

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

Minutes of Regular Meeting
March 19, 2012

Call to Order.

The Allenstown Select Board Meeting for March 19, 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: Allison Richard; Debbie Lee; Jim Rodger

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Robert Lee, Zoning Board of Adjustment; Carol Merrill, Budget Committee, Richard Merrill, Sr., Planning Board, Jeff McNamara, Sewer Commissioner

Allenstown Staff: Chief Shaun Mulholland, APD; Chief Robert Martin, FPD; Paul Apple Town Administrator; Chris Roy, AFD, Brian Rondeau, AFD, Dana Clement, AWW Superintendent, Andrea Martel, AWW Administrative Assistant.

Citizens Comments.

The Chair called for citizens' comments. Ms. Richard, a resident who lives on 8 Theodore Street, expressed concern of the condition of the sidewalk on her street. Ms. Richard is concerned because her blind daughter uses her cane to walk down the street. She asks that they would look into it being repaired. She also stated that there is a sinkhole where the catch basin is. The Chair stated that himself and the Road Agent had just looked at it this morning and will determine what can be done to fix it.

Mrs. Richard also asked about getting a Blind Person sign on the road at the top of the hill. It was determined that the Road Agent would look into obtaining a Blind Person Sign. She asked if there was a safety or fire plan for persons with disability. Chief Martin stated that they could flag the home upon dispatch to let the emergency responders know there was someone with a handicap in the home.

Debbie Lee stated that there is a 6 ton limit posted on Dodge Road and yet she has seen tractor trailers on the road this afternoon. Chief Mulholland stated that he will look into the matter.

Discussion of the Fire Explorer's Raffle Permit Application.

Mr. Roy stated that they are looking at having a dart tournament at Olympus Pizza on March 31, 2012 to benefit the Allenstown Fire Explorer Post. He stated that the charity will pay for a week long class for the explorers. The class would be held at the Fire Academy and the students would go through most of the training that the Fire Fighters go through themselves. Mr. Roy explained that there would be a \$10 fee for entry in the tournament for the players and raffle prizes. He discussed the various items that have been donated for the raffle. Olympus Pizza has also stated that they will donate part of their proceeds to the Fire Explorers. It will be similar to last year's raffle. The Board discussed other details about the raffle and the explorers that would be going to the class.

Mrs. McKenney expressed concern regarding the Fire Explorers not being a 501(c)3 organization. Mr. Roy stated that under the RSA as long as they are a learning program and established for longer than two years, they meet the requirements to hold a raffle. He discussed the Fire Explorers history to the Board. Chief Mulholland stated that they are affiliated with the Daniel Webster Council who is a 501(c)3 organization and may fall under their umbrella as a 501(c)3. Mr. Roy stated that they are in the process of filing for 501(c)3 and need to get a letter from the Town saying that they can use the word "Allenstown" in their name.

Mr. Gryval stated that they had done this raffle before and that he believed they met the requirements to be given a raffle permit. Mr. Apple stated the he also believed they qualify as a charitable organization under RSA 287A:1, II(b) they are an organization that holds itself out in whole or part as an educational purpose and existed for at least two years. Mr. Apple stated that there is a proposed order on the third page of the package to grant the permit should the Board be inclined to do so. He also stated that Mr. Apple would need an additional motion authorizing Mr. Apple to write a letter to the Secretary of State office allowing them to use the word "Allenstown" in their name.

Mrs. McKenney asked Mr. Roy to see the 501(c) application. Mr. Roy gave Mrs. McKenney a copy of the application for her to review. He also explained that there would be a five member

board and who they would be. Mrs. McKenney asked for a more recent bank statement. Mr. Roy stated that he would get Mrs. McKenney an updated statement.

Motion. Mr. Gryval made a motion to grant the permit for Allenstown's Fire Explorers raffle to be held on March 31, 2012 or April 14, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion for the Allenstown Fire Explorers to use the name Allenstown in their application for 501 (c)3 status. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Meet with Heather Hill to discuss Fire Fighter position.

Mr. Apple introduced Heather Hill to the Board. Mrs. McKenney asked her why she wanted to become a Fire Fighter for Allenstown. Ms. Hill discussed how she became a fire fighter. She explained that she received her degree in Fire Science from Lakes Region Community College, served on the Pembroke Fire Department for two years and is an active fire fighter at Tri-Town for the last two years. The Board thanked Ms. Hill for coming in and meeting with them. Ms. Hill signed her appointment.

Organizational Meeting.

Mr. Apple stated that he had a list of all of the appointments that are at present. He stated that there are a number of appointments that expire on April 1, 2012. He recommended that either the Board draft a resolution that would extend all of the appointments from April 1, 2012 to June 1, 2012 to give the Board more time. He also stated that there are a number of appointments that expire on April 1, 2012 that are routine and has most of those appointments with him tonight should they determine to go ahead with those appointments. The Board discussed some of the appointments that are due to expire. The Board determined that they would do the appointments that Mr. Apple was recommended as "routine appointments".

Motion. Mrs. McKenney made a motion to appoint Dawn Nadin as Deputy Town Clerk/ Tax Collector with an expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Priscilla Lemaire as Deputy Treasurer with the expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Diane Demers as Deputy Welfare Office with expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Diane Demers as Tax Collector with an expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Shaun Mulholland as Emergency Manager Director with an expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Beth Houlis as Parks & Recreation Commissioner with an expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Chad Pelissier as Planning Board Member with an expiration date of June 1, 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.

Motion. Mrs. McKenney made a motion to appoint Diane O'Callaghan as Welfare Director with an expiration date of June 1, 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.

Motion. Mr. Gryval made a motion to appoint Chief Martin as a Deputy EMD with an expiration date of June 1, 2013. 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 appoint Michael Stark as Deputy EMD with an expiration date June 1, 2013. 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 stated that there were three resignations for the Board to consider. The resignations were for Penny Touchette from the Zoning Board, Robert Lee from the Zoning and Planning Boards, and Charlie Martel from the Sewer Commission.

Mr. Gryval stated that he would like to go about these resignations as they have in the past and would like to wait a week to discuss the resignations and give them the opportunity to reconsider their resignations. Mr. Apple recommended that the Board individually speak with Mr. Martel about his resignation. The Board determined that they would discuss the resignations at April 9, 2012 Select Board meeting.

Motion. Mr. Gryval made a motion to table the resignations of Mr. Martel, Mr. Lee, and Mrs. Touchette until April 9, 2012. 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 distributed a letter of intent for the planning board as an alternate. The Board determined to invite the interested party back in to speak with them.

The Chair asked the Board if they had given any thought to the appointments of the committees they are part of. Mr. Gryval recommended that everyone stay on the Boards they are currently part of for the next year.

Motion. Mr. Gryval made a motion for status quo for 2012 with the expiration date of Election Day 2013. 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 stated that the Select Board needed to appoint a Chairman for the Board.

Motion. Mr. Gryval made a motion to appoint Jason Tardiff Chair of the Select Board until Election Day 2013. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Meet with Chief Mulholland regarding proposed Emergency Management Contracts.

Mr. Apple distributed contracts stating that they do not represent a cost at present. He stated that they would only represent a cost if there was an emergency. The first contract is with MRI entitled Emergency Management Contingency Services. The Board discussed the list of services MRI would provide during an emergency. Chief Mulholland stated that FEMA suggests that the Town enters into these contracts with all of their vendors if possible.

Motion. Mr. Gryval made a motion to approve the contract with MRI for professional services Emergency Management Contingency Services for a five year period. 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 Board discussed the upcoming exercise in April that Mr. Apple will not be able to attend. The Chair asked if there should be a Deputy Recovery Coordinator. Mr. Gryval recommended moving the date so that Mr. Apple can be there. Mrs. McKenney recommended appointing Chief Mulholland as Deputy Recovery Coordinator during Mr. Apple's absence. There was no decision made at this time.

Mr. Apple stated that the next agreement he was distributing was the agreement between Allenstown and the Central NH Regional Planning Commission for the sum of \$1,560 for their participation in this exercise. Mr. Apple stated that \$780 was to be paid upon completion of the workshop and \$780 upon completion of the table top exercise. He also stated that the source of the funds would come from grant money.

Motion. Mr. Gryval made a motion to enter into contract with Central NH Regional Planning Commission for the amount of \$1,560 for consulting fees for the recovery workshop. 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.

Acquisition of Property.

Mr. Apple distributed an agreement with Hubbard Consulting. He stated that when the Town acquires property with one of the grants, they retain Hubbard Consulting as a grant administrator. The acquisition is for 50 Riverside Drive, Allenstown, NH.

Motion. Mr. Gryval made a motion to enter into acquisition contract with Hubbard Consulting for the amount of \$2,000 for the purchase of 50 Riverside Drive. 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.

Schedule for Fire Department Interviews.

Mr. Apple would like to invite the three finalists in for interviews on March 26, 2012. Mr. Gryval asked about getting a list of questions together to ask the candidates and determine what questions will be asked prior to March 26th meeting. He also asked about seeing recommendations. Mr. Apple explained that the process had been determined that Chief Martin would give his recommendation after the Board meets with the candidates. The Board further discussed the process of the interviews for March 26, 2012.

Committee Updates.

Budget Committee

Mrs. McKenney stated that Dave Eaton had expressed interest in joining the budget committee. The Chair stated that he would speak to Mrs. Touchette about Mr. Eaton's interest.

Suncook River

Mr. Gryval stated that they are still working on the Nomination process and once that was done it would be turned over to a committee of town's people. Mr. Gryval also explained that the appropriation for the \$2 million is looking good for the EMPG grants to be matched by the State in the next two weeks, however they still have to go after Federal end of that. Mr. Gryval stated that the disbursement of that money will be happening in April. Chief Mulholland and Mr. Gryval have put together a list of properties and ranked in order to present to the committee.

Mr. Gryval stated that they are trying to get letters from the Boards in support of the nomination process. Mr. Gryval stated that he had volunteered Mr. Apple's services to Mr. Lee should he need help drafting a letter. He also asked if the Select Board has drafted their letter of support. Mr. Apple stated that he hadn't at this time, but will do so this week. Mr. Merrill asked if they wanted a letter from the Planning Board. Mr. Gryval stated that they would like the Planning Board to draft a letter of support and explained the process further to Mr. Merrill.

Old Allenstown Meetinghouse.

Mr. Gryval stated that they were still moving forward and were looking into a Moose Plate Grant.

Tri-Town.

Mrs. McKenney stated that they did not take any votes to remove Mr. Jodoin. There was discussion of getting a second ambulance running. Mrs. McKenney expressed that she believed that Allenstown Volunteer Fire Fighters could work for Tri-Town and get a second ambulance running. The Board discussed the idea with Chief Martin who expressed that they had looked into the idea and would continue to do so.

Mr. Apple stated that the first joint meeting should be in April. He also stated that the Board needs to determine who their resident appointment is going to be. Mr. Gryval asked Chief Martin if he had any recommendations. Chief Martin stated that he didn't have a recommendation at this time as it has to be someone not affiliated with any town boards or the fire department. The Board determined that they would get some names together and circulate the list.

Co-op Withdrawal

Mr. Apple stated that after the vote on Tuesday, he contacted Attorney Wilson to change the wording in the agreement and is waiting for the Co-op to sign it **Town Administrator's Report.**

Boat Ramp

Mr. Apple sent an email to the selectmen from the State explaining that they want the Town to lease the land from the landowner and then sublease it. Mr. Apple will be scheduling time to meet with the landowner to negotiate terms.

Website Redesign

Mr. Apple stated that Ms. Welch and himself met with Alex Williams regarding the redesign of the Town's website. Mr. Williams provided a rough draft of what the redesign would look like to Mr. Apple. Mr. Williams has updated material from the Department Heads to provide a more updated draft of information for the website. Mr. Apple stated that once they have come up with a design that they liked, they would present it to the Board.

The Chair asked if Ms. Welch is going to be able to handle the new design format. Mr. Apple stated that Ms. Welch is very optimistic about the new software which is windows based and much easier to use. The Chair also asked if Mr. Apple has spoken with Carl Schaeffer regarding the redesign. Mr. Apple stated that both he and Ms. Welch had difficulty contacting hi. He also stated that they will not publically present this until he is aware of the redesign.

Fire Department Insurance Claim

Mr. Apple stated that he had nothing new to report. Mrs. McKenney expressed concerns regarding awarding the repairs to Chief Martin's recommended contractor. Mrs. McKenney was referencing Mr. Gryval's motion at last week's meeting. Mr. Grvyal stated the intent of the motion was to get the best possible person to do the job. Mrs. McKenney asked what the amount would be and what would happen if the insurance company gave less than the Contractor's quote for the repairs. Mr. Apple and Mr. Grvyal explained the process of the insurance companies in determining a settlement amount. Mr. Apple recommended waiting for USAA's response and going from there.

Minutes

Mr. Apple distributed March 5, 2012 and March 12, 2012 minutes to the Board. The Chair asked if the Board had any questions or concerns regarding the minutes.

Motion. Mrs. McKenney made a motion to accept the minutes of March 5, 2012 as written. 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.

Mrs. McKenney stated that she would like to amend the minutes for March 12, 2012 as Chief Mulholland was not present at the meeting.

Motion. Mrs. McKenney made a motion to accept the minutes of March 12, 2012 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.

The Board began its review of the minutes for Non-Public Session I on March 5, 2012. The Chair did not recall voting in nonpublic session, and the other Board Members agreed. Mr. Gryval stated that the vote in question occurred in public session on March 5, 2012. Mr. Apple recommended that he be authorized to insert into the March 5 public minutes two motions: the first being a motion by Mrs. McKenney and seconded by Mr. Tardiff to accept Eric Cartier's resignation, and the second being a motion by Mrs. McKenney and seconded by Mr. Tardiff to appoint Mr. Jordan. The Board agreed to those amendments and authorized Mr. Apple to do so.

Motion. Mr. Gryval made a motion to accept the non-public March 5, 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 the non-public March 5, 2012 Session Two 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.

Mr. Apple stated that he will be forwarding November 21 and 28, 2011 to the Board to review. He also stated that he is still working on minutes for the 24th.

Motion. Mrs. McKenney made a motion to accept the non-public minutes for March 12, 2012. 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.

Abatements, Purchase Orders, and Other Business.

Mr. Apple distributed abatements for the Bard to consider and approve at next week's meeting.

Mr. Apple stated that he had three Elderly Exemptions for the Board to consider. The Elderly Exemptions are for Map 402 Lot 123, Map 67 Lot 12, Map 111 Lot 44 (which is a Veteran's exemption).

Motion. Mr. Gryval made a motion to grant the Elderly Exemption for Map 402 Lot 123 for the amount of \$20,000. 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 Elderly Exemption for Map 107 Lot 12 for the amount of \$20,000. 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 Veteran's Tax credit of \$500 for Map 111 Lot 44. 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.

Strategic Planning

Mr. Apple stated that the Department Heads have identified some stakeholders and are now working on mission and vision statements.

PSNH




Mrs. McKenney asked about an email Mr. Apple had sent about Midnight Lights. Mr. Apple indicated possibly saving 25% of their bill; however, there are public safety issues to consider. Mrs. McKenney stated that she is not in favor of it and asked Chief Mulholland his opinion on the matter. The Chief stated that it is a priority decision of where to cut funds from the Budget. He gave an example of the value of having midnight lighting. The Board discussed concerns for shutting off street lights and if it's worth it to cut it from the budget.

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 8:10pm.

Signature Page.

| Original Approval: | |
|--|----------------|
|  JASON TARDIFF | 4-2-12 DATE |
|  JEFF GRYVAL | 4-2-12 DATE |
|  SANDRA MCKENNEY | 040212 DATE |

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

Town of Allentown
Select Board Meeting