

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 7, 2016

Call to Order.

The Allenstown Select Board Meeting for November 7, 2016 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Dave Eaton, and Jeff Gryval.

Others Present

Residents of Allenstown: Ryan Carter, Bill Dobe, Maureen Brennan, Jack and Susan L ?, Ellen Quintal, Francis Paradis, Dolores Fay, Rita Rapaglia, Steve Marquis, Scott Knight, Jason ?, Goerge Tousignant, Elaine Tousignant, Darah Beaudoin, Michelle Haftman, Jane Laliberte-Frans, Magara Parmente, and Natalja Sychevskiy.

Others Present: Sharon Somers, Town Council and Mike Trainque, Hoyle & Tanner Associates.

Other Public Officials: Larry Anderson, Sewer Commission; Carl Carporale; Jeff Backman, Sewer Department; and Roxanna Chomas, Sewer Department.

Allenstown Staff: Shaun Mulholland, Town Administrator; Karen Simmons, Finance Director; Kathleen Pelissier, Town Clerk; Dana Pendergast, AFD; and Ron Pelissier, Road Agent.

Citizens Comments

N/A

Public Hearing-Petition requesting Riverside Dr. be declared an emergency way in accordance with the provisions of RSA 231:59-a.

The Chair read the Rules for a Public Hearing which state "Each speaker, for or against the matter before the Select Board for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to three (3) minutes. When everyone wanting to speak has had one opportunity to speak, the Presiding officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding officer, or as established

by a majority vote of the Selectmen.” He stated no one may speak until the Chair has recognized them and has given them the opportunity to speak.

The Chair stated the petitioner is Ryan Carter.

Mr. Carter asked the Board if they were able to read through the letter he typed out. The Board stated they had received it. Mr. Carter distributed copies of the attorney letter Mr. Mulholland had presented last time. He explained the letter says in 1994 the Board had adopted Riverside Drive as an emergency drive, had motioned for it to be approved, however; not all the proper procedures were followed. He stated there is a letter from the Town attorney in 2009 stating the road was an emergency lane status. He stated last time they were before the Board there was a motion to make the road not an emergency lane.

Mr. Carter stated in his letter he had included two clauses which say “the Selectmen must provide written findings that the public need for keeping such lane passable by emergency vehicles is supported by an identified public welfare or safety interest which surpasses any private benefits to landowners.”

Mr. Carter asked what the difference is between private benefits for the landowners and the public safety and welfare of the residents. He stated private benefits would be the road the road would be safe to pass, safe to travel in the winter, and it would be plowed. He stated he thinks the reason everyone is present at the meeting is because they want to be able to do those things. He stated there are also concerns for those on the road who are handicap and not being able to get emergency services down the road.

Mr. Carter stated he brought the 1994 Select Board meeting where the Board directed Jim Boisvert to grade Riverside Drive as soon as possible to make it easier to plow and sand during winter months. He stated it has been 22 years now and it has been taken care of. He stated they are asking it be reclassified as an emergency way.

Ms. Somers stated by way of context the Board of Selectmen can only legally authorize to expend public funds if there is an appropriate basis for it. She stated unless it is a public road, the Selectmen are not authorize to expend public funds. She stated an exception to the rule is the statute which authorizes the Selectmen under certain specific criteria to determine a private road is going to be considered an emergency lane. She stated it authorizes them to spend public money to maintain the road so emergency vehicles can come and go.

Ms. Somers explained in order for the Selectmen to do so, they have to make written findings and find the standard has been met. She stated the standard consists of three different parts; first, there needs to be some sort of public need to keep the road passable for emergency vehicles, second, the public need has to be supported by a public welfare interest or safety interest which can be

identified, and the third piece is the identified public welfare or safety interest has to be greater than or differ from the benefit the abutting landowners would enjoy if the road were an emergency lane and kept passable.

Ms. Somers stated the purpose of the public hearing tonight is to present evidence to the Selectmen to enable them to go and have their deliberations. She stated once the public hearing is closed they will begin their deliberations and then will make some written findings as to whether or not the standards have been met.

The Chair stated they are going to take input. He stated this is not a question back and forth thing; it will be an opportunity to tell the Board why it should meet the criteria.

Ms. Sychevskiy, the owner of 8 Riverside Drive, asked for clarification on what they mean by public needs and show examples of the criteria. Mr. Mulholland stated it is all the things that she just said. Ms. Sychevskiy asked what would be a valid example such as a school or hospital. Ms. Somers stated the statute does not provide exact examples. She gave an example of a private road connecting between two public roads or a private road connected to the public road. She stated at the end of the day, what constitutes a public need or not a public need is something which needs to be determined by the Selectmen.

Ms. Jane Laliberte, 38 Riverside Drive, stated she has four children who attend schools in town and is permanently and totally disabled. She distributed letters from her doctors stating she cannot walk to the end of the road to bring her children to the bus. She stated the doctors would prefer her children be dropped off and picked up at the end of her driveway. She stated her oldest son used to be picked up and dropped off. She stated if she can't get to the end of the road with her car she can't bring them to the bus so she needs to get the bus to come to her. She stated she has lived on the road for 33 years and never has had to deal with this situation.

Ms. Rita Rapaglia, 8 Riverside Drive, stated she and Steve Marquis are potential owners for 8 Riverside Drive. She stated this is the third time they have been going over this. She stated in 1994 the Town agreed to take care of the road which hasn't been getting done. She stated they have children and disabled on the road and they need emergency vehicles to be able to come up the road if there is an emergency. She stated back in 1994 the Town did not own a majority of the road as they do now. She stated 90% of the landowners don't have public water or get trash pickup. She stated the money from those services can be spent on a sweep down the road. She asked if they could come to a common ground regarding the road. She stated they want to buy the house they rent but not if they have to keep having this conversation each year.

Mrs. Elaine Tousignant, 60 Riverside Park, stated it was her understanding this got revoked because someone petitioned to be able to clear the brush from the sides of the road and she

understands under FEMA it has to go back to conservation. She asked what responsibility the Town should have because if they do down the road the private properties are not infringing but the town properties are. The Chair stated if there are tree branches or something like it hanging it needs to be brought to the Road Agent's attention. Mr. Mulholland stated if there are high hazard trees they have the responsibility. Mrs. Tousignant stated the narrowing of the road is a concern because it becomes a burden on them to maintain the road. She stated it is a flood zone. She stated she is also disabled and sees the police cruisers go down the road. She stated one person made it a big issue and they lost their benefit.

Mr. Francis Paradis, 6 Riverside Drive, stated Ms. Somers said it all comes down to the public need. He stated they are the public and they all need the road clear in case of an emergency. He asked if they are not the public. He stated they all pay taxes in town and are part of the public.

Mr. Jack ?, 34 Riverside Drive, stated it is not an issue to maintain the road in the summer. He asked the Board to reverse their decision and maintain the road in the winter.

Mrs. ?, 48 Riverside Drive, stated next year she will have lived there for 40 years. She explained she has some heart problems. She asked they take her health problems into consideration.

Mrs. Sychevskiy stated it is not a regular private road street. She stated people are here because they are not able to pay someone to come and plow the road. She stated there will be a couple people who will be stuck with the bill and do their best to plow the road. She stated at some point it will not even be maintained and then an emergency vehicle won't be able to come. She stated half of the land on the road belongs to the town. She asked who would be responsible if someone dies because an emergency vehicle can't get down the road. She stated she came to the town 11 years ago and they had the road maintained and trash picked up. She stated after the floods the road because emergency status.

Mrs. Pelissier asked if the Sewer Department needed to access the road for anything would it be considered for public need. The Chair stated the Sewer doesn't need to go down there for anything.

Mrs. Sychevskiy stated five years ago the taxes increased by \$2,000. She stated the taxes are \$6,000 and her children don't go to school. She stated they can try to see if they can get a discount for their taxes.

Mr. George, 65 Riverside Drive, asked what happens if they have a Northeastern followed by freezing rain with two foot ruts down the road. The Chair stated if by some reason they can't get a vehicle down there they will plow the road to the person's house.

Mr. Scott Knight, 26 Riverside Drive, asked if they can take enough money and sweep through.

Mr. Carter stated the road is half owned by the town and is a significant burden by the residents if they had to plow it by their own means. He stated they are looking for some justice by the Board. He thanked the Board for taking the time to listen to them.

The Chair closed the hearing to the public.

Mr. Gryval stated one of the residents asked if they are part of the public. He asked Ms. Somers to explain the public need. Ms. Somers stated there has to be public need to keep the road passable for emergency vehicles. She stated the public need has to be supported by some identifiable welfare and safety interest. She stated once identified it has to be greater than or different from the benefits the people along the roadway would enjoy.

Mr. Eaton asked if the letters submitted be identified public welfare. Ms. Somers stated it is up to the Selectmen whether or not the disabilities of the residents constitute an identifiable public welfare and safety interest. She stated it is something they could consider.

The Chair asked the Board if they feel the three criteria are met with the information presented to them. Mr. Eaton stated he is not sure about the third part. Mr. Mulholland suggested they go through the criteria separately and determine if the criteria is met.

The Chair stated the first one is if there is a public need to keep the road clear for emergency services. Mr. Gryval stated he thinks they have shown them there is a need for the people on the street. Ms. Somers stated the question should be is there a public need. Mr. Gryval stated a public need as in the whole Town of Allentown. Ms. Somers stated they are a portion of the public but they are not all of the public. The Chair asked if the road was connected to half the town would it be different. Ms. ? stated she doesn't think they would determine whether or not it is a public need by the number of bodies out there. She stated it would be if they had a private road between two parallel public roads. The Board determined they did not meet the first criteria.

The Chair asked Ms. Somers if they need to meet all three criteria. Ms. Somers stated they need to meet all three. The Chair asked if they need to vote on this. Mr. Mulholland stated there is a petition before them and they should act on the petition and make written findings as to why. He suggested they put it in the record why they would do it or not do it. Ms. Somers suggested they give her some direction as to what their general consensus is going to be as to whether or not the standards are met and she can put together a draft of findings. She stated she will work on the wording for saying it does not meet the criteria.

Ms. Somers stated they don't need to vote tonight. She stated they need to give her some idea as to what the consensus is on each of them, she will put together some written findings, and then they will adopt the findings and take a vote.

The Chair stated the second criteria is the public need is supported by the public welfare interest or the safety interest which is identified. Mr. Gryval stated they haven't met the criteria. Mr. Eaton stated he thinks there is a need but not a public welfare need.

The Chair stated the identified interest is greater than or differs from the benefits abutting landowners would enjoy in the road if an emergency lane were kept passable. Mr. Gryval stated it is apparent it is only the residents on the road who would enjoy the benefits.

The Chair stated they don't meet the three criteria.

Mr. Carter asked if a snow bank is going to be removed and cleared at each end of the road so they can plow the road. The Chair stated Jilleric Road will be taken care of but the other side will not. Mr. Mulholland stated when the plow truck goes down the Road Agent will go to the left so there will be a wind row but the bank will get pushed over to the left.

The Chair stated once they get the findings back from the town attorney the Board will be denying the petition.

Mr. ? asked what the difference between the two roads. The Chair stated Jilleric was adopted as a town road several years ago.

Ms. Laliberte, 38 Riverside Drive, asked if she has to bring the letters to the School Board to get transportation for her children.

The Chair called the meeting to a five minute recess at 6:43pm.

The Chair called the meeting back from recess at 6:47pm.

Presentation 2017 Budget-Sewer Dept. by the Sewer Commission

Mr. Caporale introduced Mr. Backman who would be giving the budget presentation. Mr. Backman stated they have gone through a lot of changes this year. He stated there was a 3.1% increase for the bottom line for 2017.

Mr. Backman stated they are planning some significant projects for 2017. He stated one of them will be the replacement of the fine screen in the headworks which was around \$130,000. He

explained the screen will remove rags, rocks and other debris which might cause problematic maintenance issues to the downstream process. He stated the screen is the first treatment in the plant.

Mr. Backman stated they are going to be replacing their electrical panels. He stated the one they have the intentions to upgrade is the fire alarm panel. He stated they are up to five buildings now and two are the original paneling.

Mr. Backman stated health insurance and property liability have increased. He stated sludge disposal has increased. Mr. Anderson stated sludge is an automatic increase each year. Mr. Backman stated electricity has increased; however, odor control has decreased. Mr. Anderson stated they put in a mixing system which has gotten rid of a lot of the odor. He stated they haven't received a complaint in three months.

Mr. Caporale stated there were a lot of improvements last year. He stated over the last few years their increases have been very moderate. He stated this year they are higher because of things like insurances and the future projects. Mr. Eaton asked if the rate is going to stay the same. Mr. Caporale stated almost every year they have lowered it a cent. He stated it is too early to tell as there are a lot of pending things.

Mr. Gryval stated in their presentation to the Budget Committee on Thursday night one of the things they are going to pitch is they hitch their budget to the CPI to stabilize spending. He stated the Budget Committee asked if there is anything Sewer can do to curb the spending. Mr. Caporale stated no because it costs a lot to clean poop out of the water. He stated this isn't a large increase. He stated based on the Pembroke thing they are walking a narrow bridge and they don't know what the outcome is going to be. He stated their average increase has been two percent.

The Chair stated they gave all their departments the directive to stay within the range and it seems like the Sewer Department doesn't. Mr. Caporale stated they had this issue last year when they asked for more time which they made good on. He stated they have costs the town doesn't have to deal with such as DES, EPA licensing and legal costs. Mr. Backman stated the Allentown portion of the budget went down 1.93 percent. Mr. Caporale stated their legal fees were heavy this year. The Chair asked if they will have large legal fees next year. Mr. Caporale stated the legal and insurances were big. Mr. Backman stated the big items were electricity and sludge disposal.

The Chair stated he understands they have costs but they have it in all departments. Mr. Backman stated Allentown went down by 1.93 percent. He stated the majority of the cost of disposing of sludge is going to be on hauled waste.

Motion. Mr. Gryval made a motion to recommend the Sewer Department's budget in the amount of \$2,192,252. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Discuss 2017 Warrant Articles and capital reserve funds

Mr. Trainque explained there is a 15 inch pipe which conveys flow across the river into Pembroke. He stated a little less than half the flow from Allenstown flows through Pembroke's system and then back across the river into Allenstown. He stated in order to figure out the flows into Pembroke and Allenstown there needs to be some math work done. He stated the other issue is Allenstown is utilizing waste water capacity in Pembroke's sewer system. He stated the proposal is to build a pump station at this location to intercept the flow coming down through the fifteen inch pipeline and pump it back into Allenstown's system. He stated the forced main was constructed years ago and this project concludes the pump station as well as the forced main.

Mr. Eaton asked if it will go under the pond. Mr. Trainque stated no. He stated they are recommending the sewer line be left so if there is a significant problem at the pump station the flow would have some place to go. He stated the article being proposed is \$1.6 million which covers final design, construction of project, and construction phase of engineering services, and easements. Mr. Caporale stated the benefit is complete separation.

Mr. Trainque showed the Board the location of the pump station and the force main. He stated they did consider the possibility of going along the river bank; however, it is not feasible for construction. He stated there is a very steep embankment in the area. He stated they considered other options before settling on this location. He showed the Board a schematic of what the pump station would look like.

The Chair asked what the warrant article doesn't cover. Mr. Trainque stated it covers everything.

Mr. Anderson asked Mr. Mulholland how much the Sewer Department is paving with the warrant article. Mr. Mulholland stated it is a section of Library St. from E. Webster Street to the entrance to Suncook Pond. He stated the Town would like to reconstruct the small section of Library St. from E. Webster St. to Main St.

Mr. Mulholland asked if they could go over the timeline for the project. Mr. Trainque stated easement acquisition is tough to call. He stated depending on how the negotiations go they may have to do eminent domain. He stated it will probably be six to eight months to get the easements,

appraisals and such. He stated construction will probably start late 2017. Mr. Mulholland stated he will start completing the paperwork as soon as it is passed in March.

Mr. Eaton asked if this fits the criteria for eminent domain. Mr. Mulholland stated it does.

Mr. Mulholland stated there is going to be a bond and the voters will want to know how many years for the bond. Mr. Caporale stated the Sewer Commission discussed 10 years. Mr. Trainque stated he didn't know if they were looking at the State Revolving Loan program. He explained the interest rate is different based on the term of the loan which are 5, 10, 15, or 20 years. Mr. Caporale stated they looked at the ten year and it was 1.77 percent. Mr. Trainque stated if the project is eligible the State is offering subsidy but he's not sure if it is eligible.

Mr. Mulholland asked if they will have an answer for their January public hearing as to whether the revolving funds will be available. Mr. Trainque stated it is on the list for approved funding. He stated he has already submitted the pre-application. Mr. Mulholland stated it all needs to be explained at the public hearing.

The Chair asked if the Sewer Department decided not to pay the bond back would the town be liable. Mr. Mulholland stated the town is the legally liable entity and is responsible for making sure the bond is paid.

Mr. Backman stated the other warrant article is for a grant for Asset Management. He stated they brought a similar article before the town in 2015 and it was approved. He stated they are currently building an Asset Management program at the plant. The Chair asked if this is at the plant or structures.

Mr. Trainque stated it is a program; no physical structure. He stated the requirement for an Asset Management program has been in EPA regulations with the Clean Water Act in 1972. He stated there has been a significant focus on it over the last several years. He stated there has to be a program in place for properly operating and maintaining the assets. He stated the DES is offering up to \$30,000 for forgiveness of principal on loan. He stated because it is a state revolving loan and loan obligation it has to go to town meeting.

Mr. Mulholland stated they have to have a public hearing on the \$1.6 million warrant article. He suggested they don't vote on this yet because it is normally not done until later on in the process.

Mr. Mulholland stated he put in the warrant articles from the previous years. He stated he also put in a report of what is in the funds as of the last statement.

Mr. Eaton asked at the last meeting the report they received from the State said \$40,000. Mr. Mulholland stated the difference between the 17% and what they have in excess is \$40,700. He recommended they don't take any more than it out of the unassigned fund balance that would bring the level below 17%. He stated he thinks they are in a very good financial position.

Mr. Mulholland stated they should have a discussion about what capital reserve funds they are going to fund and how they are going to fund them. He stated there are two department heads here because they are the ones concerned. He stated the Library isn't here; however, they are asking to have a capital reserve fund be created and the amount from the previous year they didn't use be put in the reserve fund.

Mr. Gryval stated as far as the Library goes, it has been their practice to turn the money back. He stated he thinks they should grant the request to have the Capital Reserve Fund established and put the surplus money from the 2015 budget into the reserve fund. Mr. Eaton asked how much would go in. Mr. Mulholland stated it would be the exact amount which was left over, \$10,222. He stated there are two warrant articles; one to create the fund and one to put the money in.

The Chair asked how they can take money from 2015. Mr. Mulholland stated they are not using money from 2015. He stated whatever money is not used in 2015 goes into the unassigned fund balance. He stated the legal way to take it out of there is for the voters to decide on it. The Chair asked if it affects the \$40,000. Mr. Mulholland stated it does and leaves them with \$30,000 left over.

Mr. Gryval stated the way he sees it is with the amount of money they have left over it is fairly minimal. He stated he has been a big proponent of the Fire Department's Safety Equipment fund, specifically the breathing apparatus. He stated they have been funding it by putting in \$50,000 a year but they don't have it this year. He stated they have been funding the Highway Capital Reserve Fund at a rate higher than they can afford to do this year as well. He stated if they look at those two things alone, they are not going to be able to put the money in they have in the past.

Mr. Eaton stated he agrees with Mr. Gryval; however, the thing which may change it is the discussion of the sale of land. He stated if they only have \$40,000 then it will impact the Library, Fire Safety and Highway Garage.

Mr. Gryval asked if they were to divvy up the remaining money and put \$20,000 in the Public Facilities fund, \$10,000 in Highway Garage fund and then the third portion into the Fire Safety fund.

The Chair asked what the dollar amount difference between the 17 and 16 percent. Mr. Mulholland stated it would be \$16,000. The Chair asked if they are still on the high side. Mr. Mulholland stated

they might be below it. He stated the percentage is a minimum of five percent and a high of seventeen percent. He stated with \$1.6 million they are at 17 percent. Mr. Gryval stated they need to remember the \$1.6 million isn't just sitting in the bank.

The Chair asked what the Library planned to do with their money. Mr. Mulholland stated there are a number of maintenance issues. He stated if they are asking for money they should have a purpose for it. Mr. Gryval stated they have been proactive in obtaining funds other than from tax revenues.

Mr. Eaton stated he is not sure of doing the total amount for the Library. He asked if the practice has been to give back whatever is left over in their budget. Mr. Mulholland stated it has been the practice to do so. The Chair asked if they know why there was an extra \$10,000. Mr. Mulholland stated he thinks it was a salary issue as there was a gap in between losing personnel and hiring a new person. Mr. Gryval stated there are a bunch of maintenance issues. Mr. Mulholland stated they are the only ones without a capital reserve fund.

The Chair asked if they wanted to split the remaining \$30,000 evenly. Mr. Eaton stated the first two were Fire Safety and Highway Garage and asked what the last one was. Mr. Gryval stated the Public Safety Facility fund. Mr. Mulholland stated it covers the Police and Fire stations. Mr. Gryval stated he knows it is only a dent but they are important to the town and they need to do what they can to fund those accounts. Mr. Mulholland stated he will write up the warrant articles and the Board will finalize them once they have the public hearing on the bond.

The Road Agent stated he doesn't think the \$10,000 will do him much good. He stated the \$10,000 would be more useful getting the Fire Chief where he needs to be for the fire apparatus. He stated he thinks the Fire Department's situation is a little more dire. Mr. Gryval stated his thinking is all three things are extremely important but they don't have the money to give everyone what they need. He stated he thought by doing this it would let everyone know their need is extremely important. The Road Agent agreed with Mr. Gryval however in this case it is more effect to give it to the Fire Department.

The Road Agent stated he thinks with \$10,000 Chief Pendergast can accomplish more than he can right now. Mr. Mulholland stated there are some things which aren't being done appropriately or legal at the Highway Department. He stated they need to show they are taking steps to deal with all of this. He stated he doesn't think they want to skip it.

Mr. Eaton suggested they put \$15,000 in Fire Department and \$5,000 in Highway. Mr. Gryval stated he thinks they need to be consistent and divvy it up evenly. He appreciated the Road Agent's comments.

Vote to approve transfer of \$31,459 from the Highway Equipment Capital Reserve Fund to

the General Fund.

Motion. Mr. Gryval made a motion to approve transfer of \$31,459 from the Highway Equipment Capital Reserve Fund to the General Fund. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Vote to adjust the 2016 Budget, increasing it by \$31,459 CAP HWY 16 Lt. Dump Trk. 01.4902.10.741.

Mr. Mulholland stated they had unanticipated funds which they are going to turn around and spend it. He stated they need to be reflected in the budget. He stated the bottom line of the budget has to increase by the \$31,459 because if they don't it has to come out of someone else's budget which they don't want to do.

Motion. Mr. Gryval made a motion to adjust the 2016 Budget, increasing it by \$31,459 CAP HWY 16 Lt. Dump Trk. 01.4902.10.741. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Execute equalization rate certificate for the Dept. of Revenue Administration.

Mr. Mulholland stated the equalization rate is at .90 and it should be at 1.00 which is why they need to do a revaluation next year. The Chair asked how it fluctuates with change. Mr. Mulholland explained they assess the houses but the prices of housing has gone up so the equalization rate is only nine tenths of what the value is. He stated the tax rate will probably change. He stated it may go down but they will pay the same rate because the value went up.

NHMA Board of Directors election-assignment of delegate and direction on slate of candidates.

Mr. Mulholland stated the annual conference is next week. He stated they need to send a delegate and direct him how to vote on the nominees. The Board determined to send Mr. Mulholland as their delegate and for him to vote for the candidates listed.

Request for Authorized User on Sam's Club credit card

Mr. Mulholland stated the Chief is requesting to add a person to the line of credit.

Motion. Mr. Gryval made a motion to authorize Erin Young as the authorized user of the Sam's Club credit card. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Approve Letter of Resignation of Donna Severance, Assessing Clerk

Mr. Mulholland stated they have a letter of resignation from Donna Severance effective December 14, 2016. He stated she has been here for six years and done a great job. He stated she has personal reasons but nothing to do with the town.

Motion. Mr. Gryval made a motion to accept the letter of resignation of Donna Severance with an effective date of December 14, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Mr. Mulholland stated it is not going to be easy to find an assessing clerk at 17 hours a week. He asked the Board permission to go out and advertise assuming he can't find some other solution. The Board gave Mr. Mulholland permission to advertise if he needs to fill the position.

TOWN ADMINISTRATOR'S REPORT

Downtown Re-Development Projects

Mr. Mulholland stated he has taken steps on all four initiatives. He stated he has a meeting tomorrow with Caitlin Foley of CATCH Housing. He stated he has had several discussions with the people at the mill including the Vice President from Perfect Fit Industries and the Anderson Group. He stated he sent an email out to Mr. McNamara but has not received a response yet in regards to his property. He stated he has contacted the Town Manager in Hooksett about the railroad bed. He stated he spoke to Mr. Monahan about it as well.

Mr. Mulholland stated he spoke with Mr. Jodoin about a joint meeting with both Select Boards and Planning Boards because of the form zoning concept as well as the potential for consistent zoning. He stated they are looking at a meeting in January.

Mr. Gryval stated he thought the School owns the land. Mr. Mulholland stated they own one of the pieces but Mr. McNamara owns the rest.

Mr. Mulholland stated he worked with Mrs. Severance in reference to a piece which would complete a walking trail. He explained Map 111, Lot 4 belongs to Eversource. He stated he has received calls from a couple developers already.

The Chair asked what are the chances of Eversource wanting to work with them. Mr. Mulholland stated for what they want to do there he doesn't think it will be a major issue but he hasn't had a discussion with them yet.

The Road Agent stated he spoke to the people from Fish & Game Water Access and they are still saying it is four years out on the boat launch.

Mr. Mulholland stated they still need to deal with the ice rink, bowling alley, and dog park.

Health Insurance Education Session

Mr. Mulholland stated they have the Health Insurance Education Session on Tuesday at 8:30am. He stated they have Benefit Strategies coming in to talk about the HRA.

Disaster Recovery Exercise

Mr. Mulholland stated they did get approved for the grant so they will have at least one exercise. He stated it was tentatively scheduled for March.

Eversource Energy Audits

Mr. Mulholland stated energy audits will start tomorrow at Town Hall and Police Department. He stated Eversource is paying for it. He stated they will assess the Fire Department next week.

HVAC System for Fire Department

Mr. Mulholland stated they just received a price on the HVAC system. Chief Pendergast explained they have three separate heating systems. He stated the front system controls the office and the A/C system died. He stated it was recommended the HVAC system be changed. He stated the quote would replace all three units for \$26,311 which would be about \$9,000 per unit. He stated one unit needs to be repaired right away. He stated the quote would include mechanical dampers so they are not getting cold air in the building all the time. Mr. Mulholland stated they are going to get a purchase order for the one unit they need to fix. There was further discussion of replacing the HVAC systems.

Discuss and vote to approve 2017 Final Budget recommendations to the Budget Committee.

The Chair stated he would like to send the budget as it has been presented to them. Mr. Gryval stated he would like to reduce the line for the cemetery down to \$1.00.

Mr. Gryval stated he would also like to add some money into the computer line for the Town because they have some issues coming up. Mr. Mulholland explained they should be sending out encrypted emails for anything having to do with finance, personnel information such as HIPPA requests, and police records.

Mr. Eaton asked how much this will cost. Mr. Mulholland stated he doesn't know the cost because he has to do some further research. He stated it could cost anything from \$500 to \$12,000 to do it. Mr. Gryval stated he would like to take the money from the cemetery and move it to the computers. He stated he would also like to put \$3,499 into the line which is the amount below the budget guidance of staying below the CPI. Mr. Mulholland stated it brings the budget increase to one percent.

Motion. Mr. Gryval made a motion to keep the bottom line for the 2017 at one percent above last year's budget and authorize Mr. Mulholland to make the changes in the lines discussed and it will be the recommended budget to the Budget Committee on Thursday evening. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Fire Station Building Repair

Chief Pendergast stated the MRI study identified a large crack in the building. He stated it is about an inch and a quarter wide crack. He stated there are potential future problems such as water getting in and freezing. He stated the building does pitch back about an inch and four feet. He stated MRI's recommendation is to have it fixed. He stated they had an engineer come out and do a cursory view of the building. He stated in the process of her viewing she found two more cracks in the building. He stated it has been recommended to have a full survey done and get a suggestion of what to do with the building. He recommended having Hoyle & Tanner come out and see what they say.

Mr. Gryval stated he didn't sign off on it because for \$8,000 it doesn't seem like they are doing a lot. Chief Pendergast stated part of the \$8,000 is to bring someone in to assist in coming up with solutions.

Mr. Gryval asked if the cracks in the meeting room floor are part of this. Chief Pendergast stated those are expansion joints. He stated it is because someone saw cut the floor to stop it from cracking everywhere. He stated the floor probably wasn't prepped correctly when they put it in. He stated the only way to fix it is to take the tile out, put in the foam, and then retile the floor.

Mr. Gryval asked what the engineers tell us after it has already been looked at. Chief Pendergast stated they could tell them it is really bad or to fix it the best they can to stop the water intrusion and then monitor the crack. He stated he thinks it is cracked as much as it is going to crack and the building is settled.

The Chair asked if it is something they could seal themselves. Chief Pendergast stated they could but they would need some assistance to dig down. He stated he would have to talk to someone to find out what the best product would be to use. The Chair asked if they would be able to monitor it themselves. Chief Pendergast stated they could monitor it themselves. The Chair suggested they monitor it and if there is a change to go the other way.

Mr. Gryval asked Chief Pendergast what he thinks about the Chair's idea. Chief Pendergast stated he doesn't have a problem with it. He stated the only difference is the engineer can put a stamp on it and he can just say it is a crack. He stated he thinks monitoring it is going to be a big thing. Mr. Eaton stated they are going to add more weight on it when they add the solar panels. The Chair stated the roof is designed for a certain amount of snow load and not for panels. He asked how much weight they are adding to the roof. Chief Pendergast stated they had an engineer look at the trusses and he said everything looks great.

Mr. Mulholland asked how much one of the fire trucks weigh. Chief Pendergast stated they probably weigh about 38,000 pounds. Mr. Mulholland stated the floor is connected to the footing. The Chair stated the floor is not part of the footing. Chief Pendergast stated the load from the panels isn't going to be much.

Mr. Mulholland stated it sounds like they just talked themselves out of the survey. Chief Pendergast stated they are going to need help digging down. He stated he can work on it this weekend and get back to them.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(e).

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(e) at 8:21pm. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 8:34pm. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because of on-going litigation. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(a) at 8:35pm. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 9:02pm. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because it could adversely affect a person other than a member of this Board. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Review Minutes: October 24th, 2016

Motion. Mr. Eaton made a motion to approve the minutes of October 17, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Eaton made a motion to approve the non-public minutes session of October 24, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Approve Payroll and Accounts Payable Manifests: o Payroll 102716 o ACH 102616, CHK 102616, Non-CHK 102616 o ACH 110216, CHK 110216, Non-CHK 110216

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable as listed on the November 7, 2016 agenda. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

Other Business

Mr. Mulholland stated there is a purchase order for Sweet Water. He stated the purchase order is to have a sound system for the town meeting. He stated there is money in the Parks & Recreation budget to do it.

Mr. Gryval asked if they are going to be able to have the Deliberative Session at the Community Center. Mr. Mulholland stated they can if the Board wants to. The Chair asked if they are going to be able to hold elections there. Mr. Gryval stated Mr. Verville doesn't think there is enough room for it. The Chair stated he thinks there is enough room.

Motion. Mr. Eaton made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.




A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:09pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 7, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12/14/2016 DATE
 DAVID EATON, Member	12/06/2016 DATE
 JEFF GRYVAL, Member	12/05/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	JEFF GRYVAL, Member	DATE

Signature Certificate



Document Reference: JE6CK6IF35ZK5ESHEV2U4G

RightSignature
Easy Online Document Signing



Jeffrey Gryval

Party ID: UPARWPIF55W2UK6X9YCDU6

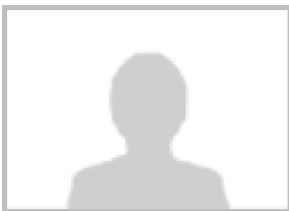
IP Address: 104.129.196.69

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9763e2b305f1ca08133392cbfb12292c09002001



David Eaton

Party ID: 758PRJIIICLNAZA4SHKNYAC

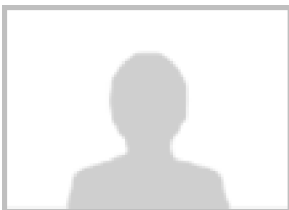
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4d9d01c805b7879eb3ab718da2966e6c7e4b29c1



Jason Tardiff

Party ID: W3MEJWJAI4TIXTY59I4MSE

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2016-12-14 05:44:39 -0800

2016-12-14 05:44:39 -0800

2016-12-14 05:44:21 -0800

2016-12-06 05:56:42 -0800

2016-12-05 13:16:46 -0800

2016-11-21 11:41:46 -0800

2016-11-21 09:09:23 -0800

Audit

All parties have signed document. Signed copies sent to: Jeffrey Gryval, David Eaton, Jason Tardiff, and Shaun Mulholland.

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.69

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26



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Document Reference: JE6CK6IF35ZK5ESHEV2U4G

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2016-11-21 06:10:52 -0800

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -
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