

**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. on Monday, February 2, 2009

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

Present in the audience: Police Chief Mulholland, Paul Sanborn, Chris Roy, Road Agent, and James Rodger

6:30 p.m. Non Public Meeting under RSA 91-A

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A: 3, II (b)
Selectperson Merrill seconded at 6:31 p.m.

Roll Call Vote:

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Selectman LaFleur made a motion to leave Non Public Session at 7:25 p.m. Selectperson Merrill seconded

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

**7:25 p.m. Public Hearing to review and accept FEMA Hazard Mitigation
Grant Program \$446,230**

Selectman LaFleur made a motion to open the public hearing on the grant from NH Department of Homeland Security and Emergency Management (NH HSEM) in the amount of \$446,230 (\$327,375 from FEMA, \$9730 administrative fee; \$109,125 which is the 25% match which the Town is responsible for) Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

Chairman Gilligan noted that the Town is only responsible for the cost of the appraisals for grant 1695-19-R. (up to \$1250.00) The AA or Police Chief need to speak to Dick Verville and verify this amount.

We also pledged some soft match for Highway Department to go down and assist with work. Originally in 2008 we agreed to \$2500 in legal costs but the work did not get done in 2008 because the grant didn't come through. So the only commitment we have on the table now is the cost of the appraisals which should be reimbursed by the grant. The Board signed a purchase order for the appraisals in the amount of \$1200 on January 12, 2009.

Chairman Gilligan noted that they would leave the grant public hearing open for another 20 minutes or so. The Board moved on to other business.

Selectman LaFleur made a motion to close the public hearing at 8:45 p.m. Selectperson Merrill seconded.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Selectman LaFleur made a motion to accept the grant for \$446,230 with no additional funds forthcoming from the Town of Allenstown. Exhibit B grant amount applicant share \$109,125 (\$337,105). Selectman LaFleur rescinds his motion. Selectperson Merrill rescinds her second.

This item was temporarily tabled. Selectman LaFleur made a motion to table, Chairman Gilligan seconded.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

At 9:29 p.m. Selectman LaFleur made a motion to take the Hazard Mitigation Grant off the table to discuss with the Police Chief. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectperson Merrill – yes

Selectman LaFleur – yes

Motion passed

The Board ran through the grant amount with the Police Chief. Specifically, that they only signed on for the appraisals and the legal fees (2008). Chief Mulholland agrees that there is no outline on where the \$109,125 match is coming from.

Chairman Gilligan made a motion to accept the Hazard Mitigation Assistance Grant 1695-19-R in the amount of \$446,320. Selectperson Merrill seconded.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes
Motion passed

Chairman Gilligan and the Board executed the grant and asked for a letter sent via fax and mail to Richard Verville and cc: Director Pope notifying them that we are waiting to see how they are going to raise the \$109,125. The Board is still willing to cover the appraisals and the previously agreed upon deed transfers up to \$2500. The Board is anxious for a speedy resolution.

8:00 Non Public Meeting under RSA 91-A with Road Agent

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A: 3, II (a)
Selectperson Merrill seconded at 8:10 p.m.

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

Selectmen LaFleur made a motion to leave Non Public Session at 8:32 p.m. Selectperson Merrill seconded.

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

Chairman Gilligan made a motion to accept the resignation of Steve Perron, his last day will be 2/14, Selectperson Merrill seconded.

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

Chairman Gilligan made a motion to retain the services of Mr. Perron for Saturday work from 2/14 – 3/14/2009. Selectperson Merrill seconded

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

Highway Department Drug Testing

The Road Agent would like to change from the vendor we are currently using for random drug testing for our employees with CDL licenses on the Highway Department. The Road Agent noted that we fall under the Motor Carrier Rules and we are not really in compliance right now. We don't have a written policy outlining that if you're in an accident you will get drug tested, what happens if you test

positive, etc. The Road Agent should have a one time class that is a requirement. We're exempt from the DOT physicals portion and the CDL file portion, but we do have to do the random drug/alcohol testing. We are currently using Choice Point from Bolingbrook, IL and the Road Agent is interested in using On-Site on Route 106 in Concord. Chairman Gilligan wants the Road Agent to check and make sure On Site is licensed or certified. Check the other Towns for references. The Board is ok with Road Agent going to the class but before instituting any new policy we need to make sure that our personnel policy reflects the requirements.

Packer

Road Agent asked the Board if they want to go after the woman who hit us for the whole step. This repair should not take more than a day and is quoted at \$400. The Administrative Assistant noted that she has already been contacted by Geico about paying us for that claim. The Road Agent and AA will work on this.

6 Wheel Truck \$680 for parts and labor

The fuel injection switch on truck is broken and the truck idles fine but won't run. The Board agreed to repair the 1997 6 wheel truck for approximately \$680.

Non Public Session under RSA 91-A: 3, II (a) -Discuss Retention of Tax Assessing clerk

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A: 3, II (a), Selectman LaFleur seconded at 8:50 p.m.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Selectman LaFleur made a motion to leave Non Public Session, Selectperson Merrill seconded at 9:16 p.m.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Selectman LaFleur made a motion to terminate Assessing Clerk's health insurance benefit at the end of February 2009. Selectperson Merrill seconded

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Review and sign MRI contract for continued services

The Board reviewed the hourly rate of the contract at \$85. The Chairman noted that we need to execute this contract and then talk about the possibility of hiring (2) days per month.

Selectman LaFleur made a motion to contract with MRI for services through December 31, 2009 for \$85/hour. Selectperson Merrill seconded.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Police Chief Mulholland joined the Board at 9:20 p.m.

Non Public Meeting with the Chief of Police under RSA 91-A

Chairman Gilligan made a motion to go into Non Public under RSA 91-A: 3, II (a) at 9:50 p.m. Selectperson Merrill seconded.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – abstained

Selectperson Merrill – yes

Motion passed

Selectperson Merrill made a motion to go back into Public Session at 10:02 p.m. Chairman Gilligan seconded

Roll Call Vote

Chairman Gilligan – yes

Selectperson Merrill – yes

Motion passed

Set date for meeting with resident and business from Bartlett Street

Chairman Gilligan set a date for 3/2/09 at 7:00 p.m. and asked the AA to draft a letter. The Board made the Police Chief aware that they are inviting Mr. Deraoui to the 3/2 meeting. Ms. Chick from Mailways will also be included in the invitation, as well as the Road Agent.

Discuss any updates on 2009 Dispatch Services – no update – Chief thinks we won't hear anything until at least March. Selectman LaFleur asked if there was anyway to move this forward. Chief suggested meeting with our County Commissioner Leo Bernier. Selectman LaFleur would like to meet with County Commissioner next week at 6:30 p.m. on 2/9/09. The Administrative Assistant will invite him.

Review and Discuss Prosecutorial contract/services – contract was signed by the Board; we do not have the counter-signed contract back.

Purchase Orders from PD

The Board reviewed purchase orders for a Desk \$199; Chair \$49.99; copy paper; folders – total PO \$352. The reason for the desk is that the office door to the Prosecutor's Office is 29" wide. Whatever goes in that office we have to purchase and build in that room? The Chief is still willing to

look at used furniture. The desk is not safe right now, it is falling down. Selectman LaFleur asked what account they are taking this from. The Chief noted supplies. The Board approved the purchase order.

Purchase Order for insulation

The Board reviewed the purchase order for the insulation for the attic for the police station. \$1457 not to exceed \$1500. Chairman Gilligan is in favor of holding off on this PO until after the budget passes. Chairman Gilligan would like to hold off on signing this until town meeting. Selectperson Merrill is in favor of signing the purchase order tonight. Selectman LaFleur is in favor of doing this – he will sign the purchase order next week.

Discuss any inquiries or responses to Town Lot Development RFP, set date for opening RFPS – the Board will open the RFPs at the 2/9 meeting. The AA noted that we do not have any responses yet.

NEW BUSINESS

Review, approve and sign minutes of 1/26, and any non-Public minutes. - tabled

Review and discuss Department Head Cell phone proposals – tabled for 2/9/09

Review and discuss Budget cut proposals – will discuss 2/9/09

Minutes on website

The Board wants to remove the minutes from the website. There is no requirement to have a website nor is there a requirement to put meeting minutes on the website.

Selectmen LaFleur made a motion that we no longer post BOS meeting minutes to the website, effective 2/1/2009. Selectperson Merrill seconded

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

The Board would like the Administrative Assistant to put the following notice on the web page:

Effective February 1, 2009 the Selectmen will no longer be posting their minutes to the website. Draft and/or approved minutes will continue to be available at Town Hall for \$.50 per page. Thank you for your attention to this matter.

Discuss Policy for new business time cut-off for future BOS meetings

Chairman Gilligan made a motion that effective next week the Board will no longer start any new agenda items after 10:00 p.m. Selectman LaFleur seconded

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

Sansoucy Contract – will be discussed next week

The Board signed the PO for Diane Demers

Selectman LaFleur – Planning Board has asked if there is anything they can do for the economic stimulus package. Chairman noted that they can work on any of the CDBG things that are within their realm. The Police Chief is going to sit with the Planning Board.

Town Report – the Board has agreed that the pie chart showing relationship of appropriations for 2008 is going on the cover

Non Public Session under RSA 91-A: 3, II

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A: 3, II (a) Selectperson Merrill seconded at 11:20 p.m.

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

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

Roll Call Vote

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectperson Merrill – yes

Motion passed

ADJOURN

Selectman LaFleur made a motion to adjourn at 11:31 p.m. Selectperson Merrill seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectman LaFleur - yes

Selectperson Merrill - yes

Motion passed

THOMAS R. GILLIGAN, CHAIRPERSON

CAROL M. MERRILL, SELECTPERSON

ROGER LAFLEUR, SELECTMAN