

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
January 9, 2017

Call to Order.

The Allenstown Select Board Meeting for January 9, 2017 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Dave Eaton.

Excused: Jason Tardiff

Others Present:

Michael Trainque, Hoyle, Tanner and Associates

Other Public Officials:

Larry Anderson, Sewer Commission

Chad Pelissier, Budget Committee/Planning Board/resident

Michael Frascinella, Budget Committee

Allenstown Staff:

Shaun Mulholland, Town Administrator

Karen Simmons, Finance Director

Kathleen Pelissier, Town Clerk

Jeff Backman, Sewer Department

Citizens Comments

Mr. Anderson asked Mr. Gryval if he has heard from the gentleman interested in the open position on the Trustees of the Trust Funds .

Mr. Anderson stated that there will be a meeting held on the 19th at 2pm if he wants to be there.

Mr. Gryval: I will let him know.

Public Hearing on Bond Warrant Article for Sewer Department

Michael Trainque explained that one of the key reasons for the project is to eliminate the Allenstown sewer lines from crossing the river multiple times and to keep sewer flow in Allenstown. He explained that the current flow of the sewer line crosses the river three times and showed where the crossings occur. The sewer line crosses into Pembroke and back into Allenstown. Mr. Trainque explained eliminating these crossings will reduce costs and allow for more efficient and cost effective tracking of sewer volume. Mr. Trainque explained that the project would include building a new pump station on Library Street abutting Suncook Pond Estates and redirecting the sewer line to flow from existing sewer lines directly to the new pump station without having to cross the river. The building will be roughly 20

feet by 26 feet and would be given some architectural treatment so it won't be an eye sore to the surrounding residents.

Audience member: Is the new building going to be in residential?

Mr. Trainque: Yes.

Audience member: Will the project effect the current residents?

Mr. Trainque: During the construction, yes.

Audience member: Who owns the property now?

Mr. Trainque: It is private property. It is owned by the same people who have the business where Library Street turns.

Mr. Trainque spoke about possible funding options for this project. One option is the State Revolving Fund administered by the NH Department of Environmental Service. They have different loan terms, 5, 10, 15 and 20. Right now the rate is 2%, but that could change. This option lends itself well to construction projects. Another option is the municipal bond market which often offers favorable rates. Repayment of the loan would come from the accumulated Sewer Department Capital Reserve fund. There would be no impact on property taxes. Also there is no anticipated increase in the sewer rate. Based on a ten year term, 2% loan that would be roughly \$180,000 per year.

Mr. Gryval asked to explain forgiveness of loan.

Mr. Trainque: If there are enough funds available the DES will offer forgiveness of a portion of the loan. They will subsidize 5% of the loan principle.

Mr. Gryval: Is there a formula.

Mr. Trainque: It is based on funds available and the type of project.

Mr. Gryval: What will happen with the Irish Pond sewer main?

Mr. Trainque: It will stay there and could potentially act as a backup if needed, rather than plug and cap it.

Mr. Anderson: Could there be more than 5% subsidized?

Mr. Trainque: Could be more depending on the project and funds available. I've seen some loans receive 12.5% forgiveness. That is probably the max.

Audience member: What prevents the line from taking a more directly westward route?

Mr. Trainque: We considered building along the river bank but the depth of the river bank is problematic for construction and accessibility. Also there are permitting issues because of the close

proximity to the river. The chosen area is much more accessible and has a more gradual slope, making for better construction and maintenance.

Audience member: Is there any existing pipeline on Library Street?

Mr. Trainque: There is a small line that is slated to be replaced. The plan is to tie Library Street into the existing line at East Webster Street.

Mr. Gryval: Are we sure the funds will be available to repay the loan? Will it be available for this project? Is it the intention of the Sewer Commission?

Mr. Backman: Based on the annual income from Septage we will have the funds available. At this time we have most of what is needed annually.

Mr. Gryval: What happens if the funds in the Sewer Capital Reserve Fund are no longer available?

Mr. Backman: In that case we may not do the project.

Mr. Anderson: We have access to the funds to do whatever we decide. We just have to make the decision to do it.

Judy Sylva: How is the warrant article drafted, as a general obligation or with payments from the Sewer Department?

Mr. Mulholland: It says from Sewer. Any time a project like this is put into place the town is ultimately liable for repayments of the bond if the sewer department defaults on the payments. The warrant does state the Sewer Department will pay. The Sewer Commission/Department will be signing on the dotted line. Assuming this passes in March it won't be until the Summer before this takes place. At that time engineers would need to be paid.

Mr. Trainque: Construction itself won't begin until late fall.

Mr. Mulholland: Is there a deadline with the State to apply for the loan?

Mr. Trainque: No application deadline. They make decisions in June.

Mr. Mulholland: We are looking at other funding options such as bank loans to get the best rate possible. We have a range of options.

Mrs. Pelissier: Will this increase the load capacity handled at the plant?

Mr. Trainque: We will build in additional capacity for increases in the future. But no it will not increase the load for the plant.

Vote to approve warrant articles and recommendations to be forwarded to the Budget Committee.

Mr. Mulholland: These are the Warrant Articles for appropriations: Suncook Pond Wastewater Pump Station Project, Sewer Asset Management Project, Town Operating Budget, Sewer Operating Budget, Fire Safety Equipment Capital Reserve Fund, Library Capital Reserve Fund – that was 2 warrant articles melded into one, Highway Garage Capital Reserve Fund, Public Safety Facilities Capital Reserve Fund, and Highway Equipment Capital Reserve Fund. These articles have been discussed previously.

Mr. Gryval: Would the motion on these to be approve or recommend?

Mr. Mulholland: Recommend. What's going to happen is you are going to approve warrants later. You will have the full warrants to read on which you can approve. Which I would like to do on Saturday. We are ahead of schedule and I would like to get these posted to the public. The more time they have to review these the better.

Mr. Gryval: Any discussions or questions on these warrant articles?

Mr. Eaton: No. We've already discussed these.

Mr. Gryval: I make a motion to recommend Warrant Articles 12 – 20 and forward the recommendation onto the Budget Committee.

Mr. Eaton: I second.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Mulholland: I will mark those accordingly.

Discuss the development of the Town Administrator's personnel evaluation.

Mr. Gryval: Where are you with that?

Mr. Mulholland: You need to work on your pieces. It's not time sensitive since there is no salary increase scheduled for 2017. Other departments are scheduled for increases so you will have to address those.

Mr. Gryval: Can we add that to the next meeting? We don't seem to have a lot on that schedule.

Mr. Eaton: Yes.

Discuss dedication of the 2016 Town Report

Mr. Mulholland: We talked about putting a picture of the Community Center on the front cover. We also talked about recognizing a town employee and the anecdotes about certain employees. I haven't done that yet. I have a draft started. Is there anything else we didn't discuss?

Mr. Gryval: We pretty much covered it last time. Nothing else comes to mind.

Mr. Eaton: No.

Mr. Mulholland: I'll work on that. Those are due the 15th.

Mr. Gryval and Mr. Eaton: Ok.

Vote to transfer funds in the amount of \$1,400 from the Landfill Capital Reserve Fund to the General Fund

-and-

Vote to adjust the 2016 Budget, line item 1.4324.60.390 by \$1,400 for engineering services provided by Nobis Engineering

Mr. Gryval: We are voting to move \$1,400 from the Landfill Capital Reserve Funds to the General Fund.

Mr. Mulholland: The next item applies to that. Taking money out of the recycling fund.

Mr. Eaton: Take it out of where?

Mr. Mulholland: We have a revolving fund for recycling for whenever we sell scrap metal or whatever we sell for refuse materials. Now you are appropriating and adjusting the budget to transfer those funds.

Mr. Gryval: I make a motion to transfer funds in the amount of \$1,400 from the Landfill Capital Reserve Funds to the General Fund.

Mr. Eaton: I second that.

Mr. Gryval: Any further discussion?

Mr. Eaton: No.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: I make a motion to adjust the 2016 budget line by \$1400 to pay for engineering services provided by Nobis Engineering.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Discuss upcoming meeting with Pembroke and Allenstown Boards of Selectmen and Planning Boards in regards to the Downtown Re-Development objectives

Mr. Gryval: Next item: Discuss the upcoming meeting with Pembroke and Allenstown Board of Selectmen and Planning Boards in regards to the Downtown Redevelopment objectives.

Mr. Mulholland: We should have a strategy going into that meeting. One of the Charette recommendations from the Plan NH meetings that you agreed to is to mirror the zoning within the Suncook Village. In order to do that we have to work with our neighbors across the river. The other part of it is the connectivity scope. Connect the rail trail that goes into Hooksett, Pembroke, Allenstown and Concord. They are very receptive to this.

Mr. Gryval: I did have a conversation with the chairperson of the Pembroke Select Board and she is looking forward to the meeting.

Mr. Mulholland: I think we have fostered a much better relationship over the past few years. Whatever economic development happens in Pembroke impacts Allenstown. So working together will work in our favor.

Mr. Gryval: Who is going to be doing the presentation?

Mr. Mulholland: I'll use the PowerPoint we got from Plan NH to give the big picture. The specific talking points that we are asking of Pembroke should come from someone other than me. It should be someone from the Planning Board or the Select Board.

Mr. Gryval: As a selectmen I don't want to be perceived as influencing this incorrectly. How about we have a representative from the Board of Selectmen and a representative from the Planning Board who meet with Shaun to make a plan. When you (The Planning Board) meet on the 18th decide who you are going to select and get together with Jason or one of us from the Select Board and Shaun and figure out when you can meet.

Mr. Mulholland: We need to go into the meeting with Pembroke knowing what we are asking of them and be clear about it.

Mr. Gryval: Yes, we need to have a polished, professional presentation.

Mr. Mulholland: The two items we will discuss with Pembroke are Economic Development and Connectivity.

Discuss proposed legislation before the NH Legislature with potential impacts to the Town

Mr. Mulholland explained that he has been tracking the bills before the Legislature and how they may affect how we operate as a town. I have given you a list of those bills and am asking if and how you would like me to act on those. House Bill 254 proposes to reduce the number of assessors on the NH Assessing Standards Board. It seems the legislator that has proposed this wants to weaken the voice of this board. The changes proposed of this Board could adversely affect how town municipal offices

administer assessing. Traditionally assessing has been a strictly municipal function. We are looking to hear why they are looking to change this.

Mr. Eaton: I read your letter regarding that and I agree with you.

Mr. Mulholland: So tomorrow you are okay with me going to the hearing on your behalf?

Mr. Eaton: Yes.

Mr. Mulholland: A new legislative proposal came up today that states No Petition Warrant shall be altered. This is a very broad statement of legislation and I don't know what they are trying to accomplish. However, it seems to read like this for example: say a petitioner puts forth a warrant article to build an ice skating rink for the cost of \$5.00, but when we present it to the towns people it is determined that it will cost \$7.00 we would not be able to alter that warrant article.

Ms. Sylva: We have been opposing this type of legislation in regards to changing warrant articles for many years. I believe they are trying to use this in a very clumsy way to prevent warrant articles from getting changed in a way that the petitioner may not like.

Mr. Mulholland: I'll let you know if I hear more about this.

Mr. Mulholland: Another proposal is regarding Municipal Record Retention HB 108.

Mr. Gryval: I thought we discussed this last year.

Mr. Mulholland: That was regarding records older than 10 years. This speaks to records less than 10 years old. My concern is the way this is written is it takes power away for the Municipal Records Board and gives it to the Board of Selectmen. The reason why we have a Municipal Records Board is to vet the retention of our records. This bill would circumvent that. As a practical matter it would allow you to make electronic copies and destroy the paper records. Some documents such as voting records have to be kept for a set period of time

Mrs. Pelissier: We have guidelines that tell us how long we have to keep records, some that no matter what we have to keep forever. I don't know how this would affect that. Will this bill change that?

Mr. Mulholland: This bill would change those guidelines. We currently have the right to keep electronic records except when we need to have a paper record. In one fell swoop this would change all that. I recommend that we don't take this responsibility from the Municipal Records Board and give the responsibility to the Select Board. I am recommending that the Municipal Records Boards should make the decisions as opposed to just the governing body. I think the intent of the bill is to allow electronic records is a good thing.

Judy Sylva: I'm not familiar with this legislation.

Mr. Gryval: I would like to suggest changes to this bill.

Mr. Mulholland: The first thing I would recommend is that we allow the Municipal Records Board that already exist to do its job and not take that power away from them.

Mr. Eaton: I agree. We already have a board that does this, keep it with them.

Mr. Mulholland: I would also propose that we eliminate the section that allows for all paper documents to be destroyed. Are you okay with the proposals I am suggesting? Do you want to actively oppose this?

Mr. Gryval: How would that work?

Mr. Mulholland: There will be a hearing at which you can go and oppose the bill. Or you could simply state we are not opposed to the bill but would suggest these changes.

Mr. Gryval: Yes that is fine.

Mr. Eaton: Yes.

Mr. Mulholland: The next proposal to discuss: Tax Exemptions to Permanent Generators which would increase the tax burden to the rest of the property owners in town.

Mr. Gryval: So people are taxed on permanent generators?

Mr. Mulholland: Yes, it increases the value of their property.

Mr. Mulholland: Are you opposed to this?

Mr. Gryval: Yes.

Mr. Eaton: Yes.

Mr. Mulholland: Next item: Maintenance to Private Roads. This is near and dear to our hearts. The reason for this proposal is to deal with bank loans/reverse mortgages. Banks are not allowing for reverse mortgages for properties on private roads without an agreement to maintain the road. This bill proposes that if a house is built on a private road where there were no houses before then all the property owners on that road would be responsible for the maintenance of the road. The problem with this is that the other property owners who don't have dwellings there may not want to be responsible for maintaining the road. I'm proposing that the wording be changed so that only those property owners with dwellings on the private road would be responsible for maintaining the road. With proper wording this will allow people to get loans.

Mr. Gryval: I agree with recommending these changes to the bill. However if the changes don't go through I recommend that we oppose the bill.

Mr. Mulholland: One other legislative proposal will allow people other than town officials - private citizens - to draw on Municipal/Public Employee Surety Bonds. I am assuming you are opposed to that?

Mr. Gryval: Yes.

Mr. Eaton: Yes.

Mr. Mulholland: The other item is the education fund. I have passed this information on to our school board and am waiting for their proposal. I have suggested that there be a joint meeting between the School Board and Board of Selectmen. I haven't heard back. This bill is theirs to act on.

Mr. Pelissier: I have spoken with the School Board about this and they did not seem to have a plan.

Mr. Mulholland: I don't know what is more dire than this to the Town. They need to address this issue.

Mr. Chad Pelissier: I asked the School Board how they plan to budget for the cost should this bill pass. And they responded that they did not have a plan.

Mr. Mulholland: Allenstown will have the worst impact from this bill passing than any other town in New Hampshire.

Discuss proposed changes to the Personnel Policy Revision 10 and proposed changes to the Payroll Approval Policy 2009-003.

Mr. Mulholland: One concern I have was with the policy for Payroll Approval. We need a decision from this Board on the policy as to what you want to do.

Mr. Gryval: Do you have a recommendation?

Mr. Mulholland: All I can do is suggest some options. The Chairman is usually available to do this. But if he is not available someone has to do it. One suggestion would be to assign one or two other people to do it in his absence. Or direct me to do it when it needs to be done. It has to be approved and if it is not approved people won't get paid. If people don't get paid we would be violating the labor laws. The Select Board needs to decide on this.

Mr. Gryval: Who is currently doing this?

Mr. Mulholland: Jason Tardiff. If he is not available someone needs to be assigned by you to do it. In other towns the Select Board directs the Town Administrator to do it, even though I don't like that because that is a role of a Town Manager, which I am not.

Mr. Gryval: Would you propose someone other than the Town Administrator do this?

Mr. Mulholland: I put that in there that I would be the backup if Jeff or you are not available. Someone has to do it and he has usually done it. It is rare that someone would need to be a backup.

Mr. Eaton: Does he come here to do it?

Mr. Mulholland: No it's done electronically. It's a supervisory function of your job in that you are making sure we are doing our jobs. It's your legal authority, not mine. But the other law says people have to get paid.

Mr. Eaton: Why don't we make it so that you (Mr. Gryval) and I act as backup to Jeff?

Mr. Gryval: I don't care as long as it gets done correctly. It's either the Town Administrator or one of us.

Mr. Eaton: I think it's one of us.

Mr. Gryval: Which one of us? We can't put names, we have to put titles as this will live past us.

Mr. Eaton: Of course. If the Chairman's not available then the Vice Chairman would do it, and so. I think the way it is worded is fine.

Discuss proposed School Board SRO warrant article

Mr. Mulholland: I have not heard from them in regards to what they are planning and where is the money coming from. I talked with the representative from the School Board and they are meeting on this tonight to decide what their plan will be. It sounds like it will come before the Budget Committee on Thursday and they will have to decide with little information. The practical issue is the amount of time and resources it takes to recruit, hire and train an individual for one school year, let alone finding someone who would apply to do this for one year knowing the position will not necessarily be funded after that.

Mr. Gryval: Why didn't they put this in the Budget?

Mr. Chad Pelissier: Do they have an SRO now?

Mr. Mulholland: No.

Mr. Gryval: Remember this was proposed last year and nothing happened. I assumed they turned that \$78,000.00 back in.

Mr. Gryval: They cannot do the hiring. The SRO has to be hired by the Allenstown Police Department.

Mr. Mulholland: I am very surprised they are going forward with this because there were so many unresolved issues last year such as there wouldn't be enough funds to cover the position.

Mr. Gryval: We know what the issues have been, and the supposed stumbling blocks. What should our position be on this?

Mr. Eaton: With the lack of communication with us, the Town, I would say I wouldn't recommend it.

Mr. Gryval: We would have to back it up with all the information about what has already happened or not happened with the SRO and communications around the SRO. I will do that.

Town administrator's report

Mr. Mulholland: I need authorization for the Plodzik Sanderson 2016 audit agreement.

Mr. Eaton: I make the motion to approve the contract with Plodzik Sanderson for the 2016 audit.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Mulholland: I need help setting up the Community Center on Friday night and conduct a dress rehearsal for the town meeting to make sure AV is working properly. CRP applications are on track. I met with Roxanne Chomas - she is going to be chairman of JLC this year. Department head meeting is scheduled for Thursday. Public hearing for the budget will be held on Saturday. January 25th is the first date people can sign up for elections that ends on February 3rd. And the Deliberative Session will be held on February 4th.

Consent calendar, minutes and manifests

Mr. Eaton: I make a motion to ratify the Consent Calendar: January 9th, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the Minutes: December 19th, 2016 Select Board meeting.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the Payroll and Accounts Payable Manifests as listed on the agenda for January 9, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the minutes for the non-public session December 19th, 2016.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: I make the motion to approve Kathleen Pelissier to sign the Total Notice contract for 2017.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: I make the motion to go into non-public session at 7:46pm.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: At 8:39pm we are back in Public Session. Both Mr. Gryval and Mr. Eaton are in favor. I make the motion to seal the non-public session as it may adversely affect someone not on the board.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

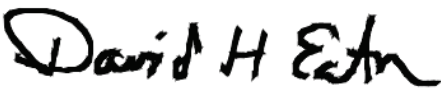

Mr. Gryval: Aye.

At 840pm Mr. Eaton made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

January 9, 2017

Signature Page

Original Approval:	
JASON TARDIFF, Chair	DATE
	01/30/2017
DAVID EATON, Member	DATE
	02/01/2017
JEFFREY GRYVAL, Member	DATE

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

Signature Certificate



Document Reference: 7TE8H9IS7JUVL27UB6WCXR

RightSignature

Easy Online Document Signing



Jeffrey Gryval

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VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f34a4535a3c5a5a1d3800a3a5dd750e2f889a205



David Eaton

Party ID: 7RGT6HJTZ5A2W62TVZS2D2

IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

858af9ccc20b98ff5d3bedd164ac6a6dcf260b54



Timestamp

2017-02-01 02:53:47 -0800

2017-02-01 02:53:47 -0800

2017-02-01 02:49:11 -0800

2017-01-30 17:42:47 -0800

2017-01-30 17:27:54 -0800

2017-01-30 14:47:54 -0800

Audit

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

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.81

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.81

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121

Document viewed by David Eaton (deaton@allentownnh.gov). - 24.91.232.121

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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