

**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, October 5, 2009

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

Present in the audience: Police Chief Shaun Mulholland, Fire Chief Daniel Hart, Sandra McKenney (recording) Debbie Lee, Bob Lee, Police Sgt. Stark, Carol Martel, Roland Martel, Dan Stauffacher, Joyce McKay and Town Attorney Bedard

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.

Discuss OAMH Grant Application Request-receive update from Town Counsel and discuss whether or not to provide signoff and appoint MS. Martel as application signer.

Attorney Bedard told the Board of Selectman that in the case the Town defaults on the requirements in the grant, LChip has a right to try to recover its money back from the Town plus including the cost of any harm to the building. The State of NH can also take the property back. Attorney Bedard's biggest concern is that it is a pretty heavy handed requirement that they put on grant recipients with regard to maintenance being done to Dept of Interior Standards. The upside is that the Board has an opportunity to maintain a historically important building for the Town.

Mrs. Martel noted that if the Town gets to a point where they can't proceed with restorations then the building would have to be stabilized.

Selectman LaFleur asked what the contingencies are to meeting the LChip standards? Attorney Bedard notes that all the obligations will shift back to the Town.

Selectman Tardiff asked what responsibilities the Town has now to this building? Within the preservation easement there are requirements that we maintain insurance and maintain the building.

Mrs. Martel, noted that all the restorations to date have complied with the Department of the Interior's requirements. They were not required to put up a timber frame roof so they used a truss roof. They work closely with the Division of Historical Resources. They advise on what they can and cannot do.

Mrs. Martel made the Board aware that they have spent \$55,325 on this building including \$4500 from the Town plus insurance. There was a misconception raised at the last meeting that this building was not to be supported by the Town. The Board of Selectmen, at the time the building was acquired Historical Resources complemented, that with a few people these groups have done so much in a short period of time. They have already proven their stewardship. Selectman LaFleur asked Mrs. Martel if she had a copy of the minutes of the meeting when this house was accepted? Mrs. Martel noted that she probably did but they were Selectmen/Town minutes and the Board should have them.

Chairman Gilligan asked the Board if they want to see those minutes. The answer was no.

Selectman Tardiff made a motion to close the public session, Selectman LaFleur seconded.

Roll Call Vote:

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

Selectman Tardiff made a motion to approve the OAMH grant application for LChip as previously presented with Stewardship Agreement and MOU and authorizing Mrs. Martel to be the signor on said grant. Chairman Gilligan seconded

Roll Call Vote:

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

Mr. Martel told the Board that by the action they've taken tonight, they are disregarding the people who have spent 12,000 hours of volunteer work?

Chairman Gilligan asked Mr. Martel if he is saying that the Allenstown Historical Society and the OAMH Steering Committee are now going to shirk their responsibilities?

Chairman Gilligan feels that the prudent way to move forward with a stewardship plan is to meet as a Board and get their thoughts and concerns to the Steering Committee. Mrs. Martel noted that any grant that the Town applies for will have conditions.

Meeting Minutes from 9/14/2009

Selectman LaFleur made a motion to accept the 9/14 meeting minutes as amended. Selectman Tardiff seconded

Roll Call Vote:

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

Meeting Minutes from 9/21 and 9/28/2009

Selectman Tardiff made a motion to table the minutes of the 9/21 and 9/28/2009 meetings. Selectman LaFleur seconded.

Roll Call Vote:

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

Purchase Order for Fire Department for back flow preventer

Chairman Gilligan asked the Fire Chief about this. The Chief stated that this is required for any water system that has a connection to the Town's water supply. The Board reviewed and approved the purchase order.

Purchase Order for MS Office updates

Sgt. Stark is here regarding MS Office updates. Chairman Gilligan's desire was to wait and see what came in for answers to RFPs for IT Service and to see if that company could perform an audit of all computers and software and verify this need and any additional needs. Selectman LaFleur asked what the advantage is to

OEM software. It is less expensive and dies with the computer that it is placed on. Sgt. Stark noted that if they had all new computers he would recommend the OEM software but his computer smokes and the Lieutenant's does the same. We are not aware of any grants that would cover this. CCS is due \$6695 at the end of the year. This purchase would put the PD budget over in that line by \$900. Sgt. Stark noted that the reason this comes to a head, is they cannot make this work with their current email. They have one version of 2007 and the rest our 2000. Chairman Gilligan asked if we looked into Open Office which is free. Sgt. Stark noted that they don't have any access to Access. Is there any reason we couldn't use the Prosecutor's updated computer. Selectman LaFleur asked Sgt. Stark if he has looked at Sun Microsystems? He hasn't because the officers are used to using the Microsoft software and he doesn't want to have to change. Chairman Gilligan asked Sgt. Stark if he had looked into server editions? Selectman LaFleur asked if there was an alternative to this? Maybe doing half of them this year and half next year. Chief Mulholland reminded the Board that we used to have a replacement program for computers. (OEM Office Pro is \$260 and a regular license is \$296) Chief Mulholland noted that there is \$4500 in the Police Computer Capital Reserve Fund. He doesn't recommend spending that though because if a server goes he'll need that money. Chairman Gilligan's only issue is that this puts the computer software line over-budget. The Chief has (4) computers right now that need to be replaced. The Board asked if this is one of those things that could wait until year end purchasing. The Chief noted that it has waited since 2000. Chairman Gilligan asked if he worked with CCS to work this out? He didn't go the server route because the math wouldn't work out. CCS said they couldn't get it any cheaper than the government pricing.

Selectman LaFleur would like to hold on this, he understands that there are efficiency issues.

Review and discuss use of Town Car (Bldg Insp, ACO, Welfare, H.O. Town Clerk, Etc.)

The Administrative Assistant noted that the Town Clerk/Tax Collector has asked if she can use the Town car to get to her upcoming training at the Balsam's and going to the bank to make the Town deposits. The Board discussed the pros and cons of paying mileage or allowing the use of the Town car. The AA noted that the TC/TC may not need to use it but she wanted the Board to approve just in case. The Board approved the TC/TC use of the car for her training next week at the Balsams. Building Inspector/Code Enforcement – M – F 8:00 – 5:00 p.m. – the Board approved of the temporary Building Inspector using the Town Car. Animal Control Officer – Chairman Gilligan suggested that we have the Town Car reside at the Town Hall and that the we ask the Animal Officer to use his personal vehicle. Chief Mulholland said that would not work because his personal vehicle isn't set up to carry animals and the town car is. Selectman LaFleur asked what his normal hours might be? It would depend on the time of year and the needs of the position. Right now the Animal Control Officer is putting the fuel in that vehicle. Who is going to be responsible for the budget? Who is going to be responsible for fueling it? Who is going to be responsible for documenting the mileage (everyone who drives it) Selectman LaFleur would like the Chief and AA to outline this in a memo to the Board. Chairman Gilligan suggested that each person who drives the car should file trip report with Mileage out/mileage in.

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

Selectman LaFleur is uncomfortable with including the MS5. He wants to know if MRI will assist the AA with preparation of that form. She noted that he probably could but she doesn't know if there would be an additional charge from MRI.

Selectman Tardiff made a motion to send audit RFP as written with a deadline for submission of 11/19/2009 at 4 pm. Selectman LaFleur seconded

Roll Call Vote:

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

Motion passed

The BOS will hear an update on the interview process for Tax Assessing Clerk.

The Board asked the Administrative Assistant to put her recommendations in a memo

7:30 p.m. The BOS will discuss the Building Inspector/CEO position, review, discuss, finalize, and approve the job posting.

The Board reviewed and made several revisions to the Building Inspector/Code Enforcement Officer job description.

Selectman Tardiff made a motion to accept the revised job description. Selectman LaFleur seconded.

Roll Call Vote:

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

The AA will retype the job description for the Board's final approval and signature.

Update on status of Jasper Drive grant, FMO for the land

Chairman Gilligan made the Board aware that River Pines Cooperative is looking for a copy of the actual survey. The next meeting of their membership is October 18, 2009. River Pines Cooperative's Attorney, Bob Shepard, would like to get the survey electronically if possible. Chairman Gilligan would like the Administrative Assistant to get the following questions answered:

- 1) what is done, what is left to be done
- 2) get a list of questions from Proven & Lobar

Chairman Gilligan asked the Administrative Assistant to get a hard and fast date on when they will provide us with survey, description, etc.

8:30 p.m. The BOS will receive an update on the status of hiring a Temporary Full Time Police Officer with Chief of Police.

Oral Boards were held Saturday and they have one qualified applicant out of the four and there are four to be interviewed Thursday night.

Receive open and discuss responses to the Computer Services RFP. Deadline was 9/30.

The Police Chief noted that we received (5) responses to the RFP and only (1) applicant met the requirements of the RFP

Selectman LaFleur made a motion to table this item. Selectman Tardiff seconded

Roll Call Vote:

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

The BOS will discuss any updates from Chief Mulholland, and the review the status update from the Grant Administrator (Hubbard LLC) on the FMA Grant Project for

Riverside Drive, Albin Ave.

Chairman Gilligan asked if the Board had any questions about the status update memo, or if the Chief had any updates since last Thursday. The Chief noted that if you are going to discuss #4 from his memo it should be done in Non Public Session. Chief Mulholland noted that Hubbard Consulting got (3) additional prices for the title searches and closings and they are all less expensive but the Chief is recommending Ransmeier and Spellman because they are the ones who will be dealing with any fallout from these.

Mr. Stauffacher wants two minutes time to discuss clearing their land

Mr. Stauffacher came to discuss his Intent to Cut application. He has permission for a Powwow for next summer. They are going to make a meadow out of scrap and junk trees. They will have between 200 and 300 short term jobs during the construction and between 20 and 30 full time jobs. Chairman Gilligan apologized for not having more time to give Mr. Stauffacher, and advised him that to get on an agenda he needs to contact the office by noon on the preceding Wednesday.

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

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

Roll Call Vote:

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

Selectman LaFleur made a motion to seal the minutes. Selectman Tardiff 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 10:03 p.m. Selectman Tardiff seconded.

Roll Call Vote:

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

PO for Parking Tickets for PD – The Board reviewed and approved

Intent to Excavate for Pembroke Water Works on Valley Street – the Board reviewed and approved

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

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 10:05 p.m. Selectman Tardiff 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. Selectman Tardiff seconded at 10:06 p.m.

Roll Call Vote:

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

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

Selectman LaFleur made a motion to go into Non Public Session under RSA 91-A:3, II (d). Selectman Tardiff seconded at 10:06 p.m.

Roll Call Vote:

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

Selectman Tardiff made a motion to seal the minutes. 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 10:30 p.m. Selectman Tardiff seconded.

Roll Call Vote:

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

Safe Routes to School

Chief Mulholland and Road Agent walked the Safe Routes to School route and there are a number of issues that the Road Agent should discuss with the Board. Phase I is supposed to take place on Main Street from Ferry to Granite Street. It is supposed to take the sidewalk all the way and will include painting the lines. The State wants granite curbing which significantly increases the cost. The School wanted ballards to keep cars from sliding down and pinning kids to the building. The bigger issues are going to be the effects on business along Main Street.

The Chief and the Road Agent had concerns about Phase II – why are we paying to put sidewalks on a side of the street where there isn’t anyone. They want signals on all four sides and curb cuts, which are expensive.

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

Chairman Gilligan made a motion to go into Non Public Session under RSA 91-A: 3, (a). Selectman LaFleur 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 10:49 p.m. Selectman LaFleur seconded

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

Chimney for Town Hall

The Administrative Assistant gave the Board a copy of the (1) quote we have received. Chairman Gilligan said that we have a purchasing policy that requires 3 quotes for anything over \$1000. He said that there have to be other businesses that will do this. Selectman Tardiff noted that the few we are referring to would and have called him for this kind of work. G & O does not do this work and therefore is not interested in bidding on this project. Selectman Tardiff will call Tromblay and Crown and get quotes.

Contract for Building Inspector Services with MRI

Selectman LaFleur made a motion to authorize signing the Building Inspector/Code Enforcement Officer contract with MRI. Selectman Tardiff seconded.

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

ADJOURN

Selectman LaFleur made a motion to adjourn at 11:05 p.m. Chairman 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