

TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
MEETING MINUTES  
February 14, 2011

**I. Call to order:**

The Allentown Board of Selectmen Meeting for 2/14/2011 was called to order by Chairman Tardiff at 6:00PM.

**II. Roll Call:**

Members present on the Board:

Chairman Jason Tardiff  
Selectman Roger LaFleur  
Selectman Jeff Gryval

Town Administrator Paul Apple

Audience: Please see attached sign-in sheet

**III. Citizens' Comments**

Chairman Tardiff called for citizens' comments. Sandra McKenney wished the board a Happy Valentine's Day.

Larry Anderson questioned the board's approval of a disbursement on the sewer improvement project at last week's meeting. Selectman LaFleur stated that in order for the funds to be disbursed, a signing agent had to be assigned and the board was uncomfortable delegating this authority to the Sewer Department. Chairman Tardiff said this system was instituted, for anything to do with money on the project, from the outset. The board then discussed the funds origination and requests that have been made of DES to disburse these funds to the town.

Selectman Gryval then noted that today is Administrator Apple's birthday. Administrator Apple thanked the board for this acknowledgment.

#### **IV. The Way Home**

Administrator Apple said representatives from The Way Home were slated to arrive at 6:15PM. He noted their appearance before the board will be in regards to the 'payment in lieu of taxes' agreement which the board has been presented with in the past. He gave the board an overview of the accounting information, provided by the DRA, regarding this agreement and the town. The board then tabled the discussion until later in the meeting.

#### **V. Highway Safety Grant**

The board received information from Chief Mulholland regarding the Highway Safety Grant Application for Enforcement Patrols. Administrator Apple stated that there was no public hearing requirement. The board discussed with the Chief additional funding and the application timelines.

A motion was made by Selectman LaFleur to accept the Highway Safety/Traffic Enforcement Grant in the amount of \$4,950.00. Selectman Gryval seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes

Selectman LaFleur – Yes

Selectman Gryval – Yes

Motion Passed

The board then discussed with Chief Mulholland acknowledgments for officers who will be returning from deployment in late May.

#### **VI. Dumpsters**

Administrator Apple presented the board with the requested third quote for purchase of dumpsters. The board noted this quote was higher than the others already submitted. The Road Agent explained the price differences and then expounded upon the need for preparedness for future needs. He went on to field the board's questions on maintenance costs, recycling, additional impact on the vehicle fleet, and the specifications/quality of the dumpsters proposed.

The Road Agent noted that the money in his budget for the purchase would have to come from a line item such as "waste disposal". Administrator Apple said the "solid waste disposal" line wasn't broken down into much detail. The board took a few moments to review the budget to confirm the money was there and that it could be moved. Administrator Apple said that theoretically, this could also come from the "contracted services" or "general supply" lines.

A motion was made by Selectman Gryval to authorize up to \$10,000.00 to purchase eight containers from R.I. Container Products. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes

Selectman LaFleur – No

Selectman Gryval – Yes

Motion Passed

## **VII. The Way Home (revisited)**

Administrator Apple presented the board with information on the ‘payment in lieu of taxes’ agreement that was being proposed by The Way Home. He introduced the organization’s Executive Director, Mary Sliney, and reviewed with the board the terms of the agreement including the aforementioned financials. He said if this wasn’t agreed upon, then the maximum municipal tax is established by the statute. He also noted this is a three year term covering tax years 2011, 2012, and 2013, for designated properties on Ferry Street, which would commence on July 1, 2011. The board confirmed with Ms. Sliney that their organization was agreeable to the terms set forth.

A motion was made by Selectman LaFleur to enter into a ‘payment in lieu of taxes’ agreement with The Way Home, pursuant to RSA 72:23-k, for properties located at 14 Ferry Street (in the amount of \$2,300.00) and 24-26 Ferry Street (in the amount of \$3,000.00). Selectman Gryval seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes

Selectman LaFleur – Yes

Selectman Gryval – Yes

Motion Passed

Ms. Sliney took a moment to thank the board for the opportunity to work with the town. She noted the residents of the properties look forward to fixing up the surroundings and taking great pride in ownership. Selectman LaFleur reminded Ms.Sliney about the block grants that are available and the deadline for application of June 10<sup>th</sup>.

## **VIII. Purchase Orders**

The board reviewed presented purchase orders. They clarified the information presented with Chief Mulholland, the Road Agent, and Deputy Chief Martin before providing approval signatures.

## **IX. Goals and Objectives**

Administrator Apple requested that the topic of Goals and Objectives be deferred to 2/28/11. He said there is a meeting this week to complete job descriptions and this information will provide a clearer picture for the board about goals. The board agreed to defer the topic as requested.

## **X. Suncook River**

Administrator Apple informed the board that the delegation to the legislature did receive the letter that was written regarding the Suncook River. He said a message was received from Representative John Richardson indicating that a response to the letter is being formulated. He also noted that the initial hearing on HB 287 was cancelled and then reassigned to a different committee, whose hearing is scheduled for March 1<sup>st</sup>. Administrator Apple noted that he and Chief Mulholland will attend this particular hearing and they will report back to the board.

## **XI. Minutes**

Administrator Apple indicated that there were no minutes available for review during this meeting. He said the last meeting's minutes haven't been completed as of yet but as soon as they are, he will transmit them to the board electronically.

## **XII. Town Report**

Administrator Apple presented the board with a draft copy of the Town Report. He said this was the last chance for any edits as it will be sent out for publishing tomorrow. He noted that a student from Pembroke Academy provided cover artwork, as part of his community service project. The board reviewed the artwork and weighed this with previous options provided. Administrator Apple said there were two drawings and the recommendation was to place the one of the Meetinghouse on the front and the other drawing on the back. The board agreed.

Administrator Apple also informed the board that the dedications, department reports, and Selectmen's letters are set to publish. He then asked the board to read and approve the "Town Administrator's Report" for inclusion.

## **XIII. Presidents' Day**

Administrator Apple noted that Town Hall will be closed on Monday, 2/21/11, for Presidents' Day. The board agreed there wasn't a need to meet on that day. Administrator Apple did ask the board members to come by Town Hall, either Tuesday or Wednesday next week, to provide signatures for checks drawn.

## **XIV. Policies**

Selectman LaFleur said he spoke with Administrator Apple last week about town policies that "trip over each other". He asked Administrator Apple if he'd had a chance to review these. Administrator Apple stated he didn't have anything to propose and he is trying to get them codified first for easier reference. Selectman LaFleur voiced specific concerns regarding Town Hall job functions and the need for back-up if employees become unavailable. Administrator Apple advised the board that he and

Diane Demers have been working on a system of cross-training employees. He said this will quell dependence on just one person to perform specific tasks. A discussion ensued amongst the board regarding the policies in question and the need to address these again in the future.

## **XV. Adjournment**

Selectman Gryval made a motion to adjourn the 2/14/11 Board of Selectmen meeting at 6:58PM. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes

Selectman LaFleur –No


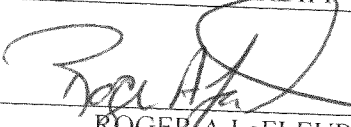

Selectman Gryval – Yes

Motion Passed

Meeting adjourned at 6:58PM.

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**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF	2-28-11 DATE
 ROGER A LaFLEUR	2/28/11 DATE
 JEFF GRYVAL	2-28-11 DATE

<b>Amendment Approvals:</b>		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	ROGER A LaFLEUR	DATE
	JEFF GRYVAL	DATE

Town of Allenstown  
Board of Selectman Meeting  
Attendance List

Feb 14, 2011

NAME

R. M. Fice

Larry Anderson

Sam McPerry

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