

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

Minutes of Regular Meeting  
July 17, 2012

**Call to Order.**

The Allenstown Select Board Meeting for July 17, 2012 was called to order by the Chair at 4:00p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: Robin Richards

Others Present:

Other Public Officials: Larry Anderson

Allenstown Staff: Paul Apple Town Administrator.

**Discussion of Extending Building Inspector's Hours.**

Mrs. McKenney stated that she spoke with Mr. Paquin last week about what he does and asked for a report of the things he does. Mrs. McKenney distributed copies of the report to the Board of what he does on a weekly basis. She explained that the second sheet is a rough estimate of what it takes for him to do an inspection. Mrs. McKenney stated that she feels that they have a great person who does the job of the Building Inspector and that the issue is that he needs a full-time job.

The Chair and Mr. Gryval explained that the hours listed for certain tasks to be completed seemed high. Mr. Apple stated that the time includes what it takes to go out to the home, speak to the person, check wiring, etc. Mr. Gryval stated that he agrees with everything Mrs. McKenney said. He also stated that he agrees with everything Mr. Apple listed as reasons to hire him full-time but also with the list of why not to hire him full-time. He stated that he believes the

Building Inspector does a great job but he knew the job was part-time when he took it and doesn't believe that they can afford to hire him full-time.

Mrs. McKenney asked Mr. Richards about any comments he has regarding the Building Inspector. Mr. Richards explained that the reason a lot of things have been slow is that Holiday Acres hasn't done anything over a year, but that he's got 12 new homes coming in. He explained in detail all the tasks that the Building Inspector needs to do for these homes. Mr. Richards stated that his concern is that if the Building Inspector is part-time he will have to wait until he is available which can tie up his work.

Mr. Gryval asked Mr. Richards if he can call the Building Inspector ahead of time to get him there on the day needed. Mr. Richards explained that he could, however, there are other factors such as weather that can delay the work and make it so he needs to come out again. He also expressed concern of if they were to lose the current Building Inspector and get someone new, they would have to learn that person's routine and way of doing things which could also delay the job.

Mr. Anderson stated that he knows there is a lot of work in the office that needs to be done and with him being part-time it's going to take him an additional three months to do it. Mr. Anderson asked Mr. Apple how much more it would cost them. Mr. Apple stated that right now there is \$28,600 in the budget and that they would need \$46,800 to get him up to 36 hours. The benefits have already had additional plans included into that line so that it won't cost anything more. Mr. Apple explained that the 36 hours is 9 hours at 4 days per week. There was discussion of having him work 40 hours versus the suggested 36 hours. Mr. Apple stated that it would cost an additional \$5,200 to go to 40 hours. Mr. Gryval expressed concern of not having any room in the budget for this. Mrs. McKenney stated that when the Building Inspector was moved to full-time some years ago, it was done by the Board and not by a warrant article.

Motion. Mrs. McKenney made a motion to have the Building Inspector hours go to full-time at 40 hours per week at \$25.00 per hour effective August 1, 2012. The Chair seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-No; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Gryval clarified that they are going from \$26,800 to \$52,300 and asked if they were taking the money out of the Town Hall budget. Mr. Apple stated that he has four lines he can take it out of Fiscal Year 2012 to finish out the year and then next year put it in the budget for a full-time Building Inspector. Mrs. McKenney asked Mr. Apple what lines he was taking it from. Mr. Apple explained that they will take it from the property insurance line, the premium from worker's compensation insurance, the tax anticipation notes, and the remainder of the VNA line.

Therefore, Mr. Apple believes that they do have the money to take from other lines without taking from other budgets.

### **Town Administrator Report**

Mr. Apple stated that he needs the Board to approve the manifest for July 11, 2012.

Motion. Mr. Gryval made a motion to approve the manifest for July 11, 2012. Mrs. McKenney seconded the Motion. There was no further discussion.

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

### **Request for Raffle Permit**

Mr. Apple stated that there was a raffle permit request for the Allenstown Historical Society for an event on August 11, 2012.

Motion. Mr. Gryval made a motion to grant a raffle permit for Allenstown Historical Society for August 11 thru August 12, 2012 for an event in Bear Brook State Park. Mrs. McKenney seconded the Motion. There was no further 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.**

The Board discussed the blocks that were set up by the sewer department on lower Ferry Street near the boat ramp. Mr. Apple stated that they have to work with the gas company before they can put boulders on the gas line easement. The blocks were provided for below the easement area at no charge by the sewer department. Mr. Gryval expressed that he was glad they could work together and get it done without having to jump through hoops. He also thanked Mr. Anderson for working with them on this so well.

Mr. Apple stated that he sent the Board a proposed schedule for the budgets and if they are okay with it then he would put it on the calendar. The consensus of the Board is that the schedule is acceptable.

Mr. Apple presented the Board with a request to transfer money from a capital reserve account for environmental testing at the land fill. He also informed the Board that the requests would, in future, be presented first before any money is transferred. Mr. Apple explained that they have

been handling the Capital Reserve funds in the past as a reimbursement. He stated that they are not allowed to take the money from the General Fund without an order transferring from the Capital Reserve fund first which is why they will see these forms now before a bill gets paid.

Motion. Mr. Gryval made a motion to transfer \$1,300 from the Land Capital Reserve account to the Town's General Operation Budget. Mrs. McKenney seconded the Motion.

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

### **Discussion of Purchase Order for batteries for the Fire Department**

Mr. Gryval suggested that Chief Martin call Chief Mulholland and ask him where he gets his batteries. Mrs. McKenney stated that she spoke with Chief Mulholland and that he stated they were only a couple dollars more per battery. Mr. Apple stated that Chief Martin needs those batteries in order to operate under the conditions that he is in. The Board determined to approve the Purchase Order and executed it.

### **Miscellaneous**

Mr. Apple stated that Public Hearing notices have gone out for the five Public Hearings they have coming up. He also informed the Board that the Boston Cane lady would be here on July 30<sup>th</sup>. Mr. Apple stated that Mrs. Evans is 100 years old. There was discussion regarding Chief Mulholland picking her up and bringing her to the meeting.

Mrs. McKenney asked if they wanted to discuss Carol Anderson's email regarding \$27.99 reimbursement for toner for the work that she does for the Town. The Board determined to give her the money.



Mrs. McKenney asked about the email Mr. Apple sent regarding Main Street and people not understanding the right of way. Mr. Apple stated that he would like their permission to conduct an educational campaign to those people. The Board gave Mr. Apple permission to conduct the campaign.

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 4:39pm.

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	7.30.12 DATE
 JEFF GRYVAL	7-30-12 DATE
SANDRA MCKENNEY	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE