

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

Thomas Gilligan, Chairperson for the Board of Selectmen, opened the meeting at 6:34 p.m.

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

Present in the audience: Road Agent, Chris Roy, Deputy Fire Chief, Rob Martin, Resident Mr. Verville, Police Chief Mulholland joined the meeting at approximately 8:10 p.m.

6:30 p.m. Review Blasting ordinance verbiage updates from FD

The Selectmen reviewed and discussed, at some length, the Blasting Ordinance, as submitted by the Fire Department with Deputy Fire Chief, Rob Martin. See attached draft and changes made.

Purchase Order for Fire Department

The Fire Department has submitted a purchase order for a hiring physical in the amount of \$550. Chairman Gilligan asked Deputy Chief Martin about the spending freeze. Selectman LaFleur asked Deputy Chief Martin how many Call Firefighters the department has right now. Deputy Chief Martin stated 28. The Selectmen did not sign the PO.

Format for Dept Head budget submissions

Chairman Gilligan is completely ok with the format that police department and fire department have submitted in past years. Selectman LaFleur would like to see more consistency in submissions. For any department that is using gross budgeting he would like to see revenue items that go with expenditure. He would like a column for last year's budget, this year's proposed budget and a new column for percent of increase. Selectman LaFleur suggested that instead of creating a culture shock we chose a couple of Departments like Police and Town Hall to gross budget. AA suggested that one of the departments that gets the most grant money is Emergency Management and that would be a place to demonstrate gross budgeting. Selectman LaFleur doesn't think that this Town is ready for that much change.

Police Chief Mulholland suggested that this was not the year to do gross budgeting for Emergency Management.

The Administrative Assistant suggested that the Board of Selectmen chose a night to have Doug and/or Carol from MRI conduct a workshop on gross budgeting for the Selectman and the Budget Committee.

Selectman LaFleur would like each department head to chose three projects that they would like to put forward. He would also like to see the Board help prioritize these items for each department. We not only need to know the projects but what kind of return on investment or pay back period. Chairman Gilligan suggested that we need to explain and be able to show the cost of equipment repairs and lost labor hours.

Budgets will show this year's default budget, proposed 2009 budget, a new column for percent increase/decrease. The narrative for each budget should describe reason for increase/decrease. All departments will provide a narrative for each line item. Each department will also have three items, each, to be evaluated by the Board of Selectmen for inclusion in the Warrant. These items will then be evaluated by the Board and they will chose the three (total) to include on the Warrant.

Chief Mulholland suggested that the Board also needs to give the Department Head's direction on salaries.

Recess from 8:34 to 8:44 p.m.

Chairman Gilligan counted from last year's Warrant Articles. There were 11 for Capital Reserve Fund requests and 4 for equipment purchases. The Department Heads need to continue to submit to the BOS those warrant articles that they think are critical to the operations of the Town. We need those narratives to help us educate the populace on the need for these projects and funds. The Capital Reserve Funds that we asked for funding for this year were: Police Computer, Police Cruiser, DARE, Police Safety Equipment, Town Safety Expendable Trust, Fire Department Safety Equipment, Highway Garage Capital Reserve Fund, Landfill Closure CRF, Town Hall Roof Fund, Recreation CRF, Old Allenstown Meeting House CRF.

The Board took up discussion again about giving department heads direction on 2009 budget. Chairman thinks based on the fact that with the exception of (1) employee no one has received an increase he definitely wants pay raises included in the 2009 budget. He thinks that a 7% cost of living adjustment for everyone deserving to be kept, not on suspension or under corrective action and then department heads should tell us what they need to lessen gap in salary studies. Selectman LaFleur thinks there should be a 5% cap. Selectperson Merrill thinks that 4%. The Board agrees to use a cap of 5% for proposed 2009 budget salary increases. This does not mean that all employees would receive a 5% increase but it will give the Department Heads the ability to give merit based increases in a range between 0 and 5%.

Selectman LaFleur made a motion to cap salary line increase for 2009 budget items to 5%, Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectperson Merrill – yes
 Selectman LaFleur – yes
 Motion passed.

Quotes on repairs to brakes on Packer. Camerota, Keith's and McDeavitt all gave quotes on the work. One of the rear sets will make it to September but it will not pass inspection in September without doing the other set. You usually run a Packer for seven years and then retire it.

Selectman LaFleur made a motion to replace both sets of rear brakes at Camerota (their quote was \$1423.64), not to exceed \$1550. Selectperson Merrill seconded.

Roll Call Vote:

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

Route 3 Bridge Project

Selectmen asked Road Agent, Chris Roy, to go out and take a look at the final product of the Route 3 bridge. AA will call or email Conservation Commission and make sure that all their points were addressed.

Set a date for Public Hearing on Parking Ordinance (petition)

July 7, 2008 is next meeting, but there are members of the public that are concerned with the ordinance and are on vacation that week. Chairman Gilligan suggests holding the Public Hearing on

July 21, 2008 at 7:30 – 9:00 p.m. at the Fire Station. The AA will post the Public Hearing at Town Hall, Police Station and BiWise Market and run it in the Concord Monitor.

Highway Department provided Board with a list of future maintenance/repairs necessary to vehicles

Chairman Gilligan would like the vehicle maintenance list updated monthly. The monthly list should include major upcoming projects, major projects completed and vehicle/machinery that requires repairs.

4th of July Weekend – Dump Hours

Road Agent asked if the Board wants to close the Transfer Station (Dump) on Saturday July 5th for 4th of July weekend. The Board does want to close the Saturday of 4th of July weekend. The AA will make sure the announcement runs in the Hooksett Banner.

Monthly reports

Selectman would like monthly reports (no later than the first Thursday following the close of the month) from Welfare Director, Assessing Clerk, Tax Collector, Town Clerk, Building Inspector, Health Officer, Fire Department, in addition to the reports they get from AA and Police Chief.

Non Public Meeting with Police Chief under RSA: 91-A:3, II (a) 10:04 p.m. - 11:31 p.m.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II (a), at 10:04 p.m. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan - yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Selectman LaFleur made the motion to leave Non Public Session at 11:31 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan - yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan made a motion to authorize Chief Mulholland to hire a replacement officer. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan - yes

Selectperson Merrill – yes

Selectman LaFleur – no

Motion passed

Non Public Session with Police Chief under RSA 91-A:3, II 11:31 – 11:52 p.m.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II, at 11:31 p.m. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan - yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Selectman LaFleur made the motion to leave Non Public Session at 11:52 p.m. Selectperson Merrill seconded.

Roll Call Vote:

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

Non Public Session with Police Chief under RSA 91-A:3, II 11:52 – 11:53 p.m.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II, to discuss an ongoing police investigation at 11:52 p.m. Selectman LaFleur seconded.

Roll Call Vote:

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

Selectman LaFleur made the motion to leave Non Public Session at 11:53 p.m. Selectperson Merrill seconded.

Roll Call Vote:

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

Non Public Session with Police Chief under RSA 91-A:3, II 11:53 – 11:55 p.m.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II, to at 11:53 p.m. Selectman LaFleur seconded.

Roll Call Vote:

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

Selectman LaFleur made the motion to leave Non Public Session at 11:55 p.m. Selectperson Merrill seconded.

Roll Call Vote:

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

To review and discuss accepting an Emergency Management Performance Grant (EMPG) in the amount of \$4,500 in accordance with RSA 31:95 (b)."

Chief Mulholland reminded the Board that this is a \$4500 grant for a light tower. The Town can use a discount as a soft match. The light tower will be housed at the Fire Department. The Fire Department has the means to get the tower to scenes.

Chairman Gilligan made a motion to accept the EMPG (Emergency Management Performance Grant) in the amount of \$4500, Carol seconded.

Roll Call Vote:

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

Discuss SPOTS Grant Application with Police Chief.

The Chief mentioned that this is one of the opportunities that come up periodically but this one won't come up again. See attached description of SPOTS (State Police Online Telecommunications System) Phase 1 of this project was the laptops that we currently have in the cruisers. This is Phase 2 of that program where we can get the Server paid for by someone else. Phase 3 will include SPOTS in the cruisers. If we had SPOTS capability we would be able to run criminal records checks ourselves which will decrease our volume and therefore some of the cost of dispatch. This gets us closer to the in-cruiser SPOTS. This is a \$7075 value. It will cost us \$4440/year line charge or ½ of that amount for next year since this agreement will run July to July.

Selectperson Merrill made a motion to authorize the Chief to pursue the SPOTS system for our police station. Chairman Gilligan seconded.

Roll Call Vote:

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

Police Department Purchase Order for IACP-Network

The Chief has a PO to join IACP (International Association of Chiefs of Police) – Net for \$250 for the remainder of the year and \$500 next year. They have 10,000 policies on line that have all been legally researched. The Selectmen signed the purchase order.

NEW BUSINESS

- **Review the contract between Town and Central NH Regional Planning Commission for Capital Improvement Plan (to be paid for with CTAP grant monies)**

The Selectmen reviewed and approved the contract for the Central NH Regional Planning Commission to assist the Town with a revised Capital Improvement Plan (CIP) with Community Technical Assistance Program (CTAP) grant monies. The Vice Chair of the Planning Board spoke to Selectman LaFleur regarding concerns that the kick off meeting of the CIP committee was scheduled during the day when most of the Planning Board members were not available. The Chairman reminded the Board that they had sent the Planning Board a memo outlining the need for the committee and choices on dates for meetings. AA has spoken to the Chair of the Planning Board and he intends to be at the kick off meeting with Planning Board member, John Anderson.

- **Review and discuss finalized proposal from Road Agent for formal policy on requiring bonds from subcontractors who do work on any Town owned roads and new developments, schedule public hearing for future date. - tabled**
- **Review, discuss and approve contract for the Landisc and Univers software support for 2008.**

The Selectmen reviewed the annual contract for the assessing software support for Landisc and Univers and signed the contract for \$3500.

- **Review and discuss several training opportunities for AA**

The Selectmen reviewed the Administrative Assistant's request to attend workshops at the Emergency Preparedness Conference being held Wednesday, June 25, 2008 at the Radisson in Manchester. The Selectmen approved AA's attendance at Wednesday's conference.

- **Review, approve and sign minutes of 6/2** - tabled

Non Public Session 12:36 – 12:40 a.m. under RSA 91-A:3, II (a)

Selectperson Merrill made a motion to go into Non Public at 12:36 a.m. RSA 91 A:3, II (a), Chairman Gilligan seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan made a motion to leave non public at 12:40 a.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Transfers from Capital Reserve Funds

Chairman Gilligan made a motion to transfer \$1300 from Landfill Closure Capital Reserve Fund to the operating fund. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan made a motion to transfer \$2100 from Landfill Closure Capital Reserve Fund to the operating fund. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Added Tax Warrant

The Selectmen signed the added tax warrant, as presented by the tax collector.

- **Review and discuss AA finance plan, status report, and revised estimates.**

The Selectmen would like to meet with Doug Smith from MRI to discuss plan going forward on 7/21 at 6:30 at the Fire Department.

- **Review/Discuss update from AA on Landfill Closing Issue** – tabled

- **Status of Brookside Terrace Grant Application and Appraisals**

Chairman Gilligan got a call from Dick Verville on Thursday or Friday and FEMA is paying for the individual lot appraisals. The Town will still need to come up with the funds to cover the deed work and title searches and any costs involved in subdividing those 7 lots out. The Administrative Assistant will try to get a cost estimate on deed work from Attorney Bedard.

- **Discuss Tax Deeding Status**

Attorney Bedard sent an email to the Selectmen regarding the tax deeding which includes a letter and several tax deeds.

Selectman LaFleur made a motion to reconsider the tax deeding from last meeting, Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Some discussion took place regarding the status of tax deeding properties. The one from Olde Towne Homeowners Cooperative and the property from Holiday Acres will be deeded. The Board would like the Administrative Assistant to correspond with Catamount Hill CoOp regarding historical agreement. The Board would also like to deed the two Osgood properties that are land only.

Selectman LaFleur made the motion to deed the four properties listed above, Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

- **Review and discuss Allenstown Police Department (APD) – Standard Operating Procedures (S.O.P.) - tabled**

Non Public Session under RSA 91-A:3, II (a) from 1:17 a.m.

Selectman LaFleur made a motion to go into Non Public Session at 1:17 a.m. Selectperson Merrill seconded.

Roll Call Vote;

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur –yes

Motion passed.

Administrative Assistant was excused and left the meeting.

ADJOURN

Chairman Gilligan made the motion to adjourn at 1:50 a.m. Tuesday, June 24, 2008. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes
Selectman LaFleur – yes
Motion passed.

THOMAS R. GILLIGAN, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

ROGER LAFLUER, SELECTMAN