

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

Minutes of Regular Meeting
February 27, 2012

Call to Order.

The Allenstown Select Board Meeting for February 27, 2012 was called to order by the Chair at 6:00 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Debbie Lee.

Others Present: Michael Trainque, P.E., Hoyle Tanner & Associates.

Other Public Officials: Larry Anderson, Trustee of the Trust Funds/Budget Committee; James Rodger, Sewer Commissioner; Robert Lee, Planning Board/Zoning Board of Adjustment.

Allenstown Staff: Chief Robert Martin, AFD; Chief Shaun Mulholland, APD; Paul Apple Town Administrator; Ron Pelissier, Road Agent; Cyndi Giannattasio, Minutes Clerk.

Citizens Comments.

The Chair called for citizens' comments. There were no comments.

Meet with Michael Trainque, P.E. regarding Sewer Improvement project documents.

Mr. Trainque stated that the documents needed signatures in order to satisfy DES provisions. Mr. Apple had distributed the documents via email to Select Board members ahead of time.

Mr. Trainque stated that the first document needed to be signed and a vote needed to be taken to formally authorize the Chair to sign documents on the Sewer Commission's behalf. The Board discussed rather they had already voted on the matter. They decided to vote again.

Motion. Mr. Gryval made a motion to approve the resolution for certifying authorization to file on behalf of the Sewer commission. 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. Trainque explained that the next document was a Certification of the Final Completion of the project. Mr. Trainque has already certified the project as completed on January 30, 2012. He stated that he needs signatures from the Board in order to send it to DES.

Mr. Gryval asked Mr. Trainque about the questions regarding requests that had come in from DES regarding financial documents. Mr. Trainque stated that financial documents had been attached to disbursement requests that the Chair had signed. Mr. Trainque explained that the documents they were signing tonight were part of the documents are part of the process of getting all paperwork to DES that has been requested.

Motion. Mr. Gryval made a motion to authorize The Chair to sign the Certification of Final Completion. 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. Trainque distributed the Certification of American Recovery Act Buy American Requirements to the Board for signatures. He stated that this document certifies that everything purchased and installed for the project was made in the U.S. The Chair expressed concern about signing the document since they do not have documentation showing everything purchased meets the Buy America requirements. Mr. Trainque responded that the contractor had certified in writing that all Buy America requirements had been met.

Motion. Mr. Gryval made a motion to have the Chair sign the Certification of ARA Buy American Requirements. 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. Trainque also distributed documentation of the SRF loan Disbursement Request Number 12 to the Board for their review.

Meet with Chief Mulholland regarding Safe Routes to School Grant Program.

Mr. Apple stated that Central NH Regional Planning Commission had a grant that they can apply to develop a travel plan for SRTS. CNHRPC has a travel plan expert who has the time to do the work whereas the Chief does not. The Chief has developed a budget for grant and would like the Board's permission to apply for the grant. Mr. Apple stated that the proposed task force is listed in the proposal. The Board authorized the Chief and Mr. Apple to apply for the grant to develop a Safe Routes for School Travel Plan.

Meet with Cyndi Giannattasio regarding preparation of Minutes and to Review & Approve Minutes.

Mr. Apple stated that he and Mrs. McKenney had reviewed the minutes and made typographical corrections. Mr. Apple suggested going through the minutes and reviewing the changes made starting with the most recent set of minutes. Mr. Apple will note on the signature copies any other changes made to minutes. The Board reviewed and approved several sets of minutes.

Motion. Mr. Gryval made a motion to accept meeting minutes for February 13, 2012 as amended. 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 accept meeting minutes for February 6, 2012 as written. 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 accept meeting minutes for January 30, 2012 as amended. 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 accept meeting minutes for January 23, 2012 as written. 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 accept meeting minutes for January 17, 2012 as amended. 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 accept meeting minutes for January 9, 2012 as amended. 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 accept meeting minutes for December 19, 2011 as written. 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. Mrs. McKenney made a motion to accept meeting minutes for December 12, 2011 as amended. 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 accept meeting minutes for December 5, 2011 as amended. 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 accept meeting minutes for November 14, 2011 as amended. 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. Mrs. McKenney made a motion to accept meeting minutes for November 7, 2011 as amended. 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 accept meeting minutes for October 17, 2011 as amended. 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. Mrs. McKenney made a motion to accept meeting minutes for October 10, 2011 as amended. Mr. Tardiff 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 accept meeting minutes for October 3, 2011 as amended. 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. Apple thanked Ms. Giannattasio for getting the Board caught up on the minutes.

Mr. Apple asked the Board for direction regarding minutes for November 21 and 28, 2011. He stated that while the minutes had been completed, but they were not done in the format that the Board normally prefers. Mr. Apple asked the Board if they would like him to reconstruct the minutes in the normal format or if he should leave them as is. Mrs. McKenney stated that she would like all of the minutes to be formatted the same and would like Ms. Giannattasio to redo them if she had the time to do so. Ms. Giannattasio stated that she would redo the minutes for November 21 and 28, 2011 if the Board would like her to. The Board determined to have Mr. Apple send Ms. Giannattasio the sound files for the minutes and have them redone in the correct format.

Execution of Revised Inter-municipal Agreement with Pembroke regarding Ambulance Services.

Mr. Apple distributed the originals to the Board along with changes that had been made. The Board executed the Revised Inter-municipal Agreement with Pembroke.

Discussion regarding the Old Allenstown Meetinghouse.

Mr. Apple distributed an application regarding a Moose Plate grant to the Board. Mr. Gryval stated that the Old Allenstown Meetinghouse Steering Committee wants to apply for another Moose Plate grant to finish the ceiling; however they need the Board's approval to do so. Mr.

Gryval also stated it would be easier to authorize Mr. Apple to sign documentation on their behalf. The Steering Committee would like to see Mr. Armond Verville become the project director, contact person, and site coordinator. They also ask that the Select Board write a letter of support of the project. The Board also authorized Mr. Apple to write a letter of support for Old Allenstown Meetinghouse regarding the project.

Motion. Mr. Gryval made a motion to approve the Old Allenstown Meetinghouse application and approve Mr. Apple as the signatory of documents. 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 Economic Development Committee.

Mr. Apple distributed the proposed charge for an Economic Development Committee to be approved by the Board. The Board discussed how many members are to be on the committee. The Board determined to include the phrase “the committee will appoint its own officers as needed on an annual basis, and may consult with any individual as it sees fit” in order to allow a business owner from out of town to be involved.

Motion. Mr. Gryval made a motion to accept the charge for the Allenstown Economic Development Committee as amended. 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.

Abatements, Purchase Orders, and Other Business

Veteran’s Credit.

Mr. Apple distributed a Veteran’s Credit for 27 Hillside Drive in the amount of \$2500 for the Board to execute. The Board executed the Veteran’s Credit for the amount of \$2500.

Abatements.

Mr. Apple distributed four abatements for the Board to approve that they had previously reviewed.

Motion. Mr. Gryval made a motion to abate the taxes for Map & Lot Number 402-002-003 in the amount of \$18,150. 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 deny the abatement for 72 Main Street Map & Lot Number 111-035. 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 2 Oak Street, Map Number 112 Lot Number 142 in the amount of \$154,900. 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 deny the abatement for 29 Parkwood Drive Map Number 107 Lot Number 66. 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. Apple distributed abatements for the Board to review and to be approved at next week's meeting, March 5, 2012.

Boat Ramp.

Mr. Apple stated that the property owner is willing to lease or possibly sell the land needed for parking. Mr. Apple sent an email today to Fish & Game asking them to consult with AG as to if they would accept a long-term lease.

Personal Action Forms.

Mr. Apple stated that Officer Cartier had informed Sgt. Stark that he would be resigning. Mr. Apple stated that the Board needed to approve a Personal Action Form to accept his resignation.

Motion. Mrs. McKenney made a motion to accept Eric Cartier's resignation effective March 2, 2012. Mr. Gryval seconded the motion. There was no additional discussion.

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

Mr. Apple distributed a Personal Action Form to change Brian Jordan's status from a part-time to full-time patrolman.

Mr. Gryval indicated that he would abstain from the vote because of a conflict of interest.

Motion. Mrs. McKenney made a motion to approve the change in status for Brian Jordan to full-time patrolman effective February 27, 2012 at a rate of \$18.46. The Chair seconded the Motion. There was no additional discussion.

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

Requests from Trustee of Trust Funds to transfer money from the Landfill Capital Reserve to the General Fund.

Mr. Apple distributed invoices from Eastern Analytical for work done with the amounts of \$2,240 and \$612.50.

Motion. Mrs. McKenney made a motion to transfer \$2,240 from the Capital Reserve Fund – Landfill to the Town's General Fund. 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 transfer \$612.50 from the Landfill Capital Reserve Fund to the Town's General Fund. 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.

Mr. Apple distributed several purchase orders for the Board to review and approve. The first Purchase Order was from the Fire Department for Woodland head lamps with a 50% reimbursement of the grant and amount is \$1,580.00.

The second Purchase Order is for Bailey's Custom Carpet which would repair the upstairs carpet for Police Department. There were three quotes attached; however it is recommended to approve the \$2,790 amount.

The third Purchase Order is for the Lease payment of the Police 2012 Chevy Tahoe with supporting documents attached.

The Board approved all three Purchase Orders as presented. They also accepted the recommendation of vehicle allocation plan that was circulated electronically to them.

Town Administrator's Report.

Mr. Apple informed the Board that the Department Heads are attempting to identify their legal mandates in regards to the Strategic Planning.

Mr. Apple also stated that there will be a training session on the new Personnel Plan tomorrow at 8:30am.

Committee Updates.

Suncook River – Mr. Gryval stated that there was an informative meeting last week regarding nominations and how that would affect Allenstown residents.

Old Allenstown Meetinghouse – Mr. Gryval stated that they are looking into another Moose Plate Grant and looking to finish the building by mid-summer 2013.

Tri-Town – Mrs. McKenney stated that they will be meeting next week on Thursday, however she is not sure where the meeting is to be held at this time.

Co-op Withdrawal Committee- Mr. Apple stated that they are waiting for approval on election day.

Other Business.

Mrs. McKenney wanted to discuss the letter from Eric Lambert that appeared in the Banner and how the Board would like to proceed. The Board determined that no further action was needed at this time.

Mrs. McKenney also stated that she had received the pictures of the Highway Department and Police Department from Mr. Apple but was unable to open the Police Department pictures.

Mrs. McKenney also asked about a memo she had received regarding Snow Removal. Mr. Gryval stated that they had asked the Road Agent to determine if the procedures and policies were being carried out properly and that the Road Agent had reported back to them. The memo was just for the Board's review.

Building Inspector.

Mr. Apple stated that there would be interviews on Wednesday with four of five candidates and would be rescheduling one of the interviews with the fifth candidate. The sub-committee will make their recommendations to the Board following the interviews.

Zoning Board.

Mr. Anderson asked if the Zoning Board could put Mark O'Clair back on the Board as Penny Touchette had resigned from the Board. Mr. Gryval stated that there was a procedure to bringing him back on the board and that they could put it on the agenda to discuss.

Adjournment.

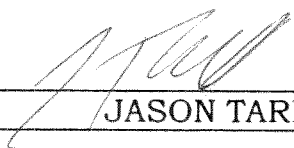


The Chair asked for any additional business. There was none.

Motion. Mrs. McKenney moved to adjourn. 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.

The Chair adjourned the meeting at 7:57pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	3-12-12 DATE
 JEFF GRYVAL	3-12-12 DATE
 SANDRA MCKENNEY	03-12-12 DATE

Amendment Approvals:		
Amendment Description:		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE