

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

Meeting Opened

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

Role Call

Present at the meeting: Carol Merrill, Selectperson; Roger LaFleur, Selectman; Kelley Collins, Administrative Assistant

Public Attendance

Recording

Tom stated that a member of the audience will be recording tonight's BOS meeting.

Nominations

Motion made by Roger to appoint Mark O'Clair to the Zoning Board with a term to expire 4-1-2011 and pending back ground check.

Tom second.

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – abstained

Selectman LaFleur – yes

Motion passed

Motion made by Roger to appoint Mike Ortisi as member to the Zoning Board with a term to expire 4-1-2011 and pending back ground check.

Tom second.

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – abstained

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 second.

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – abstained

Selectman LaFleur – yes

Motion passed

Motion made by Roger to go back into public session at 7:03 p.m.

Carol second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – yes
- Selectman LaFleur – yes

Motion passed

Resignation

Motion made by Roger to accept the resignation of Howard Komm a member of the Planning Board.

Tom second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – abstained
- Selectman LaFleur – yes

Motion passed

Nominations (2)

Motion made by Roger to appoint John Anderson as a member to the Planning Board with a term to expire 4-1-2011 and pending back ground check.

Tom second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – abstained
- Selectman LaFleur – yes

Motion passed

Motion made by Roger to appoint Jeff Gryval as a member to the Planning Board with a term to expire 4-1-2011 and pending back ground check.

Tom second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – abstained
- Selectman LaFleur – yes

Motion passed

Motion made by Roger to have Mr. Lee come before the BOS by letter to express his intend of resigning from the Planning Board, with a time frame of April14, 2008.

Tom second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – abstained
- Selectman LaFleur – yes

Motion passed

Motion made by Roger to accept the letter of apology from Mr. Lee for his behavior of last week and that he be instated to the Conservation Commission.

Tom second.

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – abstained

Selectman LaFleur – yes

Motion passed

Jasper Drive

BOS met with residents of Jasper Drive and lower half of Brookside Terrace, River Pine's Cooperative Atty. R. Shepard, Mr. Richard Verville from NH HSEM and members of the River Pine's Cooperative to discuss the current status and next steps of the FEMA Grant application for Jasper Drive. Tom stated that the Community Loan Fund were also invited to meet this evening but had turned down the BOS request. BOS want to also discuss with the residents any road blocks and issues they may have to the grant in its current status. Tom reviewed and covered what the grant application entails for the residents. Mr. Verville stated that they do not have a dollar amount set for the overall project. The issue is what is affordable for the match.

Chairman Opened to Floor for Questions

Q: A resident asked if he donated his time and license could his fee be part of the match for the town.

A: Yes it can be.

Board Question:

Q: What is the time line in this process for making this all work.

A: We would like to see it completed prior to any more flood incidents but FEMA would probably keep the grant open for three or four years.

Action: BOS (Roger) will contact the Governor's Office to see if we can get the Department of Transportation's (DOT) Right of Way (ROW) Division to do the appraisal on the lots and trailers. Considerable discussion took place. Tom thanked everyone for their presence at this meeting.

RECESS:

Motion made by Roger to take a five minute recess at 8:16 p.m.

Tom second.

Tom opened the public session again at 8:27 p.m.

AA Status Report and Finance plan

BOS reviewed the current status report from the AA and the revised estimate for the time table. The status reports consist of the weeks of 3-24 to 3-28 and 3-31 to 4-4.

Roger would like to table this discussion; he believes there are things in the report that should be in a non-public session.

Tom tabled this item agenda of the last two weeks status report until the BOS can discuss this in non-public session.

AA stated that the only update she can give on the finance plan is that she asked for the internal controls assessment; AA spoke to LGC (Scott Weden) last week and was told that he will put that request into MRI. AA called MRI left a message received a call back this afternoon from Doug Smith he told the AA that he will be available one day this week. AA explained the process of the

internal controls to Roger. Discussion took place as to a time frame to finish backing out 2007 from 2008 encumbrance adjustments. The Selectmen asked the AA to do what she needs to do to reconcile these accounts with the department heads and have that done by noon time on Monday 4-14-2008.

MRI

BOS reviewed the revised contract from MRI consulting service. Roger has concerns with being charged for travel time and mileage. Chair appointed Roger to call MRI for justification and report back to the BOS with answers.

Minutes

Motion made by Carol to accept the meeting minutes of March 17th as written.
Roger second.

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Motion made by Roger to accept the meeting minutes of March 18th a and amended as followed:
first page should read raises not raisers and precession should read perception.

Carol second.

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed as amended

Motion made by Tom to accept the meeting minutes of March 24th and to amend as followed:
page two last paragraph should read expended not expedited, more should be move and where should be were. Page three BMSI should read AA created a separate account for the BOS and for the Administrative Secretary for the BMSI computer system. Also page 3 under Minutes should read tabled until March 31 not March 24th.

Roger second

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Motion made by Roger to table the April 7th until April 14th meeting.

Carol second

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Purchase Order

BOS reviewed with the Road Agent his purchase order for Sterling truck repair. PO will not go over \$1800.00. Roger would like a report from the Road Agent as to how much money has been spent so far this year for all truck repairs, listed out by truck. Discussion took place with having the Police, Fire, Building Inspector and Highway Department take an inventory of all the capital equipment expenses that were paid out year to date.

Road Agent

BOS and Chris Roy, Road Agent, discussed and reviewed road weight limit ordinance proposal putting road weight restrictions on certain town roads. Road Agent stated the whole purpose of the policy is to preserve the roads. This item will be on next week's agenda to finalize the policy. This item will be tabled.

Parking Ordinance

BOS discussed parking ordinance changes suggested by the Road Agent and BOS.

Command Vehicle Tour

BOS discussed the Police Chief's request to go to Montana for the pre-build meeting on the State Liquor Commission's Sobriety Checkpoint Vehicle. The Chief is being asked to attend the pre-build meeting because he was one of the original crafters of the design of this vehicle. The Chief will be gone from the Town for two days. No expense to the Town for this trip.

Motion made by Tom to authorize the Police Chief to take the two days to attend the meeting of the DUI command vehicle.

Roger second

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Review and discuss PD S.O.P.

This item will be tabled until the BOS can review the standard operation procedure. It will be tabled indefinitely.

Base Radio

Motion made by Roger to have the Emergency Management Director (Chief Chaput) or Deputy Emergency Management Director (Chief Mulholland) to sign off on the installation of the base radio received from grant money.

Tom second

Roll Call Vote:

Selectman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Letters

BOS signed letters to the Senators and Representatives about the application for pre disaster grant asking for assistance from their offices. The grant coordination is being done by Police Chief Mulholland.

Riverside Park Drive

BOS reviewed and signed a response letter to a resident on Riverside Park Drive regarding his water problem.

O.H.R.V

Tom stated that there is a check in the amount of \$144.00 to the Town of Pembroke for O.H.R.V detail. It is paying 4.5 hours of detail to the Pembroke Police. Tom asked why we are paying Pembroke and not our people. Lt. Paquette stated that one of Allenstown officers was also with Pembroke. They must have two officers to go into Bear Brook and only one Allenstown officer was available. No further discussion.

Transferring Funds

BOS reviewed the form AA has submitted for transferring funds from capital reserve accounts. Tom asked the AA if the BOS has to post them and hear them or is it done by general business. AA explained the process to Roger of transferring funds.

Motion made by Tom to approve transferring funds from the Police Cruiser Capital Reserve fund in the amount of \$400.00 to the Town account for the graphics for the new cruiser. Roger second.

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Motion made by Tom to approve transferring funds from the Police Cruiser Capital Reserve fund in the amount of \$4798.05 to the Town account, for the set up of the new cruiser. Carol second.

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Motion made by Tom to approve transferring funds from the Fire Safety Capital Reserve fund in the amount of \$2119.70 to the Town account, for the purchase of four cold water rescues suits. Carol second.

Roll Call Vote:

Selectman Gilligan – yes
Selectperson Merrill – yes
Selectman LaFleur – yes

Motion passed

Nobis

Motion made by Tom to accept approve and sign the contract for Nobis, the contract is for ground water testing that needs to be tested twice a year and annual summary report in the amount of \$7,650.00.

Roger second.

Roll Call Vote:

- Selectman Gilligan – yes
- Selectperson Merrill – yes
- Selectman LaFleur – yes

Motion passed

Cook & Molan

As a standard procedure Tom would like copies of all the Cook & Molan invoices.

Checks & Purchase Orders

BOS reviewed purchase orders and signed checks. BOS will now sign check register to make sure checks match dollar amount and that all check numbers are there.

Table Top Exercise

Tom stated that the BOS will review State Homeland Security Exercise and Evaluation Program Application at next week's BOS meeting (4-14-08).

Current Use and Exemptions

AA explained current use and exemptions.

Welfare

AA asked for a one time assistance help with paying for heat in the amount of \$350.00 for a resident. Resident agreed to pay back the Town in payments. AA and BOS discussed the situation and reviewed the documentation.

BOS and AA reviewed the new form from the Welfare Director for assistance helping welfare clients. BOS would like the form modified to include more information for traceability. Discussion took place regarding revisions to the welfare application worksheet.

LGC Contract

AA and BOS reviewed and discussed the contract for LGC Health Trust.

Transcription / Notes

Roger would like to remind the BOS and the AA that any notes that you take that are later used to transcribe meeting minutes, either public or non-public, are subject to RSA 91-A and public record. Tom stated until which time the minutes have been voted on and approved by the governing body.

Grant Money

BOS discussed a grant that the Fire Department received. AA will call DRA to see if the matching funds can be taken out of the capital reserve account and half out of budget with the understanding that the reimbursement from the grant will go back to Fire Department budget.

Conference

AA would like to attend a Primex conference in Meredith the conference will have several work sessions on flood related operations and risks. BOS would like to know the cost.

Capital Area Public Health

AA stated that the Police Chief informed her that they are having a meeting on May 30th and would like the AA to attend. It will cover Police Standards and training and a drill. The Selectmen do not want the AA to attend.

Cross Training

AA informed the BOS that the Town Hall staff will be crossed trained at the Fire Department to handle the base radio and log. This will increase the number of employees available to help cover in case of a flood.

Non-Public Session

Motion made by Roger to go into non-public session under RSA 91-A: 311(c) at 11:05 p.m.
Carol second.

- Roll Call Vote:
 - Selectman Gilligan – yes
 - Selectperson Merrill – yes
 - Selectman LaFleur – yes
- Motion passed

Motion made by Roger to go back into public session at 11:57 p.m.
Carol second.

- Roll Call Vote:
 - Selectman Gilligan – yes
 - Selectperson Merrill – yes
 - Selectman LaFleur – yes
- Motion passed

Back in public at 11:58 p.m.

ADJOURN

Motion to adjourn by Roger at 11:59 p.m.

Seconded by Carol

Selectman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed .

THOMAS R. GILLIGAN, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

ROGER LAFLUER, SELECTMAN