

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

Thomas Gilligan, Chairperson for the Board of Selectmen, opened the meeting at 6:32 p.m. on Monday, April 27, 2009

Present at the meeting: Roger LaFleur, Selectman; Jason Tardiff, Selectman; Kelley Collins, Administrative Assistant

Present in the audience: Trust Funds/Budget Committee Member, Sandra McKenney, Road Agent Chris Roy, Fire Chief Dan Hart, and Police Chief Shaun Mulholland

**6:30 p.m. Swine Flu briefing by Emergency Management Director and Deputy
Emergency Management Director**

Fire Chief and Emergency Management Director Hart reported there are no confirmed cases in NH or in New England of the H1N1 (swine flu). The State of NH has issued a Health Alert. There are 26 cases in NY out of 40 nationwide. Mexico City is the point of origin. The Town is still in condition green. We have met to get the necessary equipment in place. We have met with the School and they have their own procedures. Chief Hart noted that we met with the School to discuss what they are legally capable of sharing with us. In the event of a case in the schools the Board would want a breakdown of where those students are located in the district. Selectman LaFleur asked how much money we have spent so far. Chief's noted about \$531. Selectman LaFleur requested that Town solicit for donations before Town money is spent. Chief Hart notes that this is stuff we should have on hand anyway. Considerable discussion took place regarding the stockpiling of these items for emergency operations vs. everyday emergency responses. Selectman Tardiff asked if there was a shelf life on these items. No, there is no shelf life. Selectman LaFleur is frustrated that we have to use emergency supplies for daily use. Chief Hart noted that is because the fire and police departments are emergency departments. We respond to emergencies everyday.

Selectman LaFleur asked do we think or feel that we are pulling the trigger on this too fast. Chiefs answered no or they would not have ordered these items. There is no doubt in Chief Mulholland's mind that we did the right thing. Chief Hart noted that as a second phase of this Chief Mulholland is meeting with his staff and Chief Hart is having EMS training tomorrow night. Chief Hart may be changing the protocols on how his EMTs respond to calls. There was some discussion about putting the symptoms or information on the website. Further conversation took place between the Chiefs and the board concerning the EMS. .

7:00 p.m. The Board of Selectmen will be holding a public hearing in accordance with RSA 31:95-b, III (a), the Board will review, discuss and accept the following grant: NH Department of Safety/State Homeland Security Exercise and Evaluation Program

(HSEEP) – Workshop, Table Top Exercise and Full-Scale Exercise totaling \$30,250

Chairman Gilligan opened the public hearing at 7:00 p.m. He asked if there is any public comment on this grant. The Board will leave the public hearing open.

Selectman LaFleur made a motion to close the public hearing on the HSEEP grant. Selectman Tardiff seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectman LaFleur – yes
Selectman Tardiff – yes
Motion passed

Selectman LaFleur made a motion to accept the HSEEP grant in the amount of \$30,250. Selectman Tardiff seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectman LaFleur – yes
Selectman Tardiff – yes
Motion passed

Granite Street Work

The Board needs information from Pembroke Water Works regarding what it will cost to run water to the Highway Garage. The estimate for the parts for the water connection to the Highway Garage is \$1824. The Board has an excavation permit from Pembroke Water Works that includes (3) jobs: one is a stub to Bunny Lane for future water lines; one is for water service to the Highway Garage; and one is for Keith Barton's private service. Chairman Gilligan would like to see a letter from PWW outlining the work that needs to be done and the cost of labor. Selectman LaFleur doesn't think we did a very good job of planning this out. At the time it seemed like a really sweet offer. The Road Agent noted that this is a good deal because we are doing this the way it should be done. Selectman LaFleur expressed his frustration of additional cost that were not planned for originally with this project and noted that future project would need better planning. The Road Agent believes that we are under the amount that is required for an Intent to Cut. Chairman Gilligan doesn't want the Road Agent to misinterpret this. He still thinks this is a viable project and a really good deal all he is trying to say is that we have to get into the habit of planning this out better and getting it all in writing for the files.

Selectman LaFleur is not trying to chastise the Road Agent, he is angry and frustrated about the fact that we have not done proper planning. Further discussion took place over the timber that was cut along side Granite Street. A request was made by the Chairman to have the Road Agent look further into getting a timber cut permit.

Chairman Gilligan wants an estimate for labor from PWW with a "not to exceed" number. In addition, they need \$652.11 for parts to tap into PWW's line

Chairman Gilligan made a motion to authorize the Road Agent to expend \$652.11 in parts to bring the water line to the Highway Garage. Selectman Tardiff seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectman LaFleur – no
Selectman Tardiff - yes

Chairman Gilligan made a motion to authorize Pembroke Water Works to approve excavation permit if the PWW brings three separate permits and a letter showing the cost of labor for Town labor – fails for lack of a second.

The Selectman can approve the separate excavation permits.

7:30 p.m. The BOS will meet with the Emergency Management Director and Deputy Director to review their proposals/recommendations for Grants for the following: generator, EOC upgrades, traffic barricades, and an emergency management trailer/hauler.

Chief Hart sees a continued tight financial situation for the Town for many years and the only way we can get things for the Town is if we can apply for grants and come up with the matching funds. The after action review for the ice storm clearly shows that we need a generator. This grant would supply a generator that is mobile. That makes this generator a global asset. The Chiefs got a budget price from one company for a generator and a transfer switch for \$29,926. These are budget numbers we would put out an RFP so we should be able to do better than this. Traffic Control trailer – right now our barricades are in a trailer so we have to take a truck and go pick them up. The trailer is enclosed and it is \$6499. It is a 14' by 8' trailer. Upgrades to the Emergency Operations Center (EOC) would be \$7290 and would provide (3) new tables at \$809.97, (12) new chairs \$1,319.88, a smart board at \$3,235 and a projector screen \$125, (1) flat panel LCD TV \$799.99 and the wall mount is \$99.99. These items would all be eligible for a 50% match. The total is \$43,715 for the grant. The Board asked where the matching funds would come from? The Chiefs noted that there is \$15836.49 is in the PS Revolving Fund. That is where that fund stands right now. There are funds continuing to come into the Public Safety Revolving Fund. Chairman Gilligan asked if all they are looking for is permission to apply for the grant. Yes. Selectman LaFleur has a question about whether this is to finish the upstairs. No, not necessarily. If we purchase it this year then the items will be used in the EOC on the first floor. Chairman Gilligan asked if the Board has any recommendations on items to add or cut. Selectman Tardiff asked if there are any items that are duplicates to what is already in the Fire Station– Chief stated yes the tables and the projection screen.

Chairman Gilligan suggested holding off on the flat panel, the wall mount and the smart board and re-budgeting the chairs at \$75 each. Chairman Gilligan offered his services to find chairs that match the quality of the chairs at the PD at that price. Selectman LaFleur asked what the difference was between what is in the account and the grant match? About \$6K. Selectman LaFleur asked if there is was any other operational money available. The Chiefs noted that there may be but we just don't know what we'll have at the end of the year. Chief Hart noted this is an opportunity we can take with very little risk because if we can't make the match we can turn the money back. Selectman LaFleur and Selectman Tardiff are in favor of going for the whole \$43,715. The traffic barricades are not eligible the matching grant but the trailer to carry them is. The 6 inch barricades are \$438 for six and 25 traffic cones are \$426 (\$17.75 each). 6 more road closed signs would be \$27 (\$4.50 each) they are cardboard and not reflective. Road Agent will get a price on metal, reflective signs.

The BOS will meet with the Fire Dept Chief regarding the extrication tool grant application and his proposal.

This is a Highway Safety Grant for a rescue tool for \$12,036. \$7536 would be paid for by the Town and \$4500 with federal funds. We would have to pay the whole amount and then get reimbursed. The application date is 4/1 through 8/31. How long do we have to keep this tool? We are required to keep this for the life of the equipment and we would have to get permission to dispose of it. Chief Hart has reviewed his budget and he feels comfortable saying that he can meet the match for this item. Chief Hart has appointed committees. One is to review apparatus needs for the next 20 years and one is to review the Standard Operating Procedures for the department. He notes that the SOP review will have a short term effect and the apparatus review will have a long term effect. The Chief sees a significant savings in the cost of outside training.

The Board authorized the Fire Chief to apply for the extrication tool grant in the amount of \$12,036.

8:30 p.m. The BOS will meet with the AA and Police Chief to review the telecommunication RFP responses and their recommended proposal.

Chief Mulholland distributed copies of the phone plans to the Board along with a spreadsheet showing current telephone expense trends and the proposed plans from the RFP. Chief Mulholland noted that the Department Heads met and asked questions and they are recommending changing to TSE Digital Voice. The Chief noted that Fairpoint's plan was more expensive and is not a flat rate, it does not include the cost of the calls. The Highway Dept includes internet service because we need that for this service and the Highway Garage does not currently have internet service. The Board asked what the savings are? For the first year, with the one time fee, it would be about \$3000 and in year two on it would be \$4 - \$5K. The Chief did check the business references and all of them said that there were a few minor problems with the transition to the new service but that TSE was very responsive.

Chairman Gilligan asked if we change telephone carriers can we keep the hardware? We did not ask that but we can find out.

TSE would like to be paid by ACH payment directly from our bank account. Chairman Gilligan notes that we still need to get a bill and submit it with a request for payment voucher and then the to the Selectmen so that they can approve an ACH payment.

Selectman LaFleur made a motion to authorize the change from One Communications to TSE Digital Voice with installation price of \$1515 and monthly operational cost of \$414.85. Selectman Tardiff seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – yes
 Selectman Tardiff – yes
 Motion passed

Chairman Gilligan made a motion to award the telecommunications bid to TSE as submitted. Selectman Tardiff seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – yes
 Selectman Tardiff – yes
 Motion passed

Recess at 9:02 p.m. – 9:09 p.m.

9:00 p.m. The BOS will meet with the Chief of Police regarding the Town's Prosecution Services and the latest contract proposal from MMK County Attorney's Office.

Chief Mulholland originally submitted a memo around December 2008 outlining three choices with some sub-options, for prosecutorial services. He noted that he cannot stress enough the quality of the prosecution services they are getting from Ransmeier & Spellman. Pembroke is paying \$9K but they have a full time secretary to do the administrative piece. We currently have a very aggressive prosecutor. Right now the Chief or Lt. are doing ALS hearings. The County would do ALS

hearings for us. The third option would be to hire our own Prosecutor, but that would be very costly. Selectman Tardiff asked if we could share this service with another Town? Pembroke is paying the County \$9K. It is unlikely that they would be willing to share \$80K (with benefits) when they are currently paying \$9K. Chairman Gilligan said he does not want to lose cases or have cases pled out as a result of going with the County Attorney's office. The major differences between the service we are getting with Ransmeier & Spellman and the service the County would provide is that the County will take care of discovery, they will work for us 5 days per week, they will handle ALS cases, pistol permit cases and town ordinance violations all of which Ransmeier and Spellman does not do for their \$56K annual contract.

The Chief's recommendation is to go with the County Attorney's proposal. He believes that there will be an increase in Ransmeier & Spellman's contract next year. Chairman Gilligan asked doesn't going with the County Attorney save us money? Going from \$56K to 20K annualized would be a savings. Selectman LaFleur asked what other administrative services are not included in the County contract? Restitution needs to be tracked. Selectman LaFleur asked if that could be done at Town Hall? No, tracking is done at the PD through their system. Juvenile cases, accident cases have to be filed by the AA at the PD. The cases still have to be prepped and sent up to the County. This person from the County will spend at least one day in the Police station.

Chairman Gilligan asked if any member of the Board has any issue with authorizing the Police Chief to speak to Ransmeier and Spellman regarding termination of their contract. The Board is ok with this. The Board is in favor of going to the County for prosecutorial services.

Webster Street speed memo from Police Chief

The Chief has submitted a memo regarding speed issues on Webster Street. It lists specific dates, time and outcomes of traffic enforcement patrols. There was no significant speeding pattern noted.

The BOS will meet with the Chief of Police regarding his personnel request for filling the open Police Officer position. The BOS may also discuss the Chief's request for additional secretarial staffing.

The Chief noted that they have already spent 1/3 of their overtime budget during the slowest time of the year. The overtime covers the shift change (cruiser prep, etc) somewhere between \$1200 and \$15000. There are 22 weeks of vacation that need to be covered. There are 19 weeks of military leave. Holiday pay is also in overtime. We are spending overtime money we shouldn't be spending this early in the year. We have two police officers that have been notified that they will be deployed. The next academy isn't until August. The earliest the Chief could put an officer on is the end of June. Chairman Gilligan asked what they would do between June and August. The Chief noted that they would do field training like we did with the last officer hired. If we go into 2010 and two people get deployed we cannot react to that quickly. This ship (the police department) cannot be turned on a dime.

Chairman Gilligan asked about all the things we have the Police Chief assist us with that he will not be able to assist the Town with if he has to go back to filling in patrol hours. The Chief advised that this is happening already. There are more grants that we could apply for that the Chief just doesn't have time to write. The Chief is only asking for the money within his budget for the tenth officer. Chairman Gilligan asked for other questions from the Board. Chairman Gilligan stated that he believes the Chief is looking for direction on this from the Board. The Chief noted that there is a PO to advertise the position which the Board has had for some time.

Selectman Tardiff made a motion to allow the Chief to move forward with advertising for a 30 hour per week detective and a FT police officer and the Board and Chief will make the decision on which position to fill based on the qualifications of the candidates. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – no
 Selectman Tardiff – yes
 Motion passed

Secretarial Needs at the Police Department

The Chief has paid the current secretary 27 hours of overtime at \$24/hour. Chairman Gilligan asked if the Chief is willing to use existing Town Hall staff to fill in, as needed. He is. The Town Hall staff filled in for the secretary when he was in between staff and they did a good job. Selectman LaFleur asked if he could use a co-op, kind of an intern. He could, but most interns are part of the criminal justice degree program and they don't want to do clerical work. The Chief is looking at 6.5 hours per week and it was budgeted at \$16.50 per hour. Chairman Gilligan's thought is that this will work because they don't have to go through hiring, training, etc. The Chief doesn't really want to hire someone because he'll be laying them off next year. It would be hard to recruit a person for 6.5 hours.

Selectman Tardiff made a motion to authorize Police Chief Mulholland to utilize Town Staff, on an "as needed" basis for an average of 6.5 hours per week. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – yes
 Selectman Tardiff – yes
 Motion passed

Police Department Purchase Orders

GCR Tires \$746.70 for miscellaneous tires. Chairman Gilligan asked if these were stock tires. We do not have adequate tires and we have a cruiser that needs front tires. The Board approved this purchase order.

Ammunition \$3386 for an assorted list of ammunition. Chairman Gilligan asked if there is any reason that we are buying that much ammunition. They need 1250 rounds to go to the academy and they need rounds to qualify and they need to qualify at the range every year. The Board approved this purchase order.

Uniforms \$3700 – (4) pairs of boots, 14 pairs of pants, 8 short sleeve shirts, 8 long sleeve shirts, 1 holster, and 3 lime green jackets. The Board reviewed and approved this purchase order.

Request from Holiday Acres to abate taxes

Holiday Acres has a request to abate taxes on 32 Land Drive and to waive the first issue taxes for 2009 on 1 Sullivan, from the Park Manager, Sted Holton.

Chairman Gilligan made a motion to abate taxes on 32 Lane Drive. Selectman Tardiff seconded

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – yes
 Selectman Tardiff – yes
 Motion passed

Chairman Gilligan made a motion to waive the first issue tax bill on 1 Sullivan JT seconded

Roll Call Vote:

Chairman Gilligan – yes

Selectman LaFleur – yes
Selectman Tardiff – yes
Motion passed

MINUTES

Selectman LaFleur made a motion to accept the meeting minutes of April 6 as amended.
Chairman Gilligan would like to table and wait for a clean copy.

Selectman Tardiff made a motion to accept the minutes of 4/20 as written, Selectman LaFleur seconded.

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

Selectman LaFleur made a motion to accept the minutes of 4/13 as amended.
Selectman Tardiff seconded.

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

Information from the Department of Revenue Administration

The Administrative Assistant gave the Board a Technical Information Release from the DRA regarding parameters for Special Town Meetings for stimulus monies.

TOTF

The Board would like a letter drafted for their signatures outlining the statute’s requirement of a voucher for the payment of capital reserve or trust funds.

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

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II (a) at 11:05 p.m., Selectman LaFleur seconded.

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

Selectman LaFleur made a motion to leave Non Public Session at 11:10 p.m. Selectman Tardiff seconded.

Roll Call Vote:
Chairman Gilligan – yes
Selectman LaFleur – yes

Selectman Tardiff – yes
Motion passed

ADJOURN

Selectman Tardiff made a motion to adjourn at 11:13 p.m. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes
Selectman LaFleur - yes
Selectman Tardiff - yes
Motion passed

THOMAS R. GILLIGAN, CHAIRPERSON

ROGER A. LAFLEUR, SELECTMAN

JASON TARDIFF, SELECTMAN