

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

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

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

**Present in the audience:** Police Chief Mulholland, Ryan Fortin/Highway Dept & Fire Department, Cliff Jones/Building Inspector, Chris Roy/Road Agent, Leigh Cheney/Fire Department, and Deputy Fire Chief Martin

**6:30 p.m. Meeting with Building Inspector to discuss number and type of permits, violations, etc.**

Selectperson LaFleur asked the Building Inspector how many permits he has issued in the last 6 months. Cliff provided the Board with a year to date report. Cliff noted that this is included in the monthly reports that he submits to the Board. Total permit fees last year was about \$33,000 this year to date so far we have collected \$ 26,420 (this include \$17,000 in residential permits; plus code violations, burner permits, etc.) The number fluctuates based on number of permits as well as size of the projects. The Selectmen have set the building permit rate at \$5/square foot. If there are no other questions the Chairman would like to move on. Selectman LaFleur would like to see the Building Inspector monthly to review his reports.

**Code Violation – Jefferson Building on Pinewood Road**

The Teen Center is not there any more. The gentleman that owns the suites was in violation and has 30 days to come into compliance.

**Ice Event**

Chairman Gilligan noted that we are dealing with the ice event, as are many communities in the State. Chairman wants to thank everyone sitting here tonight for all the work they did. The roads on Friday were unbelievable. Saturday the roads were impeccable. The Chairman noted that the Road Agent had a plan and worked the plan. Thanks to Building Inspector/Code Enforcement Officer for helping patrol. Thanks to the Fire Department. A special thanks to Chief Mulholland our Deputy Emergency Management Director for his work above and beyond the call of duty. Allenstown has their act together because everyone pitched in. Chairman thanked the Chief.

Selectman LaFleur you don't hear it from the residents and you don't hear it from the Board very often but thank you for everything you do.

Thank you to Dawn, Diane, and Cindy for pitching in over the weekend.

**Letter from resident on Bartlett Street**

Chairman asked the Road Agent and Police Chief for update next week. Trucks from the Mail Express business are cutting the wheel on their trucks and driving up over the yard and driveway. Road Agent offered to put up a delineator post, which the resident didn't want because they've put them up before and the trucks just keep driving up on the lawn, etc. The Road Agent also offered to

put in a piece of guardrail but the resident didn't think that would be attractive. The resident wants a stone wall and would like the Town to pay for it.

Police Chief noted that these are not Mail Ways trucks they are third party trucks. The resident can call the police department because that is damage to private property. The Chief has tried to mediate this. The resident has never called the police department to report the trucks when they damage he personal property.

The Highway Department and the Town don't really have responsibility for this. There isn't much we can do for him.

The Chairman thinks we can meet with the resident in January (probably 1/12) and we will reiterate the fact that there isn't much the town can do. They will suggest that the resident work with the police department. The Police Chief suggested inviting Linda Chick again.

**Final vote to accept FMA Federal Grant in accordance with RSA 31:95-b, III (a), NH Dept of Safety, Division of Homeland Security and Emergency Management, FMA (Flood Mitigation Assistance) grant for acquisition of homes. (Tabled from 12/8 meeting)**

Selectman LaFleur made a motion re-open the Public Hearing on the FMA grant from last week. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan made a motion to accept the federal grant from FMA program in the amount of \$2,156,030.81

(3) on Riverside Park Drive, Agreement EMB-2008-FM-E003 Amendment 4, FMA-PJ-01-NH-2008-004 (\$420,700.81)

(2) on Albin Avenue, Agreement EMB-2008-FM-E003, FMA-PJ-01-NH-2008-004 (\$253,110)

(3) on Riverside Park Drive, Agreement EMB-2008-FM-E003-Amendment 1, FMA-PJ-01-NH-2008-003 (\$512,710)

(3) on Riverside Park Drive, Agreement EMB-2008-FM-003 – Amendment 2, FMA-PJ-01-NH-2008-005 (\$463,700)

(2) on Riverside Park Drive and (1) on Jillerick Road, Agreement EMB-2008-FM-E003 Amendment 3, FMA-PJ-01-NH-2008-006 (\$505,810)

Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

**7:00 p.m. Meet with Dept. Heads to review, discuss, and vote on year-end purchase requests.**

The Board reviewed the numbers of year end budget expenditures and budget balances. The balance left in budget is \$441,006 less estimated expenditures through year end leaves approx \$174,853. After approved POs from tonight \$151,711; after 2008 year end employee checks (see below) \$127,536.

Selectman LaFleur asked about going through all the departments POs with list first.

Town Hall – PO for desk top not to exceed \$1000

Parks & Rec – PO for \$650 to make repairs to building.

Police Dept - \$450 for tire rack for cruiser tires and \$125 for tires for radar trailer

Highway Dept - \$186 for first aid kits \$192 for eye wash station; \$5816 waste oil burner less \$2500 grant, to reduce the cost (already received) net equals \$3316

Fire Department – OptiCom \$2063.25; Bergeron \$3384.40; Bergeron \$603; Freedom Cycle \$2250. Valley Fire (tray for generator) \$600.

Fire Department – hold Firehouse Software \$520; 20 gallon class A for \$332; washer & dryer \$1150; Server \$3583; Ice machine \$2370; Colored pistol grips/handle for nozzles \$770; \$3065 blitz fire monitor package (large diameter pre hose mounted to front of truck)

The Fire Department’s Car 1 is out of service the heater core went. It will be \$846 to fix it. One way the Town can save money is to purchase an SUV that would be the primary response vehicle to medical calls on nights and weekends (during the week the FT staff would take the engine/ladder) Additionally, the EMS unit would serve as a command vehicle. Lease price from Ford – 5 yr \$7265 Ford Expedition EL. At end of lease we own it. (Total cost \$31,587) light bar (FF assoc or auxiliary) we have the radios and pull out trays. Striping and installation of radios and light bars can be done by Fire Department.

Total POs come to \$33876

Chairman Gilligan made a motion to go ahead with all the POs \$33876, motion fails for lack of a second.

Selectman LaFleur made a motion to look at safety concerns first. Selectperson Merrill seconded.

Roll Call Vote:

- Chairman Gilligan – no
- Selectperson Merrill – yes
- Selectman LaFleur – yes
- Motion passed

Selectman LaFleur listed out the safety items

Highway Dept \$186 for first aid kits, \$192 for eye wash station

Fire Department \$3385 protective equipment; \$603 boots; OptiCom \$2063

Selectman LaFleur made a motion to approve the above POs \$6430 total; Selectperson Merrill seconded.

Roll Call Vote:

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

Selectman LaFleur suggested that we move onto items that we are committed to for example the waste oil burner. Chairman agreed.

Selectman LaFleur \$3316 for waste oil burner. Selectperson Merrill seconded.

Roll Call Vote:

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

Selectman LaFleur made a motion to approve the Parks & Rec PO for \$650. Selectperson Merrill seconded.

Roll Call Vote:

- Chairman Gilligan – yes

Selectperson Merrill – yes  
Selectman LaFleur – yes  
Motion passed

Selectman LaFleur made a motion to approve the PO for \$125 radar trailer tires. Police Chief explained that we do not have any spare tires for the radar trailer. These do tend to get vandalized. We have not had that problem but if they are vandalized we would not have any way to get it back to the station. Selectperson Merrill seconded motion.

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

Chairman Gilligan made a motion to approve the Police Department PO for a tire rack for \$450; Selectperson Merrill seconded.

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

Selectman LaFleur made a motion to accept and sign Fire Department PO for \$2250 for generator and slide tray \$600. Selectperson Merrill seconded. Chairman Gilligan noted that you can get a generator for \$1000 at Sears. The FD can shop around for other Honda products from other vendors but they noted that it needs to be a commercial application.

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

Firehouse Software mobile will allow the Fire Department to take a portable computer into the field and preload building layouts, etc. \$520. This will allow the fire department to know the layout and lets the FD do more public relations. Selectman LaFleur made a motion to approve the PO for the Firehouse Software, Selectperson Merrill seconded.

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

Town Hall desk top computer – Chairman Gilligan made a motion to approve a PO upto \$850 for desktop & monitor. Selectperson Merrill seconded.

Roll Call Vote:  
Chairman Gilligan – yes  
Selectperson Merrill – yes  
Selectman LaFleur – no  
Motion passed

Class A foam. Replacement for foam we used this year for brushfires. Chairman Gilligan made a motion to approve the PO for Class A Foam for \$332. Selectman LaFleur seconded.

Roll Call Vote:

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

Fire Department Server \$3583. HP Proliant with Windows Server 2008. Capt. Lambert has three quotes. He chose the Granite State Resources because it was the lowest.

Fire Department Washer and Dryer and ice maker. Selectman LaFleur made a motion for the washer and dryer for \$1150 and the ice machine for \$2370, Selectperson Merrill seconded. Was the ice machine in the budget for this year? No but it broke this year and was beyond repair. The Ladies’ Auxiliary is willing to offer \$800 and the Association offers \$1000 so the ice machine is now \$570. The latest price at Kmart was \$998 for the same unit (\$1000) Selectman LaFleur amends the amount for washer and dryer to \$1000 and the amount for ice machine \$570. Selectperson Merrill seconded.

Roll Call Vote:

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

Fire Department withdrew the PO bunker gear washer for \$10,010.

The pistol grips have been budgeted for the last couple of years. Helps firefighters inside the structure identify the correct hose line for \$770. Selectman LaFleur made the motion to approve the PO for the color-coded pistol grips for hose lines. Selectperson Merrill seconded.

Roll Call Vote:

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

Chairman Gilligan made a motion that we enter into a 5 year lease agreement for the SUV – he noted that he believes that this is a legitimate need. This would cost less to repair, save wear and tear on larger vehicles, does not line us up for long term commitment and we can absorb this into the FD operating budget \$7265 for the first year payment for a 5 year lease. Selectman LaFleur seconded.

Selectman LaFleur doesn’t disagree with Chief Chaput assessment that we need this vehicle, however if he looks at how the taxpayers have voted on this item, and how the residents came to the meeting earlier this year. He does not see this as something that will be looked on favorably by the community. If he compares the server vs. the SUV he thinks the server is more important.

Selectperson Merrill knows the FD needs it she just doesn’t think the Town will agree to this. The Town just can’t afford it.

Roll Call Vote:

- Chairman Gilligan – yes
- Selectperson Merrill – no
- Selectman LaFleur – no
- Motion fails

Repairs to car 1 \$846 to repair and replace heater core. Selectman LaFleur made a motion to approve the PO for the repairs to Fire Department’s Car 1. Selectperson Merrill seconded.

Roll Call Vote:

- Chairman Gilligan – no
- Selectperson Merrill – yes
- Selectman LaFleur – yes
- Motion passed

Selectman LaFleur made a motion to approve the Fire Department PO for server for \$3583, Selectperson Merrill seconded. Chairman Gilligan requests that all the parts be saved for spares.

Roll Call Vote:

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

Selectman LaFleur made a motion to approve the PO for Blitz fire hose monitor package \$3065, Selectperson Merrill seconded.

Roll Call Vote:

- Chairman Gilligan – yes
- Selectperson Merrill – no
- Selectman LaFleur – no
- Motion failed

The Board discussed a one-time, year-end, payment to employees due to the increase in health/dental insurance and the lack of raises. Chief Mulholland suggested paying 5% of the health/dental insurance since the insurance went up plus the increase in cost of a one person plan. The Administrative Assistant did the math and it comes to \$1051.06. A couple of other suggestions were made including a flat \$1000 for full time and \$500 (or \$300) for part time employees. There was also discussion about which employees would be eligible. Full time, permanent employees employed for the year would be eligible. In addition, part-time, permanent positions who work at least 20 hours per week would be eligible.

This would be a one-time effort to make up the short fall that the employees had because of the increase in health insurance and did not get any raises in 2008.

Chairman Gilligan made a motion that the BOS make up the short fall for the employees employed as of January, had reviews in 2008 (and were eligible for a raise), and are currently employed by the Town. The amount for full time employees is \$1051.06 and \$525.53 for permanent part-time employees and is to be paid with the last payroll of 2008. Selectmen LaFleur seconded.

Roll Call Vote:

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

Chairman Gilligan wants to say on behalf of the Board, we know it's been a tough year; this is something to show our appreciation. We appreciate all the Town employee's efforts throughout the year. Please pass this along to your employees in the way it was discussed this evening. This is not a Christmas bonus. This is recognition of the work done and the loss the employees took this year.

**Road Agent – Non Public Session**

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A:3, II (a) at 10:09 p.m. Selectperson Merrill seconded.

Roll Call Vote:

- Chairman Gilligan – yes

Selectperson Merrill – yes  
Selectman LaFleur – yes  
Motion passed

Selectman LaFleur made a motion to leave Non Public at 10:19 p.m. Selectperson Merrill seconded

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

Selectman LaFleur made a motion to allow Road Agent to carry an additional 40 hours of vacation into 2008 with the understanding that it be used no later than 4/1/09. Selectperson Merrill seconded.

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

**8:30 p.m. Meet with Chief of Police to discuss Prosecutorial Options and recommendation.**

The Chief presented the Selectmen with a proposal from the Town Attorney’s firm of Ransmeier and Spellman for \$54,000 plus postage and mileage to provide prosecutorial services once the current Prosecutor becomes the County Attorney. We also have a proposal from the County Attorney’s Office of \$20,000. There is also the option to put a police officer in that position and try to train them.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A: 3, II (a) at 10:33 p.m. Selectman LaFleur seconded.

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

Chairman Gilligan made a motion to leave Non Public Session at 10:34 p.m. Selectperson Merrill seconded.

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

The Chief noted that the Board could contract with the County Attorney’s Office for the short term and pay in a pro rated amount.

Selectman LaFleur asked about using a retired police officer. The Chief said that is a good option but you have to find the right person.

Selectman LaFleur asked if the Chief were to assume the Prosecutor role how much of his job would be infringed upon. Chief noted that out of 40 hours he was spending 32 hours per week doing prosecution. The Lt. would have to assume the rest of the administrative roles of the department. Could you use any of your senior people to do some of the lighter prosecutions? You could but they

are not considered seasoned until they have 5 – 7 years on the streets. The senior patrolman are only at 3 years.

Selectman LaFleur suggested letting the Chief discuss this with the County Attorney for a short term agreement. In the meantime the Chief will speak to Ransmeier and Spellman as well as looking to see what's out there with regard to retired police officers.

Selectman LaFleur made a motion to allow Police Chief to contract for services on a temporary basis for prosecutorial services for \$20,000/year pro-rated per month. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

### **Police Department Budget**

The Board discussed changing the Prosecutor and Dispatch line items in the proposed FY 2009 Police Department Budget. The Board agreed to leave the Prosecutor line alone. Dispatch is \$61,000 now. This means that we need to add to the dispatch budget.

Chairman Gilligan made a motion to open the FY 2009 budget, Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan noted that the Board wants to change the dispatch line from \$50,000 to \$61,500. The new bottom line is: \$812,682.

Selectperson Merrill made a motion for the new 2009 Police Dept in the amount of \$812,682, Chairman Gilligan seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

### **Ice Storm**

The Chief noted that at one point we had residents drinking out of streams. That is very dangerous and we are making water available at the police station.

### **Fuel for DRED and DOT**

Selectman LaFleur noted that we are still paying more than gas stations for fuel. The Administrative Assistant noted that she had the Administrative Secretary gather some information on fleet cards. The AA does not have time right now to research this properly. The Chief noted that the use of fleet cards would also require a policy.

### **Board of Selectman – Disaster Declaration**

The Police Chief will draft a disaster declaration for the Board's review.

### **The following items were tabled:**

Review, discuss, any updates on Epsom CDBG Public Hearings (re: Steve Couture)

Discuss any inquiries or responses to Town Lot Development RFP

Discuss and review any resumes received for Fire Chief posting.

**Sheriff's Office to discuss Dispatch**

The next dispatch meeting is scheduled for Thursday at 6:00 – Chairman Gilligan will be meeting the Police Chief at the Sheriff's office.

**Concord Monitor – Karen Langley**

She called Chairman Gilligan today and he gave her the other two Board members email addresses.

**Dispatch Issue**

Selectman LaFleur happened to see the Concord Town Council Meeting and it looked like the city is still interested in pursuing the regional dispatch issue.

**Fire Department – Eagle Project**

Selectman LaFleur wants to know what they are going to do. Chairman Gilligan wants Selectman LaFleur to come up with a list of questions, so that the Board can get the questions answered by the Fire Department.

**Davis & Towle**

The Administrative Assistant did work on life insurance and disability insurance and found a less expensive plan with the same benefits. Chairman Gilligan made a motion to go with Boston Mutual Life. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

**Cemetery Budget**

Chairman Gilligan made a motion to open the Cemetery Budget for 2009, Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Selectperson Merrill made a motion for \$5000 for the FY 2009 Cemetery Budget. Chairman Gilligan seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – no

Motion passed

**Non Public Session under RSA 91-A: 3, II (a)**

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A: 3, II (a) at 11:24 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 leave Non Public Session at 11:29 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes  
Selectperson Merrill – yes  
Selectman LaFleur – no  
Motion passed

**Library representation on Joint Loss Management Committee**

Selectperson Merrill is concerned that the Library is not participating in the Joint Loss Management Committee meetings. The Board feels it is important that they participate. The Board wants to send the Library a letter regarding JLMC.

**ADJOURN**

Chairman Gilligan made a motion to adjourn at 11:33 p.m. Selectperson Merrill seconded.

Roll Call Vote:

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

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THOMAS R. GILLIGAN, CHAIRPERSON

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CAROL M. MERRILL, SELECTPERSON

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ROGER LAFLEUR, SELECTMAN