

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

Minutes of Regular Meeting  
March 11, 2013

**Call to Order.**

The Allenstown Select Board Meeting for March 11, 2013 was called to order by The Chair at 6:02p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandy McKenney.

**Others Present.**

Residents of Allenstown:

Others Present: Larry Anderson and Robin Richards

Other Public Officials: Carl Caporale, Sewer Commission

Allenstown Staff: Ron Pelissier, Road Agent and Shaun Mulholland, Interim Town Administrator.

**Citizens Comments:**

N/A

**Discussion of the Town Administrator's Job Description**

The Chair asked the Board if they are prepared to make a decision on this tonight. Mr. Gryval and Mrs. McKenney stated that they are not and believe that they need to discuss it more. The Chair stated that they should wait to make a decision on this. Mrs. McKenney stated that she had a few changes and will send them to the Board. The Board will put this on the agenda for next week.

**Discussion of the MS-4 Storm Water Treatment Process**

Mr. Mulholland stated that he gave them a chart that outlines the tasks and the timelines and whom he tentatively assigned to do that. He stated that he and Mr. Pelissier went to a meeting last week with DES to find out about the requirements. He stated that he has spoken with Mr.

Clement at the Sewer department regarding this matter. He stated that the permit process is under review and that there is a public hearing in April with an effective date of September 1<sup>st</sup>. He explained that they would have to have a Notice of Intent completed by December 1<sup>st</sup> in order to do this.

Mr. Mulholland stated that it is a major undertaking and that it is going to cost a bit of money. He explained that there are a lot of decisions that need to be made. He stated that there are a lot of plans that have to be developed and that he is confident that he can do them. He stated that it will take time to do so and he will need to be able to set aside the day to day crisis management that he is doing around the town hall. He stated that for the mapping, he put out requests to see what the costs would be for that and that it seems rather inexpensive. He stated that Pembroke is splitting the cost between the town, water plant and sewer department to lower that cost. He also stated that he feels confident that they can do it themselves as well.

Mrs. McKenney asked Mr. Pelissier if the mapping equipment is what he was talking about. Mr. Pelissier stated that he was talking about GPS equipment but that after talking with Mr. Mulholland, they want to see what happens with the View Works because they could GPS, photograph and log the information. Mr. Mulholland stated that there are going to be time constraints and that they don't want to get behind on this.

Mrs. McKenney asked Mr. Mulholland about Pembroke splitting the costs between departments. Mr. Mulholland stated that it is up to the departments and that he spoke with Holiday Acres and the Sewer Department about this. He stated that it would make a lot of sense for them to do it together.

Mr. Mulholland explained other things that they have to do including sweeping their streets and cleaning out basins. Mrs. McKenney asked Mr. Mulholland about sweeping the streets and what streets they would have to do. Mr. Mulholland stated that they have to do the area shown on the map. He suggested that they make the area that they sweep bigger in order to take some preventative measures. He also stated that they need to decide how this is going to be paid for.

Mr. Gryval asked what the timeline is on these things. Mr. Mulholland stated that there isn't one. He suggested that they have an ordinance, the regulations, management plans and if they are going to create a storm water facility have all that before the voters in 2014. He stated that they looked at waivers for getting out of this and that they do not meet any of the qualifications for them. Mr. Gryval stated that they should try requesting the waivers while they are working on these things.

Mr. Mulholland stated that they are going to have to determine who is going to be in charge of all of these things. He explained that he divided out the tasks based on who he thought should be in charge of certain things. He stated that if they create a storm water management district, they

could see if the Sewer Department would send out the bill for the storm water with their bill. He stated that Mr. Pelissier is going to put some numbers together for the cost of street sweeping, basin cleaning and some other things. He stated that if they can take some preventative measures they can prevent having to put in a treatment facility. He explained that if they have to do a treatment facility, it has to be done by 2019.

Mr. Gryval asked about the town's discharge going into the river. Mr. Mulholland stated that the discharge goes into several rivers and that he doesn't know how many rivers it goes into. Mr. Pelissier stated that there are two on Iris Pond, two down by the septic treatment area and one that goes into the marsh area and then crosses into state property. Mr. Mulholland stated that if it goes into theirs and back into Allenstown's rivers, then the town will be responsible for it. Mr. Gryval stated that they may have to handle different areas of town different from others.

Mr. Gryval asked what it would take to get the areas tested. Mr. Mulholland stated that they could buy a field kit and do it themselves. Mr. Gryval stated that it would be a good idea to know what they are going to have to deal with moving forward and what the potential clean up level will be. Mr. Mulholland also stated that they are going to have to find the sewer systems that are outlawed and were supposed to be separated from the storm drains but have been mistakenly tied in.

Mr. Mulholland stated that there are a number of people that would be part of this. He explained that the Planning Board would have a hand in it as well. He stated that a lot of communities have an ordinance that covers the whole town but that they don't do testing throughout the whole town. He stated that with the Suncook River, if the other towns boost their chlorine levels then Allenstown will have to boost their levels.

Mrs. McKenney stated that she would like to see the Town do this process themselves as long as they can get the proper training for everyone and it doesn't take Mr. Mulholland away from his regular responsibilities. Mr. Mulholland stated that it is going to take him some time away from other tasks because of all the plans and paperwork that have to be done. He stated that he is meeting with Manchester to see how they are doing it.

Mr. Mulholland stated that he will have a plan for the Board next week. The Chair asked Mr. Mulholland if he could get an estimate of how much it would cost them to have someone else do all of this. Mr. Mulholland stated that it will be difficult because he has to scope it out in order to get estimates but that he is trying to get some in. There was further discussion of the requirements and the costs associated with them.

Mr. Mulholland stated that they have been invited to go to the Manchester Regional Storm Water Coalition meeting on Wednesday if they would like to. The Board gave Mr. Mulholland approval to attend the meeting.

**Discussion of designating an Engineer Firm for the Town**

Mr. Mulholland stated that they should think of consolidating all of the town's engineering into one firm if they can. The Chair asked if Nobis Engineering falls under the scope of what they are looking for. Mr. Mulholland stated that he believes that they are a full engineering firm. He stated that there are a good amount of firms that could handle all of their needs. He also stated that the engineers were asking a lot of questions at the meeting and didn't seem to understand the EPA requirements either.

The Chair asked the Board if they are okay with going with one engineering firm. Mrs. McKenney stated that she thought it would be a good idea. Mr. Mulholland stated that they would send out RFPs for the QBR systems. He also suggested that they may want to hire a firm just for the EPA work. The Board determined to go with one engineer firm for all of the town's work.

Mr. Caporale stated that the Sewer department has been happy with Turner Group. He stated that they have done a lot for them, they are available if needed, and very professional. He stated that the cost it's bad however, they don't really know what other companies are charging. The Chair asked Mr. Caporale if the Board determined to go with a different firm, would they be willing to look at the firm and see if they are interested. Mr. Caporale stated that they would look at it but that he can't make any commitments. The Board determined that Mr. Pelissier and Mr. Mulholland would review the different firms and then bring it to them.

**Review and Approve contract with Nobis Engineering for testing the landfill**

Mr. Mulholland stated that he sent it out to the Board electronically.

Motion. Mr. Gryval made a motion to enter into the landfill testing contract with Nobis Engineering. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

**Purchase Orders, Abatements, Other Business**

Mr. Mulholland stated that there is a purchase order to clean up 289 Pinewood Road. He explained that the price listed is the worst case scenario of what it would actually cost. Mr. Gryval stated that he is not in favor of signing the purchase order at this point. Mr. Mulholland stated that they do not have any other options and that it is a health hazard that needs to be taken care of. He explained that if they were to sell the property, they would get all their money back because they could add that to the cost of the property. There was further discussion of the need to clean up the property.

Mr. Gryval stated that he thinks that they shouldn't sell the property and that it could be useful to the Town at some point. He stated that once they know what the cost of the cleanup will be, they can determine how to handle it.

Mr. Mulholland stated that there is a statute that allows for tax bill under \$5.00 to be abated. Mr. Gryval stated that he is fine with the abatement but that the address needs to change because every address needs to have a number on it. Mr. Mulholland explained that it is just a plot of land and that it does not need a lot number.

Motion. Mr. Gryval made a motion to abate the taxes for land off River Road and rear River Road for Lawrence Blair in the amount of \$1.19. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to abate the taxes for 19 Albin Ave in the amount of \$21.16. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Mulholland asked the Board if they got his email regarding the Welfare Liens. Mr. Gryval stated that he got the email and that it is a good thing.

Mrs. McKenney asked if they got to meet with the Building Inspector about his letter to the Board. The Chair stated that he spoke with him last Thursday. Mrs. McKenney stated that most of the work is electrical and asked if they could get a quote to see how much it is going to cost. The Chair stated that they need to work on the fence as well. Mrs. McKenney stated that she thinks that the Highway Department could put up the fence.

Mr. Mulholland stated that they did find out that the re-evaluation is due in 2014 and that a letter to that effect will be sent to the Town. He also stated that there is something that has to be done in 2016 that they are seeing if it can be done in 2014 instead.

Mr. Gryval stated that there seems to be a lot of assessing errors and asked if that was something that will go away with a different person there. Mr. Mulholland stated that the current person is leaving and that Mr. Roy is coming back. He explained that the current person was open and honest with them about things being done correctly. The Chair stated that they need to find out who else they have and that he does not want Mr. Roy to come back.

Motion. Mr. Gryval made a motion to grant the abatement request for the 2012 assessment for 11 Lincoln Street and to credit them with the amount of \$77.47 plus interest. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to grant the abatement request for the 2012 assessment for 6 Mark Drive in the amount of \$280.84 plus interest. Mrs. McKenney seconded the Motion.

The Chair asked if there was a house on that property. Mr. Richards stated that there is a new home on that property. Mr. Mulholland stated that there was a discussion about that today because new homes are being put on properties that they don't even know about.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to grant the abatement request for the 2012 assessment for 2 Roy Lane in the amount of \$321.99. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to grant the abatement request for the 2012 assessment for 84 New Rye Road in the amount of \$34.78 plus interest. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

### **Review and Approve Minutes**

The Chair asked if everyone had a chance to review the minutes. He stated that they were approving February 25, 2013 minutes first. Mrs. McKenney stated that there were a couple of grammatical corrections to that set of minutes.

Motion. Mrs. McKenney made a motion to accept the minutes of February 25, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Gryval asked about the change on the March 4<sup>th</sup> minutes and who made them. Mrs. McKenney stated that she made the changes because the Minutes Clerk didn't know what we were talking about.

Motion. Mrs. McKenney made a motion to approve the minutes of March 4, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

### **Discussion of Town Hall Repairs**

Mrs. McKenney asked about the town hall repairs and if they want to see about the electrician and a fence. Mr. Gryval stated that he has not come down to speak with the Building Inspector because he thought this was on the agenda for a later date.

### **Approve Manifests**

Motion. Mrs. McKenney made a motion to approve the manifest for March 7, 2013 in the amount of \$106,248.23. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

### **Committees Updates**

#### **Planning Board**

The Chair stated that there was no meeting.

#### **Budget Committee**

Mr. Gryval stated that there was no meeting.

#### **SVTRA**

Mrs. McKenney stated that there is a meeting on March 27, 2013.

#### **Meetinghouse**

Mr. Gryval stated that there was no meeting.

#### **Tri-Town**

Mr. Mulholland stated that there is a meeting on March 19, 2013.

#### **Record Retention**

Mrs. McKenney stated that there hasn't been a meeting.

**Shelter Committee**

Mrs. McKenney stated that they are sending out letters this week to try to recruit people and they will be at the polls tomorrow.

**Other Business**

Sandy asked what everyone was doing tomorrow morning. Sandy stated she will be there at 7am. Jason will be there sometime in the morning and bounce around.

**Non-public Session**

Motion. Mrs. McKenney made a motion to go into non-public under RSA 91A:3 Section 2c at 7:13pm. Mr. Gryval seconded the Motion. There was no additional discussion

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mrs. McKenney made a motion to go back into public session at 7:28pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public session because could under mind the character or reputation of a person other than a board member. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

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

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.


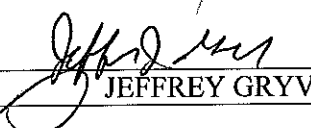

The Chair adjourned the meeting at 7:28pm.



TOWN OF ALLENTOWN  
SELECT BOARD  
MEETING MINUTES  
March 11, 2013

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**Signature Page**

Original Approval:	
 JASON TARDIFF	3-18-13 DATE
 JEFFREY GRYVAL	3-18-13 DATE
 SANDRA MCKENNEY	03-18-13 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE