

**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, July 27, 2009

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

Present in the audience: Police Chief Shaun Mulholland, Debbie Lee (taping the meeting), Robert Lee, Trustee of Trust Funds, Sandra McKenney (taping the meeting), Road Agent Chris Roy and Town Clerk/Tax Collector Diane Demers.

6:30 p.m. General BOS business.

Review, discuss, and sign any new purchase orders, abatement requests and any other required documents.

Review and approve minutes of 7/13 and any Non Public Minutes.

PA-16 for the State of NH form. This form reports acreage and ad valorem assessed value on State-owned property in Bear Brook State Park. The Board reviewed and signed the PA 16

Lease agreement for copy machine for PD. The Board reviewed and approved the buyout agreement for the old copier and signed the check for the old company. We will be reimbursed the buyout for copier from the new company. Chairman Gilligan also signed the lease form.

Purchase Order and Invoice for BB Chain. The Road Agent wrote on the back of the invoice what the BB Chain invoice is for the Board. The Board did not sign this check; they have additional questions about charges.

Abatement request for utility. The Board approved Sancoucy's recommendation to deny the abatement request.

Revised application for the Police Chief's sobriety checkpoint class grant – The Board reviewed and approved the revised application. (IPTM – International Police Training & Management)

Sobriety Checkpoint - Chairman Gilligan asked if there was a sobriety checkpoint on Friday night. There was, the chief had been asked by Selectman Tardiff to notify him of the next checkpoint, he apologized, he forgot to let Selectman Tardiff know. Selectman LaFleur did attend part of the checkpoint. Chairman Gilligan would like to attend the next checkpoint.

Engineering Proposals for the Safe Routes to School round 2 of Phase 1. Chief included language that all contracts must adhere to federal regulations. The Board reviewed and signed off on the contract.

NHMA through Local Government Center is asking us to sign on to the petition to be part of the class action suit against the State's budget cost shifting. The Town's share to participate will be \$411. Chairman Gilligan said the Town should decide if we want to participate in this action. Chairman Gilligan asked the AA if she has figured out what the impact will be on the Town. AA noted that the increase to the Town will be a net of about \$106K that includes approximately \$28K increase in NH Retirement, \$96K loss in revenue sharing and \$13K more in Highway Block Grant monies. Selectman LaFleur and Selectman Tardiff would like to agenda this for our next meeting (7:00 p.m. August 10th meeting) and place it on our website.

Purchase Order for Police Department for Chase Business Systems – the Board reviewed and approved purchase order for warning books for the police department.

Meeting minutes

Selectmen LaFleur made a motion to accept the minutes of the July 13, 2009 meeting. Selectman Tardiff seconded.

Roll Call:

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectman Tardiff – yes

Motion passed

Riverside Park Drive and Jillerick Road

The Road Agent has brought a request to grade Riverside Park Drive and Jillerick Road. The Road Agent brought the Board three quotes for: \$2300, \$2500, and \$2800. Chairman Gilligan noted that the quotes are for the entire length of Riverside and Jillerick. The length is 3616 feet; they all quoted it at 3600 feet. Selectman Tardiff asked if this is a Town Road. Jillerick is a town road but Riverside is not, it is designated an emergency way. Some Board members expressed concern over why the Town is picking up trash and maintaining a private road. There was also a discussion on whether we do this on any other private roads. The Road Agent noted that we pick up trash on Bunny Lane, we pick up trash and plow Riverside Park Drive and we pick up trash and plow Fanny Lane. The Administrative Assistant noted that if we are going to make any changes to these policies we should probably agenda them and make sure that meeting is in a bigger venue, she suggested trying to find a place that has air conditioning. Chairman Gilligan wills agenda this item for 7:00 p.m. on 8/24 at Parish Hall. Mrs. McKenney offered to put in Monitor and Banner, if the Town provides her with a notice.

7:00 p.m. The Board will meet with the Town Clerk to review the open questions about adding on-line “e-check” payments. The BOS may review and vote to accept the contract addendum with Interware e-services also known as EB2Gov Services for these added services.

The Town Clerk wants to hold off on the tax collection on line because BMSI wants \$250 to create a software bridge program. For now, she will only do dog registrations. The Town Clerk and AA will work together to write an amendment to the Cash Receipts policy to clearly show the e-payments as part of our transactions. Once the dogs are ready to be done on-line the dogs and the e-reg will both go from \$2.50 to \$3.00

Chairman Gilligan made a motion to accept the amendment to the e-reg contract. Selectman LaFleur

seconded.

Roll Call:

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectman Tardiff – yes

Motion passed

7:30 p.m.

The Board will discuss and vote on returning unused Grant Monies from the grant received for the 2006 Storm Damages on Chester Turnpike and the Boat Ramp located at the end of Ferry Street. The Grant # is FEMA -1643-DR-NH. (2006) The Town is obligated to return any unused monies. Once the BOS votes to return the money, the Town will generate any related checks or transfers.

Chairman Gilligan noted that what we are proposing to refund is \$1240.20 for Chester Turnpike and \$7261.02 for the boat ramp. Selectman LaFleur asked about whether we have to pay this back with interest. Chief Mulholland noted no and read the federal regulations regarding program interest. The Road Agent asked if we can use that money still to fix it. Chairman Gilligan explained the history of the proposed work on the boat ramp and the fact that the Town was pursuing leasing the boat ramp to NH Fish & Game who came up with a plan for improvements to the boat ramp area, including lighting, parking, etc. Although Town Meeting approved pursuing this project it fell through due to the Sewer Commissions petition to Fish & Game about the potential for that project to encroach on any possible enlargement of their site. The Town spent considerable funds proving that they have clear title to the boat ramp land but in the end NH Fish & Game was unwilling to take the chance. The AA will research whether we can use the Boat Ramp funds and the Road Agent will get prices on repairs..

Selectman LaFleur made a motion to table the boat ramp repairs portion of \$7261.02 until 8/24's meeting. Selectman Tardiff seconded.

Roll Call:

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectman Tardiff – yes

Motion passed

Selectman LaFleur made a motion to return \$1240.20 from storm damage to Chester Turnpike. Selectman Tardiff seconded

Roll Call:

Chairman Gilligan – yes

Selectman LaFleur – yes

Selectman Tardiff – yes

Motion passed

7:45 p.m. The Board will discuss posting for the position of Health Officer.

The current health officer was not re-appointed by the deadline of 6/29. The previous health officer stays the current health inspector until the Town appoints a new health officer (or until he/she resigns). The Board can re-appoint Cliff Jones for a three year term or the Board can open up the position of health officer to nominations and post the position. There was a person that approached Chairman Gilligan and he told her to come to Town Hall and fill out an application. That person was a nurse for

25 years. Selectman LaFleur checked with other Towns and the Fire Chief serves in this roll in some other communities. So, Selectman LaFleur asked Deputy Chief Martin if he would be interested in this position and he said that if it was available he would be interested. Selectman Tardiff asked if there is a reason to "not appoint" the current health officer? Chairman Gilligan noted that he thinks the concern is that with the Board terminating his employment contract there could be issues with appointing him for a three year term. Selectman LaFleur would like to open this up to public nominations. The Board would like a blurb on the website and any other postings. This will be on the agenda for 8/10 anyone interested should fill out an application other than the current HO, he has already expressed his interest to the Board and will be considered without filling out an additional application.

8:00 p.m. The Board will review and vote to accept/sign the Final Mitigation Offer (agreements) for the mobile homes that are part of the River Pines Mobile Home Park Cooperative. (aka Jasper Drive).

Chairman Gilligan noted that the homeowners will get their money directly and then the Town will remove the mobiles and take the land back to green. It will be subdivided and deeded to the Town. There is a plan to work with local non profits to plant trees and then put some boulders in there so that you cannot drive down there. Mr. Lee asked if the Board plans on keeping this in the Town's name or if they are considering putting it in a Conservation Easement. The AA is not sure we can do that because FEMA has some specific model language for the deed which restricts anything ever being built on the property.

Chairman Gilligan made a motion to approve and sign the Final Mitigation Offer for 16 Jasper Drive with the owner being Robert J. Hastings. Selectman LaFleur seconded.

Roll Call:

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

Chairman Gilligan made a motion to approve and sign the Final Mitigation Offer for 8 Jasper Drive with the owner being Edward Russell. Selectman LaFleur seconded.

Roll Call:

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

Selectman LaFleur made a motion to abate the 2008 taxes (2009 lien) on 14 Jasper Drive in the amount of \$184.39. Selectman Tardiff seconded.

Roll Call:

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

Selectman LaFleur made a motion to abate the 2009 first-issue taxes on 14 Jasper Drive in the amount of \$69.34. Selectman Tardiff seconded.

Roll Call:

Chairman Gilligan – yes

Selectman LaFleur – yes
Selectman Tardiff – yes
Motion passed

Chairman Gilligan made a motion to approve and sign the Final Mitigation Offer for 14 Jasper Drive with the owner being Charlie D. Tiedemann. Selectman LaFleur seconded.

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

Selectman Tardiff made a motion to abate the 2009 first-issue taxes on 4 Jasper Drive in the amount of \$20.40. Selectman LaFleur seconded.

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

Chairman Gilligan made a motion to approve and sign the Final Mitigation Offer for 4 Jasper Drive with the owner being Gladys E. Buja. Selectman Tardiff seconded.

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

Selectman LaFleur made a motion to abate the 2009 first-issue taxes on 12 Jasper Drive in the amount of \$55.74. Selectman Tardiff seconded.

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

Chairman Gilligan made a motion to approve and sign the Final Mitigation Offer for 12 Jasper Drive with the owner being David S. Hopkins. Selectman Tardiff seconded.

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

The Administrative Assistant explained that the next step is to proceed to closing on these mobiles and prepare checks for those closings. She spoke to the Town Attorney, Biron Bedard, and he told her he could do the closings (barring any unforeseen circumstances) for \$200 each plus \$500 for the project. This would bring the closings to approximately \$1700. He also noted that he would want to do the closings at his office or at the Registry so they could be recorded immediately.

Selectman LaFleur made a motion to use Ransmeier and Spellman for the closing and to allow the Administrative Assistant to write the checks to the mobile home owners. Selectman Tardiff seconded.

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

8:30 p.m. The Board will open, review and discuss RFP (request for proposal) submissions for the administration of the FMA (flood mitigation assistance) grant for Riverside Drive/Albin Ave Phase 1. The BOS may decide to award the contract at this time.

The Board of Selectmen reviewed the one presentation received for the RFP from Hubbard Consulting. The Board opened this to public comment. Mr. Lee had the same question about Conservation Easements. Chairman Gilligan noted that this would be the same as the above HMPG grant – namely specific restrictive language disallowing any permanent structures on this property. The Board closed this to public comment at 8:44 p.m.

Selectman LaFleur made a motion to award the proposal for FMA administration to Hubbard Consulting LLC, pending proper contractual language, for the sum of \$40,000. Selectman Tardiff seconded.

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

The BOS will discuss any updates from Chief Mulholland on the status of the FMA Grant Project and funding for Riverside Drive and Albin Ave.

Richard Verville (NH HSEM) is working on the duplication of benefits process with this. Chief Mulholland has received email addresses and is trying to work with a mortgage company on one home that is being foreclosed on. The FD would like to burn some of those houses for training. The Board would like to know which houses and what the timeframe is for the FD training. The Chief noted that we have 90 days to remove them once we take them. The FD has also expressed interest in retaining one of these houses permanently for training. Richard Verville from NH HSEM does not think that is allowed but could not site the regulations for that. The Board has no issue with the training burning but they want to make sure it is noticed.

NEW BUSINESS**The BOS will discuss and vote on a request for tax abatement for a property located on Roland Drive.**

The AA reviewed the fact that this was actually a tax deeded property and the resident tried to redeem the property with a personal check in the amount of \$3000. Selectman Tardiff is interested in getting all the taxes, interest and fees due. Chairman Gilligan would be interested in abating some of the taxes.

Selectman LaFleur made a motion to reduce the tax deed redemption by \$392.61 through 7:00 p.m. Monday, August 3, 2009 (to be paid with a bank check). Selectman Tardiff seconded.

Roll Call Vote:

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

Town-owned Property

Chairman Gilligan made a motion that the Road Agent is hereby charged with the upkeep, maintenance and oversight of all town owned property that is not currently the responsibility of another department head. Selectman Tardiff seconded.

Roll Call Vote:

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

AA Tax Deed Update

The Administrative Assistant noted that there is an eviction document in tonight's "to be signed" folder for 15 Roland. This is another property we took by tax deed. The property has been abandoned but our attorney recommends proceeding with an eviction. The Chairman of the Board signed the eviction document. The AA also made the Board aware that the (3) agreements from Catamount Hill CoOp have come back but they came back with an addendum. The AA has sent the Addendum to Town Counsel for review.

Painting Lines at Town Hall

The Road Agent asked the AA about painting the lines in the parking lot. It will be \$181 and can be done on Friday. The lines will be yellow and the handicap sign will be blue and yellow. The Administrative Assistant noted that there was money in her budget to cover this. The Board approved having the lines painted but they would like her to ask the Road Agent to sweep the lot first.

AA MRI this Friday – The Board originally approved having MRI in for 2 days a month and she would like to work with MRI this Friday, which would make a third day this month. Selectman Tardiff asked if she needs to do this. AA said yes. The Board approved AA working with MRI on 7/31/09.

Suncook Valley Regional Towns Association (SVRTA) – 7/23 meeting

Selectman LaFleur attended the SVRTA meeting on 7/23 and they discussed potential group purchase for road salt. The going price was Barnstead who paid \$62.73 per ton. Between the 7 communities we came up with 6075 tons, but a couple of towns have already committed to their salt.

Copier paper – not going to entertain this for now. The Towns discussed collaboration of police departments, for example K9 units, accident reconstruction, etc.

Recycling Committee

New prospective member came, her name is Lynn McNamara, and she will be coming down to fill out an application and a waiver for a background check. James Rodger has also expressed interest in serving on this committee. He has attended as a representative of the Planning Board. We set up parameters for these committees, including a member from the BOS, a member from the Planning Board and 3 (to 5) members from the public (the Administrative Assistant reviewed the minutes from the 4/6/09 meeting during this time and noted that the Board set this committee up with (2) members of the public and (1) school board member in addition to a BIS and PB member). One of the members, Luke Kinton, was going to approach the SAU about having a member serve on the committee. There is no official secretary yet but James Rodger has said that if he is put on the committee and no one else is interested he will do them. There was a question about whether we could reimburse the committee members for attendance at Recycling training at \$60 each and if we do, since this isn't budgeted, where will we charge it to. In the budget proposals for the Town we need to include for all these things we've asked her to pull out of her budgets. The Board was not in favor of expending any money for this purpose as it was not budgeted.

Economic Development Committee

Selectman LaFleur made a motion to establish the Economic Development Committee with the following structure (1) Selectman, (1) member of School Board, (2) Planning Board members, (1) Zoning Board member, (1) member Conservation Commission and (3) members of the public at large. Selectman Tardiff seconded.

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

Selectman Tardiff made a motion to appoint Selectman LaFleur as the Selectmen's representative to the Economic Development Committee, Chairman Gilligan seconded.

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

RSA 91-A:3, II (c) at 10:20 p.m.

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A:3, II (c). Selectman Tardiff seconded at 10:20 p.m.

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

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

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

On August 10, at 7:00 p.m. the Board will discuss hours of operation for each department. The AA will have the department heads get their recommendations to the Board by 4:00 p.m. on the previous Friday.

Non Public Session under RSA 91-A: 3, II (b) at 10:37 p.m.

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A: 3, II (b) at 10:37 p.m. Selectman LaFleur seconded.

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

Chairman Gilligan made a motion to leave Non Public Session at 10:51 p.m. Selectman Tardiff seconded.

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

Non Public Session under RSA 91-A: 3, II (e) at 10:52 p.m.

Chairman Gilligan made a motion to enter Non Public Session under RSA 91-A: 3, II (e) at 10:52 p.m. Selectman LaFleur seconded

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

The Selectmen excused the Administrative Assistant from this session.

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

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

The BOS will review and complete the 2008-099 Dept. Head Performance Reviews – this item was tabled.

ADJOURN

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