

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

Open Meeting:

Thomas Gilligan, Chairperson for the Board of Selectmen, opened the meeting at 6:30 p.m.

Role Call:

Present at the meeting: Roger LaFleur, Selectman; Thomas Gilligan, Chairman: Kelley Collins, Administrative Assistant.

Excused Absence:

Carol Merrill, Selectperson.

Present in the audience, Robert Lee, Debbie Lee, Jeff Gryval, Sandy McKenney, Chris Roy, Road Agent and Lt. Paul Paquette.

**Meetings:**

**Recording**

Mrs. Lee present in the audience is recording tonight's BOS Meeting.

**Public Hearing**

Tom opened the Public Hearing (CO214:5, Putting snow on the road way) CO 210:5 and CO 210: A, CO 210: B (Changing CO 210:5 snow storm parking; giving the ability to the Road Agent to declare a snow emergency. Two options that are being considered for a public hearing on April 28th are that during a snow storm parking will be prohibited on one side of the following Streets: Ferry, Main, School, Riverside Park Drive, Jillerick, Whitten, Webster and Granite. The difference between Option A and B is that in Option A parking will be prohibited on one side for the entire year and in Option B it will only be prohibited from November 15 – April 15.

**Purchase Order**

BOS reviewed a purchase order from Chris Roy, Road Agent, in the amount of \$3,200.00 for street sweeping; BOS will review and discuss as a Board when Carol returns.

**Conference**

Tom stated that there is a conference for Road Agents and Highway Department employees Thursday May 22<sup>nd</sup>, Chris would like to attend and also bring his employees. This is an all day workshop with hands on learning at no charge to the Town. This topic will be tabled and be discussed as a Board.

**Letter**

BOS received a letter from Mr. Tigges. Mr. Tigges would like the BOS to go out to his property and do a site inspection of his neighbor's property. BOS would like the Code Enforcement to contact Mr. Harvey and ask Mr. Harvey if he could do a site inspection. Cliff will report back to

the BOS, in writing, with his findings. If Mr. Harvey is unwilling to allow Cliff to access his property Cliff will note that, in writing, to the Board.

**Appointment**

BOS met with a candidate who is interested in serving as an alternate on the Planning Board. Jeff Gryval, Vice Chair, of the Planning Board stated that Mr. Stephen Blethen has attended all the meetings, over the past couple of months, while awaiting his potential appointment. Jeff believes that Stephen would really be an asset to the Board.

**Non-Public Session**

Motion made by Roger to go into non-public session under RSA 91:3 II (c). Tom second. At 7:37 p.m. Motion pass

Roll Call Vote:

Selectman Gilligan – yes

Selectman LaFleur – yes

Back into public session at 7:45 p.m. BOS will review and discuss as a Board when Carol returns.

**Resignation**

Building Inspector and the BOS discussed the Building Inspector resignation. BOS discussed the Chair's email to the Building Inspector; Chair also stated that it is completely up to him whether or not he would like to share that email and that there was nothing in the email that was not for public information. Chair stated that it was a pleasure knowing you, working with you and he has heard nothing but great things from residents and officials that have worked with you. The BOS is sorry to see him go and the service that he has provided to the Town. Residents also spoke of his good service to the Town and that they are happy for him. AA will call and get quotes from MRI to have someone cover for the short term.

**Public Hearing**

Chair closed the Public Hearing on the parking and snow emergency ordinance.

Motion made by Roger to accept the ordinance as written. Effective April 22, 2008 at 9:00 a.m. Tom second. Motion passed. Roll Call Vote: Selectman Gilligan – yes; Selectman LaFleur – yes.

**State Homeland Security Exercise**

Discussion took place in regards to State Homeland Security Exercise and Evaluation Program Application. BOS asked Lt. Paquette to ask the Police Chief if the Town over spent the grant last year and if not what was the exact amount that was spent year to date. BOS would like to know what, if anything, did the Town kick in above and beyond the amount of the grant to pay for consultants and services etc.

BOS asked what kind of strains did this exercise put on the communities' resources during that day. Answer; no calls missed, no services were missed. BOS also asked how many resident complaints the Town received due to the exercise. Answer – none. This topic will be tabled and be discussed next week for the follow up questions from the Chief and also if Carol has any questions.

**Minutes**

Meeting minutes of April 14<sup>th</sup> tabled as they are not ready for review.

**Recess**

Roger requested and Board took a five minute recess at 8:34 p.m.

**Parking Ordinance Changes**

Considerable discussion took place in regards to the parking ordinance changes with the snow and emergency vehicles on certain streets. This item is scheduled for a Public Hearing next week on April 28, 2008.

**Highway Department**

Review list of Highway department savings on repair work done internally will be tabled until April 28<sup>th</sup> 2008.

**Tires**

BOS reviewed Police Department purchase order for seventeen (17) tires which are (3) all season 225 60 R16, (5) all season 235 70 R16, (4) snow 238 70 R16, (3) snow 235 55 R17, (2) all season 235 55 R17. This will be tabled until Selectperson Merrill has a chance to come back and way in on the tire purchases.

**Department Head Evaluations**

BOS discussed the schedule for 2008 department head evaluations which include Police Chief, Fire Chief, Administrative Assistant, and Building Inspector. Chair stated that what the BOS does with the individual department reviews is that a BOS member is responsible for reviewing each department, one BOS did the Police Department one did the Fire Department, one did the Highway and one did the Town Hall. Roger stated that he will do the Town Hall. Tom will do the Police Department and Highway. Tom stated that Carol can do the Fire Department. Tom would like the evaluations done by June 1<sup>st</sup>. AA will email the department heads with the date that they are due.

**Potential Cash and Payment Handling**

Discussion on potential cash and payment handling process changes will be tabled until Carol comes back 4/28/2008. This is in response to MRI and the Auditors' letter. BOS has well thought out ideas and suggestions about change and procedures this needs to be discussed and agreed to as a Board. Once there is a direction set and a general agreement, BOS will bring in all department heads that are impacted. Chair stated that the BOS has spent time and money addressing some issues.

**Point of Order**

Roger stated under RSA 231: 62 through: 65 it allows the Selectmen to supervise the Road Agent even if the Road Agent is elected, Selectmen adopt the written general policies such as the winter maintenance snow and ice policy as well as specific regulations on certain locations such as parking on town street. They evaluate the work of the Road Agent in achieving the financial goals they set, the satisfaction of the public with the coordination of the roads and the physical maintenance of the town roads bridges and sidewalks.

Q: Chair asked if it says anything about performance reviews.

A: Roger stated that means we supervise nothing written on performance reviews.

**Minutes**

Minutes of 3/31 and 4/7 will be tabled until next week when Carol returns.

**Brookside Terrace/Jasper Drive Appraisals**

AA stated that she spoke to Andy Labrie and he believes that the NH Flood Committee, that was set up to do and receive telethon funds, may still have telethon fund money. AA stated that she took it upon herself to write a letter from the BOS to give to Mr. Labrie who will deliver the letter to the NH Flood Committee, Mr. Labrie is also on that committee the letter details a

request for fund to assist Town in getting appraisals done. In addition, that money can be used as a soft match.

Roger gave his status with regards to contacting the Governor's Office. Roger stated that he spoke to Lilly Green in the Governor's Office. Roger informed her of the Town's situation as far as getting the appraisals done. Ms Green understood the situation and would have the DOT or someone from her office would give a call back. On 4-16 Roger received a call back from Mr. Poirier from Homeland Security Emergency Department and he told Roger that the Town needed to go out and get estimates or quotes for the appraisals and if the Town could come back with something that was less then \$400.00 he could definitely do something.

Q: Roger asked him where he could get a list of appraisers that could do this.

A: Roger was advised that he could go to any local realtor.

Roger stated that he called someone he knew from Century 21 in Concord and was given a list of qualified candidates for appraisals. One was Tom Gilbert another one Robert Eelis from Concord. Roger left a message for Mr. Eelis and he did not call back. On 4-17 Roger went ahead and called Tom Gilbert from Gilbert Real-Estate & Appraisers. Mr. Gilbert told Roger that he was not really interested he was more of a residential appraiser not as big as this because it is a Co-Op it would be more of a problem for him to do. He referred Roger to a Cathy Capron who is part of Don Spring's Appraisal Services. Roger did speak with Cathy briefly - she noted that she would have to speak to the owner of the appraisal company and that this was definitely a commercial type application and that because the Town would be using federal funds that there was a special format required for this type of appraisal (yellow book). It is more intensive to do this type of appraisal.

Roger then spoke to Tim Daniels from Capital Appraisals who happens to be the owner; Mr. Daniels wanted to know if there was a copy of the prior appraisal available for review for physical specifications. Roger stated that Mr. Daniels did send a bid to the BOS and the AA. It was a four thousand dollar bid (\$4,000.00). Roger feels that Mr. Daniels is competent to do the work and sounded like he was willing to participate and had the time and resources to do so. On 4-18, Roger received a call back from Cathy Capron stating that she would have to do a walk around of the property to give a hard number as far as the estimate was concerned or a quote on doing the project. Ms. Capron stated that because of the different types of forms that are needed to be filled out with respect to the yellow book appraisal and the fact that we are using government money that there would have to be more communication between her and Dick Verville about what was necessary. Cathy did speak to Dick and found out what was necessary. Ms. Capron got back to the BOS with a ruff estimate is \$7,500.00 dollars. Roger is getting a better feeling with Cathy then he is with Tim as far as an appraisal. Roger's understanding from Cathy is that the federal money will only cover 75% of their appraisal fee and the Town will have to pay the other 25% of the fee.

Q: Tom asked what we need to do to pick one of these people.

A: Roger stated at this point and time maybe we have the AA call Cathy back to set up an appointment to have her come out to look at the property to confirm the estimate. Then they would be available to come out at the end of June first part of July.

AA feels that we should look for some more commercial appraisers that could maybe come out sooner. Tom stated that we need the appraisal completed ASAP. AA said she can maybe call some banks to see who they use for commercial work and maybe get a couple more. Tom would like Cathy to come out to do the estimate; AA will bring her to the property. Roger gave AA the contact information. Tom also gave the AA his mortgage brokers name and number at GMAC his name is Tim Amsden he is the senior mortgage officer. AA revised the letter for Andy Labrie and BOS signed the letter for her to mail.

Motion made by Tom to approve and sign the letter to Mr. Any Labrie. Roger second.

Roll call Vote:

Selectman Gilligan – Yes

Selectman LaFleur – yes

Motion Pass

**PD S.O.P**

This agenda item will be tabled.

**PO for Sterling Truck Repair**

BOS signed at an earlier date the purchase order for \$1,800.00. Tom would like Chris to give the BOS a break down of what the individual cost was.

**Formal Policy on requiring Bonds from Subcontractors**

Based on additional information from the Road Agent BOS need time to review the policy.

**Casella Letter**

Tom read a letter from Casella see attached minute's copy of letter. AA will find out when this will be coming up for a vote in the senate to see if there are time constraints. Casella would like to stop this at the Senate level.

**Recess**

Tom would like to take a five minute recess at 9:50 p.m. back in session at 9:55 p.m.

**Department of Safety**

A letter was received on April 1<sup>st</sup>, confirming that the State of NH Department of Safety will be cutting the Town a check the amount of \$8,023.24 and that is to represent the State's share of the 25 % Town match for the April 2007 flood.

**Non-Public Session**

Motion made by Roger to go into non-public session under RSA 91:3 II (c).

Tom second. At 10:02 p.m.

Roll Call Vote: Selectman Gilligan – yes;

Selectman LaFleur – yes.

Motion passed

Motion made by Roger to go back into public session

Tom second. At 10:19 p.m.

Roll Call Vote:

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion pass

**Veterans Exemption**

Tom would like a letter from the assessing clerk stating that this veteran meets the requirements.

**Internal Control Assessment**

Tom asked AA if she has heard any update from MRI when they would be able to come in. to do the internal audit. AA has not heard when they will be available. BOS would like this ASAP. Roger would like to have MRI's report back from Doug Smith giving his first weekly update. AA will email MRI.

**Finance Plan & Status Report**

BOS and Administrative Assistant reviewed the finance and status reports for the weeks of 4/14 and 4/18 and also 4/12 work that was done on the weekend.

Q: Tom asked the AA if it was common to have to run the verify system integrity in the BMSI accounting system

A: AA said it was part of the module; AA never had to run it before. With all the edits being done AA had BMSI tell her how to run the verify system integrity and what this does is it helps clear out numbers and cash that are caught in the buffer.

Q: Tom asked the AA if Doug Smith had any luck contacting Mr. Martineau.

A: MRI called the AA back and told AA that they had spoken with Mr. Martineau and that he had done the bank reconciliation through December and that he brought them back to the Town Hall. AA stated that even if Mr. Martineau did the reconciliation on paper it was not entered in the computer.

Tom would like the AA to have Doug Smith from MRI as part of his report, give the BOS a letter to confirm his conversation with Mr. Martineau. BOS would also like the AA to include in her weekly status report that she had asked the Town Hall staff to look through their office for hard copy back ups and that the staff was unable to provide the location of the back ups. BOS would like the AA to look in all offices and also have the staff look in all places of the Town Hall.

### **Budget Committee**

Tom went to the Budget Committee Thursday night and took questions and concerns and said that he will get back to them.

Q: Dave Eaton would like the updated MS 2 emailed to him and he will provide it to the budget committee.

Q: Fire Department overtime line is at 0 dollars for current year budgeted amount, but has spent \$473.00. Why?

A: AA stated that it probably got coded to the wrong line, but she will confirm.

Q: In the hose and fitting line \$300.00 was budgeted but the period expenditure says (\$2008.00)

A: AA stated that the check got written in 2007 and got voided in 2008; however the supplies will be getting ordered so instead of moving the void back AA left it. So when the stuff gets ordered it will just wash.

Q: Mr. Anderson would like to know the exact amount of money the Town will be saving by closing Town Hall on Friday.

Q: Building Inspector mileage

A: AA stated that the Town Car was down for repairs in early 2008 so we paid him mileage to drive his own vehicle.

Q: Fire Fighter pt salary, F.D. supplies, Fire Fighter forestry vehicle maintenance.

A: AA put these in the way the MS 2 was written

BOS would like the AA to email all the answers to Dave Eaton and copy the BOS so that everybody is on the same page. There are other questions that the AA will answer and forward to Dave Eaton for discussion with the Budget Committee.

### **Minutes**

The Board of Selectmen will not ask Mr. Schaefer to start uploading agendas as he is a non-paid volunteer. His ability to upload the minutes of the meetings is based on his personal schedule. Copies of meeting minutes are available at Town hall for the appropriate per page costs. these controls in place.

### **Sewer Commission**

Commissioner Rodger dropped off a check to town Hall in the amount of \$455,687.00 to be given to the Trustee's of the Trust Funds for deposit in their capital reserve fund. AA stated rather than letting the check sit in the office she had Cindy deposit it in the bank and receipts were mailed to the Trustee's, Sewer Commission and BOS.

### **Public Hearing**

BOS stated that there is a Public Hearing before the Board of Directors on April 25<sup>th</sup>. BOS would like the AA to get the information to the Fire Chief and have someone get on this ASAP.

**Alarm System**

AA would like to take Sandy off the call list for the alarm and add Roger to the call list; if someone or something accidentally sets the alarm the alarm company will call Roger. Roger is okay with this.

**Key**

Roger returned the key for the Planning Board Office to the AA.

**Property Insurance**

AA stated that she received the property insurance for the town buildings and the Fire Chief sent back his and would like a new value on the Fire Station right now it is valued at 1.3 million and would like it increased to 1.9 million that is just building value and the contents are another ½ million. This will affect the rate; AA stated that we could up it a little bit then have PLT have it assessed. AA will call PLT to see how much the rate would be to increase it to \$600 thousand.

**Conference**

AA stated cost of this year's Primex Annual Conference is only the cost on one night's hotel stay at \$145 - \$199 a night. She would only stay the one night.

Q; BOS asked if there was money left for training this year

AA is willing to not charge the Town mileage for going to the conference. Roger stated that if she goes to the conference she will get the mileage.

Q: Roger asked if she could work on Friday to make up for the two days she is at the conference.

A: AA can

Roger asked Tom what his recommendation is on this. Tom's recommendation is that the BOS allow the AA go get the training.

Motion made by Roger to allow the AA to attend the Primex Annual 2008 Conference for Wednesday and Thursday May 21 and May 22, 2008 for which the Town will pay mileage and lodging fees.

Tom seconded

Roll Call Vote:

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

**Hard Drives**

AA would like to turn over ten hard drives that were taken from the old computers from Town Hall last year and give them to Chairman Gilligan's company for permanent disposal. AA will get a receipt from Selectman Gilligan stating he received the hard drives for permanent disposal. This item will require a BOS vote.

**Tax Liens**

Tom stated that there is a tax lien for Casella Waste management that needs a vote to rebate them \$18.43 dollars.

Motion made by Roger to rebate the Casella Waste management \$18.43 as an error in accounting for tax collecting purposes

Tom seconded

Roll Call Vote:

Selectman Gilligan – yes

Selectman LaFleur – yes  
Motion passed

**Non-Public Session**

Motion made by Roger to go into non-public session under RSA 91:3 II (c).  
Tom seconded. At 11:32 p.m.

Roll Call Vote:

Selectman Gilligan – yes  
Selectman LaFleur – yes

Motion pass

Motion made by Roger to go back into public session

Tom seconded. At 11:44 p.m.

Roll Call Vote:

Selectman Gilligan – yes  
Selectman LaFleur – yes

Motion passed

Selectmen have agreed to the extension of a tax deed for a property on Monroe Ave from May 5 to June 1<sup>st</sup> with the condition that they have a payment plan in place.

**Purchase Order**

Tom would like the AA to remind I the Police Chief that we are under a spending freeze. Chair does not remember signing a PO for vehicle maintenance for this one car for \$400.00. Tom is concerned that the labor is \$300.00 and parts are \$87.00 for the 2005 Ford.

**ADJOURN**

Motion to adjourn by Roger. Seconded by Tom at 11:48 p.m. Motion passed 2-0.

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THOMAS R. GILLIGAN, CHAIRPERSON

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CAROL M. MERRILL, SELECTPERSON

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ROGER LAFLEUR, SELECTMAN