 7:18.m. Carol seconded.

Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Sandy made a motion to seal non-public minutes. Carol seconded. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Public Hearings

Chief Mulholland met with the BOS to set date for public hearing on changes/revisions to dog licensing fines. Chief suggested the BOS adopt RSA 466:31 with regards to the regulations concerning the licensing and restraining of dogs as amended by the 2007 New Hampshire State Legislature. 0The Legislature's changes increase the fines for failure to license and failure to restrain. The revisions would become effective January 1, 2008. Public Hearing will be November 15, 2007.

Public Hearing on Speed Radar Trailer grant from NH Highway Traffic Safety Agency in the amount of \$10,950.00 will also be November 15, 2007.

Mt. Delight Road

Chief Mulholland met with the resident on Mt. Delight to speak to him in regards to the damage to the road where he has been parking a trailer. Resident claims he is not responsible for the road damage. The total cost to fix the road is \$636.00 with labor. A cease and desist letter will be send to the resident for the parking.

DUI Enforcement

BOS discussed the DUI Enforcement grant from NH Highway Traffic Safety Agency in the amount of \$606.76. Motion made by Sandy to accept the grant in the amount of \$606.76. Carol seconded. Motion passed 3-0. Roll Call Vote: Chairperson McKenney– yes; Selectman Gilligan– yes; Selectperson Merrill– yes.

Turnpike Street

Discussion took place on opening Turnpike Street pending NH DOT's completion of construction project. The Board would like the Road Agent and/or Police Chief to keep them posted on when DOT is ready to open the road and they will vote to open it at that time.

Email

BOS discussed an email from Chief Mulholland in regards to the FEMA Pre Disaster Mitigation (Buyout) Grant that is due to the State in January. Chief stated that he has been unsuccessful in filling the night time secretary position. The original intent was for this person to do that work. He is meeting with someone this week who might be interested in contracting to do the grant or the Board could approve overtime for the Police Department's daytime person. The Chief is going to need a decision from the Board by next Monday in order to stay on track with the time frame for this grant.

Warrant Articles

Sandy would like to set up a meeting with all department heads to review and discuss warrant articles. November 5, 2007 will work for everyone. Sewer Department will also be invited.

Library Director

Cathy Vincevic, Library Director and Laura Raymond, Library Trustee met with the BOS to discuss updates and revisions to the 2008 Library Budget. Building repairs are very much needed. Ms. Vincevic will look into doing a warrant article for the repairs. The Selectmen encouraged her to have the warrant article ready for Monday, November 5th warrant article review session.

Payroll

Sandy stressed the importance of payroll procedure to Ms. Vincevic when hiring and terminating an employee.

Budgets

BOS reviewed the updated 2008 budgets. There is an extra pay period for this year. It will affect all town budgets. BOS will be reviewing all budgets:

Police Departments new budget bottom line is \$787,655.00

Motion made by Sandy to open the 2008 PD budget. Carol seconded. Motion passed 2-1. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – no; Selectperson Merrill – yes.

Motion by sandy to accept the new bottom line for the PD of \$787,655.00. Carol seconded. Motion passed 2-1. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – no; Selectperson Merrill – yes.

Chestnut Road

Cliff Jones, Building Inspector received a call from a resident on Chestnut Drive/Spring Street that trash was being left by the resident's property. Police department is looking into the trash dumping.

Allenstown Aggregate

Tara Olson from DES will send a letter when report is complied it should be within a month. It is in regards to Allenstown Aggregate not being in compliance with Department of Environmental Services.

Dump Permits

Sandy asked if Chris had given any updates as to the dump permits this year and any feedback on the pricing structure. AA will ask Chris for an update. AA asked the Board if it is ok to go ahead and order the actual dump stickers – it takes a while to print these. The Board was fine with that.

Building Permit

Sandy asked AA if the Building Inspector has drafted the new fees for the Building fees for the BOS to sign. New fee schedule is not ready, will have a copy for signatures on 11/05/07.

Vector Control

Discussion took place in regards to the vector control ordinance. Tom will have his concerns ready for 11/05/07.

Town Report

BOS received a letter from Town and Country for the printing of the town report. They noted that due to a substantial increase in the price of paper, their prices will increase. Cindy, Allentown Secretary, will call for a price quote.

2008 Fire Department Budget

Motion made by Sandy to open the 2008 Fire department budget. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

BOS discussed the Fire Department's budget.

Motion made by Sandy to change the bottom line to \$328,138.00 due to the 27th pay period. Carol seconded. Motion passed 2-1. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – no; Selectperson Merrill – yes.

Selectman Gilligan voted no because he still supports adding the \$2000 to full time salaries, that the Fire Chief originally requested.

2008 Highway Budget

BOS discussed the Highway Department's budget. BOS did not have to open budget it was never voted on.

Motion made by Sandy to change the bottom line to \$632,928.00, the increase pay period and staffing. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Finance Budget

Motion made by Sandy to open the 2008 Finance/ Assessing budget. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to change the assessing clerk's salary from \$31,188.00 to \$32,405.00 due to the 27th pay period, new bottom line of \$108,905.00, Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Building Inspector Budget

Motion made by Sandy to open the 2008 Building Inspector budget. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to change the Building Inspector's salary from \$36,725.00 to \$39,040.00 due to the increase pay period, new bottom line of \$41,841.00, Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Animal Control Officer Budget

Motion made by Sandy to open the 2008 Animal Control's budget. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to change the Animal Control's salary from \$9,434.00 to \$9,710.00 due to the increase pay period, new bottom line of \$10,560.00, Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Town Clerk Budget

Motion made by Sandy to open the 2008 Town Clerk budget. Tom second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to change the Town Clerk's salary from \$22,168.00 to \$23,033.00 due to the increase pay period, new bottom line of \$37,334.00, Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Tax Collector Budget

Motion made by Sandy to open the 2008 Tax Collector budget. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to change the Tax Collector's salary from \$22,168.00 to \$23,033.00 due to the increase pay period, new bottom line of \$41,994.00. Carol second. Motion passed 3-0. Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

2008 Health & Dental Rates

Discussion took place in regards to the 2008 health and dental insurance rates. The AA provided the Selectmen with a spreadsheet showing a comparison of last year's rates vs. 2008 rates and the employee and employer contributions. The Selectmen will review figures and vote on 11/05/07.

Town Car

AA stated that the town car needs a new cooling fan. Labor cost is \$65.00 and parts are \$155.00. Board signed the purchase order.

Manual Check

AA did a manual check for an employee whose employment ended last week. Board signed the check.

Signature Form

BOS signed the signature form for the new Planning Board escrow account, which will be opened at TD Banknorth.

RT 3 Corridor Study

Meeting on November 19, 2007 at 1:00 p.m. at Town Hall with the RT 3 Corridor Study committee. Sandy will be available to attend.

Resignation

Richard Keeley, janitor for the town hall has resigned. Richard's last day of employment will be November 16, 2007. Motion made by Sandy to accept Mr. Keeley's resignation with regrets. Carol seconded. Tom would like to have a letter sent to Mr. Keeley thanking him for his service to the Town.

Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Minutes

Motion made by Sandy to accept the October 15, 2007 minutes. Carol second. Motion passed 3-0.

Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

Motion made by Sandy to accept the October 22, 2007 minutes, attached Sewer Commission letter to the minutes. Carol second. Motion passed 3-0.

Roll Call Vote: Chairperson McKenney – yes; Selectman Gilligan – yes; Selectperson Merrill – yes.

ADJOURN

Tom motion to adjourn at 10: 23 p.m. Sandy seconded. Motion passed 3-0.

SANDRA A. McKENNEY, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

THOMAS R. GILLIGAN, SELECTMAN