

**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, September 14, 2009

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

Present in the audience: Police Chief Shaun Mulholland, Sandra McKenney (recording) Debbie Lee (recording), Cliff Jones, Building Inspector, Sted Holton, Bob Lee, Conservation Commission, Armand Verville, Deputy Fire Chief Rob Martin, Evelyn Bernard, Carol Martel, and Roland Martel.

6:30 p.m. General BOS business. Review, discuss, and sign any new purchase orders, abatement requests and any other business that comes before the Board.

Review and approve minutes of 8/24 and any Non Public Minutes.

The Board reviewed, approved and signed a letter to the Trustee of Trust Funds, Ms. McKenney regarding the payment for doing minutes.

The Board reviewed and approved an adjusting journal entry.

The Board reviewed, approved and executed the letter requesting an extension for the State Revolving Fund ARRA project.

The Board reviewed and approved a Veteran's Tax Credit. Selectman LaFleur asked a question about the time frame on this. The Administrative Assistant explained that the original applicant passed but the surviving spouse is still eligible. The veteran received the credit last year.

Interoperability Letter from the Dept of Safety. Both the Police Chief and Deputy Fire Chief Martin have received this letter and are working on it.

Selectman Tardiff made a motion to accept the minutes of 8/24 as written, Chairman Gilligan seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectman LaFleur – no

Selectman Tardiff – yes

Motion passed

Fire Department Purchase Order for Ossipee Mountain Electronics for frequency search for \$1700. Deputy Chief Martin noted that this is to replace the frequency taken by the police department when we switched to County Dispatch.

The Fire Department is using Capital Area's frequencies. Selectman LaFleur noted that when the Town was looking at the County for dispatch services he thought this was a coordinated effort. Police Chief agreed it was. Selectman LaFleur asked where the Road Agent is with all of this? The Road Agent is out ill. Chairman Gilligan thinks we should hold off on this until we are able to have a conversation with the Police Chief, Fire Chief, Road Agent and the Board.

There is a DOT letter regarding public hearing on Route 93 project. The Board took this under advisement.

Fire Department Training for Chief Hart \$50.00 for one of the courses the Board asked him to take. The Board reviewed and approved.

Purchase Order for \$1220 for (6) new tires for the F550. There are three estimates. HK is the lowest. The Board reviewed and approved the purchase order.

LCHIP Grant for the Old Allenstown Meeting House (OAMH)

Mrs. Martel noted that she attended the LChip grant workshop on Thursday. It will involve a lot on the part of the Town including (LChip.org) a careful review of the legal documents. Carol Martel and Joyce McKay will be the preparer's of the grant and the Board would have to authorize them on behalf of the Town. At some point the Board would have to accept the LTA (Land Trust Alliance) standards.

Mrs. Martel notes that the LTA site is a little tough to maneuver. This process will require a stewardship plan – long term – for the OAMH. This could be done with a memo of understanding (MOU) with a 501c3 agency i.e. the Allenstown Historical Society. October 16, 2009 at noon is the deadline for submission of the grant. The amount in the grant is almost \$24,000. This grant requires a 50% match (1/2 of the match (or ¼ of the grant) must be in cash – the other ½ of the match (or ¼ of the grant, can be an in-kind, or soft, match). In this grant the Town can use the CLP moose plate grant that we have already received as part of the cash match. Getting this grant will pretty much finish Phase II of the exterior work on the OAMH and is valued at \$32K. This would be at no cost to the Town if we proceed with it. Selectman LaFleur asked if this is completely at no charge to the Town. This would make the building tight and would put a security system in. Selectman LaFleur asked who will maintain the security system? Mrs. Martel noted that this would be decided in the stewardship plan. Phase III would be to repair the interior so we would be looking for another grant down the road. The structure will no longer be in danger after Phase II is completed.

Chairman Gilligan recapped: 1) you need the Board's authority to assume the responsibility as the signor of the grant 2) accept the LTA for this process 3) have the legal requirements reviewed 4) create and accept a stewardship plan (Mrs. Martel will create the plan and there will be a lot of give and take during this time). October 16, 2009 by noon is when it is due? \$23,866 is the total amount of the grant. You already have \$10K in the CLP grant. 50% of the \$23,866 needs to be matched and at least ½ has to be cash so of the \$12,000 we need \$6000 in cash and the other \$6000 can be in soft matches. We have already received \$5000 (of the \$10,000 awarded) in the form of a moose plate grant and these can be used as match for this grant.

Selectman Tardiff asked what the stewardship plan is? Mrs. Martel ran through the fact that it is a long term plan for the maintenance and usage of that building. This building will seat approximately 90 people. Chairman Gilligan would like to see 1) that the committee will submit a budget request for on-going needs and 2) if the budget defaults what the plan is for raising funds to cover those budget items.

Chairman Gilligan noted that he is in favor of doing this but the Board needs to take this under review and decide no later than September 28th. The Board would like to make the decision by next week. Mrs. Martel will see if there is any legal counseling for this through LCHIP.

7:00 p.m. The BOS will meet with the Administrative Assistant to review any old or open business. The following is a list of what the BOS needs to review, discuss and or reach a decision on:

Discuss OAMH Budget-whether or not to provide to BC or hold until GGB Budget is complete?

Selectman Tardiff suggested sending this to the Budget Committee for review. Selectman LaFleur suggested keeping it as part of the General Government Building. Chairman Gilligan wants it to go to the BudComm now because it's done. The Board instructed the AA to send this budget to the Budget Committee with an explanation that it is one line item of the General Government Building budget.

Review and discuss update to assessed values in preparation of MS1

The AA distributed a memo from Corcoran to the BOS outlining the status of assessments. Selectman LaFleur made a motion to accept the memo from Corcoran as written and documented with typos and perform the update. Selectmen Tardiff seconded.

Roll Call Vote:

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

Review and discuss RFP for auditing services for 2010, 2011 and 2012

Selectman LaFleur made a motion to table, Selectman Tardiff seconded.

Roll Call Vote:

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

Review and discuss Town Clerk/Tax Collector work schedule for 9/18 (Friday)

Selectman LaFleur made a motion to allow the Town Clerk/Tax Collector to work on Friday, September 18. Selectman Tardiff seconded.

Roll Call Vote:

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

The BOS will hear updates on applications and the interview process for Tax Assessing Clerk, as well as discuss an interim solution for providing these services.

Selectman LaFleur made a motion to go in to Non Public Session under RSA 91A:3, II (a). This motion failed for lack of a second.

Chairman Gilligan thinks the BOS should let the AA interview the top (4) and make her recommendation to the Board. The AA was instructed to interview the top (4) candidates.

The Board will receive an update from the AA, review and discuss the Final Mitigation Offer (agreement) for the land being purchased from the River Pines Mobile Home Park Cooperative.

The Administrative Assistant, Mr. Verville and the Police Chief will attend a membership meeting of River Pines CoOp on Friday, September 18 at 6:30 p.m. The Chairman is interested in having the mobiles removed as soon as possible due to the health concerns. There was some discussion regarding the liability of working on that property when we don't own the land yet. Chairman Gilligan suggested getting a waiver and proceeding with the removal. The AA isn't sure that Jaymoor will be interested in going out there now and removing the mobiles and then waiting to do the rest. She believes, from Dana Nute's email that Jaymoor's intention was to do all the work at the same time.

The BOS will discuss and receive updates with the AA on the Action Item Matrix

The Board reviewed the 2009 Project Plan matrix – see attached updates

Recess at 9:04 p.m.

Back in session at 9:07 p.m.

Selectman LaFleur asked the Police Chief if he knows why they may have used more kilowatt hours between Sept of last year and Sept of this year (while reviewing this months police department electric bill). The Chief doesn't know why.

The BOS will confirm and sign off on the Hours of Operation for all town Depts.

Chairman Gilligan's recommendation is that the Board sign off on the Town's hours of operations and then bring department head in if we have a specific departments that they want to talk about. Selectman LaFleur and Selectman Tardiff did not sign off on the hours of operation.

The BOS will receive an update from the AA on updates to the 2009 tax deed list.

The AA noted that the eviction notice went through today. Now that we own the property and it has been vacated she will speak to the Operations Manager, Sted Holton, about the mobile. The AA has not heard anything new from Catamount Hill Cooperative.

Discuss resident's requests for information about Riverside Drive and receive an update from the AA on each.

The Chairman would like the AA to go through the 8/24 meeting minutes and answer the questions in one of 4 ways. 1) here's the answer and here's where we found it 2) we don't have the information and don't know where to get it 3) we have the information but it will take this long to find it 4) we have the information and it is under review with legal counsel.

When did the Board notify post master, Douglas Dow, that they could deliver mail to that road?

Email from Mrs. Graveline: Is there a list of roads with classifications? This question should be answered by the Road Agent.

Email from Mrs. Graveline: When will minutes be available? The Administrative Assistant has answered this.

Selectman LaFleur asked Mrs. Bernard why the residents down there aren't interested in any Board's minutes other than the Selectmen. Mrs. Bernard can only answer for herself that she is interested in things to do with her street.

Review and discuss 2 computer Purchase Orders

There is a PO for laptop and printer/scanner/copier for Planning Board \$999.97
Selectman Tardiff asked if this was budgeted and what was left in

Effective 9/14 there is \$12,691.27 left in the PB budget. Selectman Tardiff thinks that if there isn't a line for this it shouldn't be purchased.

Selectman Gilligan called for a motion on the PO request for a laptop, printer, and MS Office SW for the Planning Board. There was no motion made, so this issue failed.

There is also a PO for a laptop for Town Hall. The Executive budget does have a Computer Equipment and Repair line

Chairman Gilligan made a motion to approve PO for Town Hall for \$849.99. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes

Selectman LaFleur – no

Selectman Tardiff – no

Motion failed

Police PO for (10) tires \$900

The Board reviewed and approved the purchase order for PD tires. Selectman LaFleur asked if the money is in his vehicle repair line item. It is.

Fire Department PO for Fire Prevention week materials for \$661.46

The Board reviewed and approved the PO for Fire Prevention materials. The Board noted that the Public Education line in the FD budget will be over-expended.

PO for new hires at FD \$550 each

The Board would like to discuss these purchase orders with the Fire Chief.

PO for oil purchase Highway Department \$391.51

Selectman LaFleur wants to know why we are purchasing this prior to receiving Board approval on the PO?

The Board has received a request from Holiday Acres for a Solid Waste license

The Board has taken this under advisement

Suncook Valley Regional Towns Association (SVRTA) Meeting

Selectman LaFleur made the Board aware that he offered to host the next SVRTA meeting and he is looking for \$30 for coffee and donuts and would like Cindy to come back purchase the coffee and donuts and set it up. Selectman LaFleur chose Cindy because she lives closer than the AA. The AA is willing to ask her if she is available but if we call her in to do this the labor laws require that we pay her for two hours. Selectman LaFleur will pick up the coffee and donuts and submit a receipt for petty cash

9:00 p.m. Receive an update from the AA and Chief of Police on responses to the

Computer Services RFP.

The RFP has gone out for PD and Town Hall. Absolute Computers has looked at PD and Town Hall. Chief has no response from Aaron Lambert. The deadline is September 30th.

The BOS will discuss the potential hiring of a Temporary Part Time Police Officer with the Chief of Police.

Chairman Gilligan explained that he believed we left it that the Chief was allowed to only authorized to schedule the pt tests the previous leading applicant.

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

Selectman Tardiff made a motion to go into Non Public Session under RSA 91-A:3, II (b) at 10:15 p.m. Chairman Gilligan seconded.

Roll Call:

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

Selectman Tardiff made a motion to leave Non Public session. Selectman LaFleur seconded at 10:25 p.m.

Roll Call Vote:

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

The Chief is looking for direction on hiring a temporary full-time police officer now so that we can send them to the January academy. This person would then be available to work alone in July. We have 28 applicants from the last process (June or July) and do a physical agility test on them. Selectman Tardiff is fine with looking at a temporary full-time police officer for the 18 months that our three officers will be deployed on military duty.

Chairman Gilligan thinks that one of the other stop-gaps is that we have the Chief go back to patrolling. The Chief noted that he will wind up doing that anyway. There will be some weeks where he patrols 40 hours and then does other things. This also includes using the Detective for some patrol hours. Chairman Gilligan asked if the PD has the money in his budget to cover the overlap of this officer until the other officer deploys? AA will look into the whether we contribute to NH Retirement while they're deployed. Her recollection is that they get credible service but we don't pay in because there are no municipal wages. Selectman LaFleur wants to know what the cost is of salary, health insurance, NH retirement.

Selectman Tardiff is fine with scheduling a PT test on 9/26. Chairman Gilligan is ok with scheduling that also and the Board will give the Chief further direction at their next meeting on 9/21. Any Board members that have further questions should email the Chief.

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

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 10:59 p.m. Selectman LaFleur seconded.

Roll Call Vote:

Chairman Gilligan – yes
 Selectman LaFleur – yes
 Selectman Tardiff – yes

Motion passed

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

Roll Call Vote:

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

Update on status of FMA grant for Riverside Drive

Jane Hubbard, our administrator for this grant, is meeting with the residents from Riverside Drive on Thursday and Friday of this week.

Non Public Session RSA 91-A:3, II (c)

Chairman Gilligan made a motion to go into Non Public Session at 11:14 p.m. Selectman Tardiff seconded.

Roll Call Vote:

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

Selectman Tardiff made a motion to leave Non Public Session at 11:35 p.m. Selectman LaFleur seconded.

Roll Call Vote:

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

Request for Non Public Meeting Minutes

The Board has a request for Non Public Meeting Minutes. These will be fulfilled by next Tuesday and the cost is the usual cost.

NEW BUSINESS

The BOS will review and discuss the NHDES letter/request to look at selling some of the town owned parcels to the state or placing conservational easements on it.

The Board authorized the Administrative Assistant to send a letter, for her signature, stating thanks but no thanks.

The BOS will hold a NP with the Administrative Assistant – table until next week 9/21

The BOS will hold a NP, under RSA 91-A:3, II, (a) – table until next week 9/21

ADJOURN

Selectman LaFleur made a motion to adjourn at 11:42 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