

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
January 26, 2017

**Call to Order.**

The Allenstown Select Board Meeting for January 26, 2017 was called to order by Mr. Gryval at 6:08p.m.

**Roll Call.**

Present on the Board: Jeff Gryval and Dave Eaton.

Excused: Jason Tardiff

Other Public Officials:

Allenstown Staff:  
Shaun Mulholland, Town Administrator  
Karen Simmons, Finance Director  
Ronnie Pelissier, Road Agent

**Citizens Comments**

No citizens' comments.

**Public Hearing-Accept grant funds in the amount of \$21,878 from the NH Dept. of Safety to conduct an emergency management exercise.**

Mr. Gryval opened the public hearing at 6:09pm and asked for comments from the public. A public hearing is held to accept these grant funds due to the amount of the funds.

Mr. Mulholland explained these funds will allow Allenstown's emergency responders to test procedures to better operate in emergency situations in schools and other public facilities. The "Warm Zone" concept for EMT's and Firefighters will be tested at the school. There are grants available for emergency personnel to get helmets and vests that will help them in dangerous situations. This training can help us to get these other grants. Conducting this exercise will allow our police and fire personnel to adopt the Warm Zone protocol which allows police to clear an area within a dangerous situation and then fire and other emergency personnel can come into that area to treat victims. For example in a school emergency, emergency personnel can be on the scene hallway by hallway rather than wait for the whole building to be cleared by police.

Members of the board proceeded to sign the documents to accept grant funds in the amount of \$21,878 from the NH Dept. of Safety to conduct an emergency management exercise.

Mr. Gryval closed the public hearing at 6:19pm.

Mr. Eaton made the motion to accept the grant.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Award contract to Hubbard Consulting to coordinate an emergency management exercise.**

Mr. Eaton made the motion to award the contract with Hubbard Consulting and to authorize the Town Administrator to sign the contract.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Accept grant funds in the amount of \$500 from NH Health Trust for an employee wellness program.**

Mr. Eaton made the motion to accept the grant funds \$500 from NH Health Trust for an employee wellness program.

Mr. Gryval: What programs will be run

Mr. Mulholland explained that last year's funds were used for a healthy lunch and prizes at a health training.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Meet with the department heads to review Capital Improvements Plan submissions.**

Mr. Mulholland gave a general overview of topics in the Capital Improvement Plan which is detailed on the Allentown website. He explained areas that adjustments to the Capital Improvement Plan are being requested for are: Fire Department equipment, Highway Department equipment and paving, Police Department reconstruction/refurbishments, Library masonry restoration and Town Hall parking lot reconstructions. The fire department would like to purchase a rescue vehicle and a ladder/engine truck.

Mr. Mulholland noted that there is no adjustment for inflation in any of the requests. Costs can be affected by inflation in a variety of ways, such as the cost of oil going up. Mr. Mulholland went on to say that if the Select Board approves all the requested projects the Town is short by \$443,449. He also

stated that the Board will have to prioritize and make decisions regarding the Capital Improvement Plan requests being made. He requested that the Select Board meet with each of the departments to get further information, discuss and prioritize their projects.

The fire department would like to purchase a rescue vehicle in 2018 and a quint engine (combination pump and ladder truck) in 2019. Mr. Mulholland explained that the Town has been spending \$84,000 per year for the last five years to pay for a fire engine purchased five years ago. He stated that if we continued to spend that amount each year to purchase the requested vehicles, taxes would not have to be increased to fund that. Using \$84,000 per year the rescue vehicle can be leased-to-own over the next 2 years and the quint engine can be leased beginning in 2020. Mr. Mulholland stated that the Fire Chief concurred with this. Mr. Mulholland further explained that he does not have enough information about the Breathing Apparatus the fire department is requesting.

Mr. Mulholland stated that the highway department currently has two leases that will expire in 2018 for a dump truck and loader. If the Town continues appropriations for those same amounts each year that will address two of the Highway Department's new requests (large dump truck and backhoe). Those purchases could be made in 2019. Mr. Mulholland stated the Mr. Pelissier concurs with this.

Mr. Mulholland stated that we don't have a number yet for the cost for the new Highway Department building that is being requested. He went on to explain that assuming \$10,000 gets approved in March the Town will have \$201,000/202,000 in the capital reserve funds for the garage. He further explained that if the Town makes the lands transaction with Holiday Acres and the other interested parties that will give us \$624,000. Which may give the Town enough funds to build a new Highway Department garage without having to raise taxes.

Mr. Mulholland explained that there should be enough in the Capital Reserve Funds to address the fascia and mortar that need to be replaced on the Town Hall and new gutters, as well as the town hall parking lot reconstruction, which would mean taxes do not have to be raised for those projects.

Mr. Mulholland stated the Library is deteriorating and needs work. The Library masonry replacement will be a \$26,000 project. If the Capital funds passes the Town will have \$10,221 for that. Grants may be possible for this and it would be up to the Library to determine those. Otherwise we will have to raise taxes to increase the Capital Reserve fund for this. Mr. Mulholland stated that the chimney is dangerous.

Mr. Mulholland spoke about the Police Department requests. He stated that he believes the requested cost for the carpet replacement at the Police Department seems high. He said the police chief is going to relook at that cost. The Police Department basement reconstruction project is something the Select Board will have to determine is a priority or not. The Handicap railing at the PD is deteriorating and needs to be fixed. The Select Board can determine to put funds for these items in the Capital Reserve Fund which will raise taxes, or the Police Department can put that amount into their operating costs. The Police Department may have savings in their budget from this year that could be used toward these projects.

Mr. Mulholland said there is a problem with funds for the small dump truck for the Highway Department. The Town has \$12,000 in the Capital Reserve Funds assuming the warrant article passes in March. The small dump truck is a \$90,000 purchase. It is a dump truck with a plow and sander on it.

So, the Town is short \$78,000 for the small dump truck. Taxes will have to be raised to put funds in the Capital Reserve for this.

Mr. Mulholland wrapped up by stating that while he did have conversations with department heads about possibly changing the schedule for the requests, he did not make those changes as it is not in his authority to do so.

Mr. Pelissier explained the need to replace some of the older highway equipment with new equipment. He stated the backhoe that the Highway Department currently has is in good shape because it is maintained. If it is not replaced soon it will lose its replacement value. That could make a \$40,000 difference. Mr. Pelissier explained that the backhoe has not been valued at this time, however the Highway Department will not pay full price for a new one.

Mr. Pelissier stated that he wants to cut down the number of large dump trucks from three to two. Smaller dump trucks are more efficient. Mr. Pelissier went on to explain that the Highway Department has become very efficient with the snow plowing and that there has only been one complaint this year from a woman who gets out earlier in the morning than the department does for plowing. She called back the next day to say she understood that the timing of the plowing did not coincide with her schedule and that the department cannot accommodate everyone's schedule.

Mr. Pelissier explained that the bobcat that is used to clear the sidewalks will need to be replaced soon as well, maybe even sooner than the backhoe. To which Mr. Mulholland stated that an application should be submitted for this or another option be explored at this time to avoid last minute expense surprises.

Mr. Pelissier explained that the Highway Department is concentrating on paving/sidewalk/etc. projects that do not involve waterworks as the waterworks department has requested this to keep the burden off their project lists.

Mr. Pelissier stated he has started getting bids on the cost to build a new building for the highway department. One estimate came in at \$185,000 but that did not cover all the specific needs.

Mr. Gryval stated that once the list of requests is in place it should be adhered to unless an emergency occurs that will require funds from the Capital Improvement funds.

Further discussion is moved to the next Select Board meeting.

#### **Discuss expenditure of funds in regards to the Holiday Night of Lights**

Mr. Mulholland explained that the bill for the Holiday Night of Lights came in at almost \$1400.00. In previous years it's only been a couple hundred dollars. Mr. Mulholland cannot approve that as there is no purchase order and permission was not given by the Select Board.

Mr. Eaton asked what budget line does this expenditure normally assigned to? Did they do something different this year, why is it so much?

Mr. Gryval asked how did this get paid for? What course of action should we take?

Mr. Mulholland stated funds for this event come out of Parks and Recreation. The items purchased are detailed in the email. The woman who organizes the event paid for it out of her own pocket in anticipation that she would be reimbursed from the Town. It is up to the Select Board to decide what to do. They can pay it and state that in the future funds have to get approved prior to the event. The Parks & Recreation Budget is already over expended for 2016.

Mr. Mulholland and Mr. Gryval do not question the amount that was spent. Mr. Gryval stated that it's obvious we need to pay this bill. He questions why the bill is so much more and stated a letter needs to be included with the check detailing the Town purchasing policy and state that we will not pay the bill next year if protocol is not followed.

Mr. Eaton stated he is concerned these purchases were made without pre-authorization. He further stated that the Town needs to make sure there is training on the purchasing policy. And, that we get signatures from those who have received the policy information.

Mr. Mulholland explained that he sent the purchasing policy information out to all board chairs, of which she is one. No one signs the policies. He does not even get any feedback.

Mr. Eaton and Mr. Gryval agreed that the bill will be paid and a letter detailing the policy and ramifications for future events will accompany the payment.

#### **Discuss status of 2017 Bills before the Legislature**

Mr. Mulholland testified on House Bill 108, which is the Municipal Record Retention bill, and he believes the chairman agreed with the recommendations he made.

Mr. Mulholland did not stay for Bill 117 so I don't have feedback on that.

House Bill 170 requires that the minutes for any Town board meetings have to be posted on Town websites and within 5 business days. The Legislature is fed up with minutes not being available. Officials and towns may/shall be fined. Mr. Mulholland's argument has been that our audio files qualify for the requirements. Mr. Mulholland pointed out that the Legislature often does not follow the requirements. Mr. Mulholland has spoken with the Town's website provider and they are researching low cost video options which could satisfy the requirement.

Default budgets did not get addressed while Mr. Mulholland was at the Legislative meeting.

There are a lot of people in opposition to House Bill 223 which states that every time a municipal employee testifies at the Legislature we would have to account for the costs.

Mr. Mulholland testified on House Bill 251 which is unclear as to whether the Select Board will have authority over capital reserve funds. He proposed an amendment. Some towns don't use warrant articles to fund their capital reserve funds and DRA is unhappy with this. The concern is it may be too easy for committees to slide money around and money disappears.

Assessing Standards Board took up a good part of the day. The compromise may be that Legislature won't reduce the number of assessors on the Board but a seat will be added for a utility company representative.

House Bill 324 will greatly affect Allenstown. That will change how we assess utilities. Towns like Bow with power plants will lose millions of dollars in taxes, they will lose half their valuation. It would use one level of valuation for utility properties which could be detrimental to those towns that have higher cost utility properties. Towns are testifying the methodology is flawed and can cause major tax shocks in many towns. For Allenstown it would mean an \$89,000 tax adjustment on the town side. Mr. Mulholland did not testify on this as many others were saying the same thing he would say.

Mr. Mulholland stated that the Town requested House Bill 470 last year and the House had passed it and then it was deferred to the House Judiciary where it was killed. That Bill is up for review again and Mr. Mulholland testified for that Bill. Representative Claire Rouillard testified against the bill. Mr. Mulholland stated that Ms. Rouillard told him she has an issue with the Bill because Representative McGuire didn't speak with her about the Bill before recommending it. Mr. Mulholland recommended to her that maybe it would be best to try to work out the differences. If this passes the House again and is deferred to the House Judiciary Mr. Mulholland will prepare proposed amendments that may be more amenable to the committee.

House Bill 495 which will prohibit any change/amendment to petition warrant articles will be presented next week and assuming the Town of Allenstown Select Board wants, Mr. Mulholland will testify against this Bill. This will be very restrictive.

House Bill 564 requires all officials will have to report to each individual budget committee member and each individual School Board member. Mr. Mulholland asked the Allenstown Select Board how they want to act on this.

Mr. Eaton stated with regard to House Bill 564 he believes officials should report to the chair of the committee/board, not to each individual. He stated he would vote no to this Bill.

Senate Bill 19 prohibits any changes to a petition warrant article once it has been submitted to DRA. This is a little different than Bill 495. Mr. Mulholland and others testified against this and others used the same example of how things like cost can change after the warrant article is originally submitted. Not being able to make these kinds of changes takes away flexibility that could be beneficial.

### **Approve 2017 Evaluator Rating Scheme**

Mr. Gryval stated he did not want to approve this without the chairman there.

This scheme was created in 2012. The rating plan details who the evaluators are for the evaluation process. It is meant to prevent discrimination and ensure everyone is treated fairly. Mr. Mulholland explained he has concerns that this would allow for him and others to evaluate someone who is not in his/their chain of command. One example is the Town Administrator being in the chain of command for the evaluation of the foreman of the Highway Department.

This topic is forwarded to the next Select Board meeting.

### **Discuss scheduling of Cross Street damages hearing**

Mr. Mulholland explained the Select Board has to schedule Cross Street damages hearing by the 18<sup>th</sup> of February. The 6<sup>th</sup> of February the Select Board has a tight agenda Pembroke officials coming here to discuss the Charette.

Mr. Gryval and Mr. Eaton stated that the Cross Street Damages Hearing will be scheduled for February 13<sup>th</sup>.

### **Town Administrator's report**

Mr. Mulholland stated that the disaster recovery table top exercise is scheduled for March 31<sup>st</sup>.

Mr. Mulholland stated there is a rough draft of the Town Report board letter in the Select Board paperwork for them to review. It includes the anecdotes they previously discussed. He asked that if they have anything to add to please let him know.

Mr. Gryval stated he would like his and Donna Gryval's name be removed from the letter.

Mr. Mulholland also stated the letter from the Town of Sugar Hill is also in the Select Board paperwork.

Mr. Mulholland explained he is working on an article in regards to ambulance funding works and would like to put that on the Town website. We don't know what is going to happen with the Affordable Care Act. Changes in funding could put more pressure on our operating budget.

### **Consent calendar, minutes and manifests**

Mr. Gryval: I make the motion to ratify the Consent Calendar for January 26th, 2017.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to place a property lien on property map /lot 402.179.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to place a property lien on property map/lot 107.012.122.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

### **Review Minutes**

Mr. Gryval: I make the motion to approve the minutes for the non-public meeting, session 1 on January 9<sup>th</sup>, 2017.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the minutes for the non-public meeting, session 2 on January 9<sup>th</sup>, 2017.

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.

### **Approve Payroll and Accounts Payable Manifests:**

Mr. Eaton: I make the motion to approve the Payroll and Accounts Payable Manifests as listed on the agenda for the January 26, 2017 Select Board meeting.

- o ACH 011017 (2016), ACH 011017, CHK 011017 (2016), CHK 011017
- o ACH 011817 (2016), ACH 011817, CHK 101817 (2016), CHK 011817, Non-CHK 011817

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

Mr. Eaton: Aye.

Mr. Gryval: Aye.



### **Non-public meetings**

Mr. Gryval: I make the motion to go into non-public meeting at 8:02pm.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: At 8:19pm 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.

Mr. Gryval: I make the motion to go into non-public meeting at 8:20pm.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: At 8:38pm 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 because it involves on ongoing lands transaction.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval made the motion to adjourn at 8:39pm to which Mr. Eaton agreed.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

January 26th , 2017

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**Signature Page**

Original Approval:	
JASON TARDIFF, Chair	DATE
	02/13/2017
DAVID EATON, Member	DATE
	02/10/2017
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: 2A3U6BIMY52F8PYDW9CX6I

## RightSignature

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**Jeffrey Gryval**

Party ID: ZIEMLBJSN6IXWTUX9KCPM9X

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VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

6dbd9742ef9d4954ad490c60b92ea3ab847367a2



**David Eaton**

Party ID: CX8MMBJWK3VX57CA867DFY

IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

f9b39c6075f291a702e52efbfbd7ba44b5c3711



### Timestamp

2017-02-13 08:07:14 -0800

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2017-02-13 07:56:13 -0800

2017-02-10 07:06:57 -0800

2017-02-10 07:02:41 -0800

2017-02-10 05:03:04 -0800

### Audit

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

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

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

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



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