

**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 6:31 p.m.

Roll Call:

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

Present in the audience, Mr. Cassidy, Aaron Cassidy, Nick Ratelade, Mr. Verville, Mrs. Lucille Verville, Scott Lane, Deb Lee, and Bob Lee. Town employees Chris Roy, Road Agent, and Police Lt. Paul Paquette and Sewer Commissioner/Planning Board Chair James Rodger attended slightly after opening of meeting.

Mr. Cassidy (Boy Scout Troop Leader), introduced Boy Scouts, Aaron Cassidy and Nick Ratelade who are here tonight to observe the proceedings for the Communications Merit Badge.

Chairman Gilligan noted that resident, Deb Lee, is recording tonight's meeting.

Meetings:

Public Hearing on Changes to Parking Ordinances

Chairman Gilligan opened the public hearing at 6:33 p.m. Chairman Gilligan read proposed changes into the public record. Please see attached documents outlining CO214 and CO 213:1 Option A and B. The main difference between Option A and B is that A proposes a parking ban all the time on those streets. Option B proposes a parking prohibition from November 15 through April 15. Mr. Cassidy noted that he owns rental property on Webster Street and that parking can be a problem for his tenants, especially if they cannot use street parking. Chris Roy spoke both as Road Agent with regard to accessing some of these roads with the Packer and also as a Lt. in the Fire Department, noting the difficulty that the fire apparatus has accessing Whitten Street Park if there are cars parked on Whitten Street.

There was also discussion regarding the changes to CO214 in regards to the discharging water onto Town roadways. Selectperson Merrill asked if this would pertain to draining swimming pools into the storm drains on the street. The way the proposed changes are written it will pertain to draining pools, sump pumps, etc. into any public way.

Homeland Security and Emergency Management Grant (HSEM)

Chairman Gilligan noted that the Board has signed off on the Exercise Grant and it has been sent off to the State.

Minutes of 3/31 and 4/7/2008 Meetings

Selectperson Merrill made a motion to accept the minutes of the March 31, 2008 Board of Selectmen's Meeting minutes with changes.
Selectman LaFleur seconded.

Roll Call Vote:

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

Motion passed.

Selectman LaFleur made a motion to accept the minutes of the April 7, 2008 Board of Selectmen’s Meeting minutes as amended.

Selectperson Merrill seconded.

Roll Call Vote:

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

Motion passed.

Employee Evaluations

Chairman Gilligan noted that the way the evaluations have been done in the past is that all three Selectmen evaluate all the Department Heads and then they meet and prepare a compilation to be delivered to the employee. In addition, each Selectman will review a department’s evaluations of the employees for that department. Selectperson Merrill will review Police Department and Highway Department employee’s evaluations; Chairman Gilligan will review the Fire Department’s evaluations; and Selectman LaFleur will review Town Hall Staff and Building Inspector’s evaluation.

Chairman Gilligan also noted that the Board should have a discussion with Department Head’s about raises, but would like to wait until Chief Mulholland is available again – after May 19th.

NH Safe Routes to Schools Grant (NHSRS)

The Safe Routes to Schools Grant application has been submitted to the State and we should get an answer sometime in August.

Highway Department Savings by doing vehicle repairs in-house

Road Agent, Chris Roy, gave the Board of Selectmen a run down on maintenance and repairs that they have done in-house and the correlating savings to the Town.

- Plow frame repairs would have been \$600 - savings \$440
- Rear end on 1997 - saved \$1800
- Cutting edges would have been \$800 – savings \$640
- Replaced exhaust – saved \$292
- Hydraulic Line – saved
- Welded loader bracket – saved \$275
- Services: \$75/truck about 12 per year = savings of \$2327.28 per year

The Road Agent noted that these are just the savings he has kept track of since January 1. He is now logging every single mechanical thing they do. In addition, he is working with the Police Chief and the Chief has submitted a purchase order tonight, for a 55 gallon drum of oil and 18 filters. The Highway Department will start doing services on cruisers for a savings of approximately \$17/oil change. The Board would just like the Chief or Lieutenant to confirm that doing the service will not void the warranties.

Letter from Orr & Reno regarding flow capacity at the Sewer Plant

The Board recessed from 7:34 p.m. – 7:37 p.m. to read the letter that Orr & Reno prepared from the Pembroke Sewer Commission to the Allenstown Sewer Commission regarding flow capacity at the sewer plant. Some general discussion took place. Selectman LaFleur asked Jim Rodger if the Sewer Commission has had a chance to see this letter. Mr. Rodger acknowledged that

the Sewer Commission received the letter but they have not yet had an opportunity to discuss it as a Board. Based on the fact that the Sewer Commission hasn't even had a chance to meet to discuss the letter the Board asked Mr. Rodger if they would copy the Board on any response and tabled this item. Mr. Rodger agreed to keep the Selectmen in the loop.

Discuss potential cash and payment handling process

The Board tabled this item.

Public Hearing – closed

Selectman LaFleur made a motion to close the Public Hearing on CO 213:1 and CO 214. Selectperson Merrill seconded.

Roll Call Vote:

Chairperson Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed.

Selectperson Merrill made a motion to adopt CO 213:1 Option A the parking prohibition that is for year round.

Selectman LaFleur seconded.

Roll Call Vote:

Chairperson Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed.

Selectman LaFleur made a motion to table CO214 until checking with LGC Legal and the Prosecutor to incorporate the change in wording to amended sub section B to say any person who shall permit his or hers wells cisterns or any water from a pumping device on his or her property to be released into or onto on any way in a manner that creates a hazard shall be guilty of a violation.

Review and Discuss employment contract with Building Inspector

The Board does not have the contract in hand – this item will be tabled for the time being.

Police Department Audit(s)

The PSTC (Police Standards & Training Council) audit was completed by retired Chief Merrill today and we should get the result in a week or so. PSTC audits their requirements, specifically training records, Form A, B etc. The Administrative Assistant has contacted LGC to request an audit of the Police Department. They will conduct an audit of policies and procedures and risk assessment.

Status of Brookside Terrace/Jasper Drive project

Chairman Gilligan spoke to Cathy Capron last Thursday and asked her to contact the Administrative Assistant regarding items they need to conduct the appraisal of Jasper Drive properties. Unfortunately, the only day they were available was Friday and that was the day we were not available. The AA will have Assessing Clerk pull assessment cards and tax maps.

Central NH Regional Planning Commission – Community Development Plan

Chairman Gilligan heard from CNHRPC and they are almost done with the Community Development Plan. Chairman noted this was one of the items the Board had contracted with CNHRPC to complete as part of the year 1 CTAP (Community Technical Assistance Program) grant.

Police Department SOPs

Some general discussion took place regarding the SOPs. AA asked if the Board was just reviewing the SOPs for questions and comments or if they intend to adopt them. Chairman Gilligan noted that it is within the Board's authority to pass this authority on to the Police Chief. Lt. Paquette let the Board know that all these policies and procedures would have been acceptable under the National Accreditation process.

Chair opened the floor for public comment;

Resident Scott Lane told the Board that they have a very knowledgeable Police Chief that he consults with professionally and that the Board should trust the Chief to oversee this part of his operation.

BOS is full agreement with Mr. Lane.

LGC Schedule for Internal Controls Assessment

AA is still waiting for a date. Chairman Gilligan will call Carol Coppola tomorrow and get a date for the audit.

Review and Sign Final PO for Sterling Truck Repair

BOS is waiting for invoice from Donovan in the amount of \$1249 and \$335 from Sullivan tire, total amount \$1584.00

Tax Bills

Chairman Gilligan stated that the tax bills that are due July 1st should go out by May 26th or sooner.

Tax bill is twice a year billing due July 1 and December 1.

AA Finance Plan Status Report

Chairman Gilligan asked for any public input, none at this time.

Proposal from the Road Agent

The Board tabled this item.

Blasting

Chairman Gilligan stated that the BOS received an email from Police Chief stating that blasting is going on from Plourde Sand and Gravel and that it is worse then ever.

Mr. Verville a resident from Allenstown spoke of the damage that has been done to his property.

Q: Lt. Paquette asked Mr. Verville what was said when he called the P.D. Mr. Verville stated that they could not put the log in the computer because they could not get involved in a civil matter.

Chairman Gilligan stated that Mr. And Mrs. Verville from Ridge Road should speak to all of their neighbors and have them submit a letter to the Board stating the date and a brief statement from anyone that witnesses an event. Chairman Gilligan would like all of the records from the Fire Department that they have on this issue ASAP. Also have the Police Department answer to the Board as to whether the Police Secretary is the rightful recipient of these complaints or is it the Fire Department or Town Hall. Code Enforcement officer stated that it is the Fire Department and that they are in control of the blasting. Tom suggests that the Fire Department record **ALL** complaints and they pass them to the BOS. Tom also suggested that the BOS work with the Police Chief, Fire Chief and the Code Enforcement Officer, now this week, and look into what ever ordinance capability we have to enact the ordinances as soon as possible.

BOS would like the Fire Chief, Police Chief and the Code Enforcement Officer to work together and get a proposed ordinance. Report back to the BOS on May 19th with a drafted ordinance.

Any complaints in regards to blasting from residents should be directed to the Fire Department.

Highway Department Training

Road Agent would like to bring five guys to hands on training workshop and one would stay at the landfill that day.

Q: Selectman LaFleur asked what our obligations on leaving an individual by themselves at the landfill. And what provisions can the Road Agent provide to this individual to be there independently, like maybe a cell phone.

A: Road Agent stated that he does have one.

Motion made by Selectman LaFleur to allow the Road Agent to take his staff to the Mountain of Demonstration for training purposes on May 22nd 2008.

Selectperson Merrill seconded.

Roll Call Vote:

Chairperson Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed.

Appointment

BOS stated to Selectperson Merrill that they met with Stephen Blethen in public then a non-public session. The Non Public Session minutes were sealed. Selectperson Merrill reviewed the information.

Non-Public Session

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

Tom second. At 9:07 p.m.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Motion made by Roger to go back into public session

Carol seconded, at 9:16 p.m.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Planning Board Appointment

Motion made by Selectman LaFleur to appoint Stephen Blethen to the Planning Board as an alternate with a term to expire April 1st 2011.

Carol seconded.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Building Inspector

BOS received a letter from Cliff Jones, Building Inspector, rescinding his resignation.

Agenda Folder

BOS reviewed, discussed and signed items in the agenda folder.

Merrimack Valley Trail Riders

BOS approved the opening of Chester Turnpike on Sunday June 8, 2008 for the Merrimack Valley Trail riders (MVTR). They will be hosting a charity ride to benefit Cystic Fibrosis. Use of Chester Turnpike by MNTR will be for one day only and between the hours of 10:30 am, to 2:00 pm. This is a recreational ride by registered on/off road trail bikes. The Police Department will unlock and relock the gate using on-duty personnel.

Transfer of Funds

Motion made by Chairman Gilligan to transfer funds from the General fund from the ATF Green Case in the amount of \$1768.70 to the Town's Drug Forfeiture account.

Carol seconded.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Motion made by Chairman Gilligan to transfer funds from the Restitution account in the General fund to the Drug Forfeiture in the amount \$2396.31

Carol seconded.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Motion made by Chairman Gilligan to transfer funds from the Joint Loss Management (general expendable trust) account to the Town account in the amount of \$134.65

Carol seconded.

Roll Call Vote:

Selectperson Merrill - yes

Selectman Gilligan – yes

Selectman LaFleur – yes

Motion passed

Fair Hearings Board

Chairman Gilligan stated that by email the BOS voted to appoint Rita Bellerose to the Fair Hearings Board.

Excavation Tax Process

AA explained to Selectman LaFleur the excavation tax process by noting that it is similar to the timber cut process.

Non-Public Session

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

Carol seconded. At 9:53 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Roger to go back into public session

Carol seconded. At 9:55 p.m.

Roll Call Vote:

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

Motion passed

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

Carol seconded, at 9:56 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Tom to go back into public session

Carol seconded, at 10:23 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Tom to go into non-public session under RSA 91A:3 II (a).

Carol seconded, at 10:25 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Tom to go back into public session

Roger seconded, att 11:09 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Tom to go into non-public session under RSA 91A:3 II (e).

Roger seconded, at 11:11 p.m.

Roll Call Vote:

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

Motion passed

Motion made by Tom to go back into public session

Roger seconded, at 11:13 p.m.

Roll Call Vote:

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

Non-Public Meeting Minutes

Motion made by Tom to accept the non-public meeting minutes of April 14th 2008 at 11:50pm.
Roger seconded

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

Motion made by Tom to seal the non-public meeting minutes of April 14th 2008 at 11:50 pm.
Roger seconded

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

Motion made by Tom to accept the non-public meeting minutes of April 14th 2008 at 11:27 pm.
Roger seconded

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

ADJOURN

Motion to adjourn by Roger
Seconded by Carol at 11:15 p.m.
Motion passed 3-0.

THOMAS R. GILLIGAN, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

ROGER LAFLUER, SELECTMAN