

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

Minutes of Regular Meeting
May 7, 2012

Call to Order.

The Allenstown Select Board Meeting for May 7, 2012 was called to order by the Chair at 6:02 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Vincent Lembo, Roxanne Lembo, Paul Dusseault, Rachel Marland, David Knowlton.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner/Budget Committee/Trustee of Trust Funds/ZBA; Carl Schaeffer, Parks & Recreation Commissioner; Peter Houlis, Parks & Recreation Commissioner; Ron Pelissier, Road Agent; Diane Demers, Town Clerk/Tax Collector; Carol Merrill, Budget Committee; Richard Merrill, Sr., Planning Board; Jeff McNamara, Sewer Commissioner.

Allenstown Staff: Chief Rob Martin, AFD; Paul Apple, Town Administrator, Lt. Paul Paquette, APD.

Citizens Comments.

The Chair asked for citizen's comments. There were no comments at this time.

Public Hearing to Discuss restriction of parking on eastern side of Theodore Ave.

Mr. Apple explained to the residents that repairing the sidewalk on Theodore Ave triggers ADA issues and significant expenses; therefore the Road Agent has proposed that they remove part of the sidewalk and pave the shoulder. He also stated that in order to do so they would have to have

a striped area that would delineate where people can and cannot park. Mr. Apple further explained why they are looking to repair that portion of the sidewalk to the residents and the Road Agent's proposal. The Road Agent stated that they have several options for repairing the sidewalk; however, that this option was the closest to a permanent fix that they could get to.

Motion. Mrs. McKenney made a Motion to open the Theodore repair to the public. 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. Lembo of 11 Theodore Ave stated that she had spoken with the mother of the blind child and that the mother told her that her daughter doesn't live at the residence permanently, that she attends a special school and is only home during school vacations. She stated that she understood there being a concern for a resident who lives there permanently; however that is not the case in this insistence. The Board stated that they were not aware of the daughter's living situation and that they understand their concern.

The Chair stated that the hearing was for determining the ordinance as far as how they signify the sidewalk from parking and non-parking not rather they were paving it or not; however, he wants to hear everyone's concerns. The residents asked for clarification as to what side of the road they would be prohibited from parking. The Road Agent stated that they would just be prohibited from parking on the five foot stretch of sidewalk.

Resident Paul Dussault of 10 Valley St stated that from what he understood that he can't park on the eastern side. The Chair stated that you can't park on the sidewalk side in that five foot area. The Board clarified for the residents what was considered that "eastern side" and "western side" of Theodore Ave are.

Mrs. Lembo asked if they were planning to repair the entire sidewalk at some point. The Road Agent stated that there is a part of the sidewalk that is going to be repaired this year and they are repairing manholes throughout the town as they can. There was also clarification that the fine would only be issued if they parked in the prohibited part of the road/sidewalk.

A resident asked what would stop the daughter from going onto the street even if the sidewalk was fixed as she cannot see the striped part of the sidewalk. The Board stated that they are unaware of how she is trained to know what the sidewalk versus the road is. The Board further discussed future repairs to sidewalks throughout the town.

Motion. Mrs. McKenney made a motion to close the Public Hearing. 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 repeal Section 210:9 of Ordinances related to fines and penalties associated with the violations of CO200 attached in Exhibit A. 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 CO250 which is an ordinance related to fines and penalties associated with violations of CO200 as attached in Exhibit A. 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 adopt CO210:10 which is an ordinance to prohibit stopping, parking and standing on Theodore Ave as explained in Exhibit A. 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

Consideration of Raffle Permit by Children's Miracle Network

Mrs. McKenney asked if they were a non-profit organization and if they had done this before. Mr. Apple stated that their 501C3 Letter was produced with the application and that they did the raffle last year.

Motion. Mr. Gryval made a motion to grant the raffle permit for Children's Miracle Network with a date of May 12, 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

Meet with Diane Demers, Tax Collector, regarding Record Retention Committee.

Mrs. Demers explained that they need to look at their records upstairs and determine what they need to keep and what to get rid of. She stated that the law requires they establish a committee in order to do so and on that committee should be a selectman's designee, the town clerk/tax collector, treasurer, and assessor; therefore, she needs the Boards permission to start the committee and look into developing procedures and policies on how to destroy records if they need to do so.

Mrs. Demers stated that this would cover all departments and that they would meet with the Department Heads as appropriate to discuss the records. A Planning Board member stated that he was looking at going through and reorganizing records and that he understood that he was not to dispose of any records. The Board gave Mrs. Demers permission to establish the committee and designated Mrs. McKenney to be the selectman's designee.

Motion. Mr. Gryval made a motion to allow the town clerk to proceed with her memo dated April 26, 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

Meeting with Parks & Recreation Commissioners Carl Schaeffer and Peter Houlis regarding designation of Park Land.

Mr. Schaeffer referred to the previous conversation with the Board at their last meeting and stated that they are looking to get some parks under their control. He stated that as it is right now, they have to come before the Board to get permission to do things to the parks and would like to not have to do that. Mr. Schaeffer stated that the parks would include Whitten St Park, Blueberry Express Park, Volunteers Park, Bridge Park and to an extent the Boat Launch.

The Chair asked Mr. Apple if when they established a Parks & Rec Commission they not gave them the authority to make decisions. Mr. Apple stated that they did not and that they would have to do so in order for them to grant concessions or to make rules and regulations.

The Board discussed giving them authority over things they do not give Department Heads authority to do and the difference between Department Heads and a Board of Commissioners. The Road Agent asked Mr. Schaeffer how they were going to maintain the properties as right now the town is maintaining them. Mr. Schaeffer stated that they would still ask the Road Agent for services to help maintain the properties.

Mr. Gryval expressed concern with who they would be giving authority to later on down the road when different people were commissioners. Mr. Schaeffer stated that both the Board and the Commissioners would have to understand the authority being given to them and how to properly carry it out.

Mrs. McKenney stated that she would like to start out slow with giving them authority to do things. Mr. Apple stated that they can separate what kind of authority they give them at different times and that they do not have to give them full authority now. The Board further discussed what kinds of authority to give the Parks & Rec Commission.

Motion. Mrs. McKenney made a motion to give the Parks & Recreation Commission the authority under Section 35B:3 # 3, 4, and 5 for Bridge Park, Blueberry Express Park, Volunteers Park, and Whitten St Park the authority. Mr. Gryval seconded the Motion.

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

Mr. Schaeffer discussed the lights for softball and that they would pay for the power when they are using them otherwise the Parks & Recreation will pay for the power. There was also discussion of cooked food at the parks and the rules and regulations for the food.

Motion. Mrs. McKenney made a motion to add number six to the previous motion for Parks & Recreation. 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

Consideration of appointing Steve Paquin as Deputy Health Officer.

Mr. Gryval stated that they have talked about this in the past and that he is qualified, willing, and able to do so.

Motion. Mr. Gryval made a motion to appoint Steve Paquin as Deputy Health Officer. 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

Execute the Tax Warrant.

Mr. Apple stated that the Board has already signed the Tax Warrant; therefore they need to ratify the signatures on the tax warrant.

Motion. Mr. Gryval made a motion to ratify the tax warrant. 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

SVRTA Health Insurance Study.

Mrs. McKenney stated that it will cost the entire study group about \$5,000 to participate; however, she does not know how much it will cost Allenstown as they are waiting to find out how many employees other towns have. Mr. Gryval stated that the cost was about \$1,000 for Allenstown last year.

Mrs. McKenney stated that they will get back to her with the cost as soon as they get all the information in and she will notify the Board of the amount. The Board determined to put this on the agenda for May 14th when they should have the cost, to determine if they should participate in the study.

Appointment to Tri-Town EMS Joint Board At-Large Member.

Mr. Apple stated that he received an email from a resident whom is interested in joining. He stated that this has been posted in the Banner and an email was sent out and he has only received the one response. He stated that the Joint Board would like them to appoint someone soon. The Board determined that they would have the resident come before the Board to discuss his interest in joining the Joint Board.

Status of Tri-Town By-laws.

Mrs. McKenney stated that she did not go to the last membership meeting as she was not feeling well and that she had spoken with Mr. Calligandes regarding the meeting. She stated that they had moved the time of the meeting from 7pm to 6pm without notifying her or Harold. Harold and she would like to propose a Status meeting with Tri-Town on June 4th because it seems like they are stalling on proceeding with the by-laws.

The Board discussed the deadlines that had been given to Tri-Town and that they are not being met. Mr. Apple recommends that they have their regular meeting at 5:30pm on June 4th and then meet with Tri-Town at 7pm.

Signing Authorization for remaining Riverside Grant.

Mr. Apple stated that he needs authority to sign on the rest of the properties as the Chief is not available to go to the closings and therefore he will be going in place of the Chief.

Motion. Mr. Gryval made a motion to adopt the authorization to have Mr. Apple sign on behalf of the Town for the remaining lots to be purchased. 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

Committee Updates

Planning Board

The Chair stated that there was no meeting last week; however, there will be a meeting this coming Wednesday.

Budget Committee

Mr. Gryval stated that there was no meeting last week.

SVRTA

The Chair stated that they had already discussed SVRTA in regards to Insurance Study.

Suncook River

Mr. Gryval stated that the Nomination Committee will meet on Wednesday in Pembroke. He stated that some residents are not happy with the nomination process as they were in the beginning and that their concerns are being addressed.

Old Allenstown Meetinghouse

Mr. Gryval stated that they will be meeting on Wednesday evening.

Tri-Town Ambulance

The Chair stated that they had just previously discussed Tri-Town.

Co-op Withdrawal

Mr. Gryval stated that they are still waiting to hear back from them on the execution of the contract.

Safe Routes to School

Mr. Apple stated that he and the Road Agent will be going to meet with the Cultural Resources Committee at DOT to get the categorical exclusion finished. He stated that one of the property owners on Main St had not signed off on the easement and that there had been concern that they may have to move the sidewalk closer to the line. However, he has met with the engineer and project manager and they have determined that they can do the work on the roadside so it is still a possibility to go out to bid this summer. He also stated that they can combine Phase II and III together as one project next year if they should need to.

Economic Development Committee

Mr. Gryval stated that the first meeting is scheduled for the week after next week.

CIP

Mr. Apple stated that they met on May 1st. He also stated that they Planning Board will be appointing members for CIP on Wednesday. The next CIP meeting will be on May 29, 2012.

Sewer Commissioner Selection Committee

The Chair stated that they met last week and that five people expressed interest. He stated that the committee had narrowed it down to three candidates. Mr. Apple stated that their applications are reproduced in the Board's materials. The Chair stated that the five people who had shown interest were Jimmy Boisvert, Carl Caporale, Don Chaput, Jim Rodgers and Andrea Martel.

He stated that the committee recommends Carol Caporale as their number one choice and that it was a unanimous vote. Mr. Apple stated that the appointment is on the agenda for next week unless the Board determines that they want to appoint a candidate today.

Motion. Mr. Gryval made a motion to appoint Carl Caporale as Sewer Commissioner for Town of Allenstown with an expiration date of March 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

Mr. Gryval asked Mr. McNamara and Mr. Anderson, Sewer Commissioners, if they were pleased with the committee's recommending of Mr. Caporale, and they both responded yes.

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

Town Administrator's Report

Website Update

Mr. Apple stated that he would like to show the Board what Mr. Williams has done with the website on May 21, 2012. There was also discussion of issues with the website access and email over the weekend among town employees. Mr. Schaeffer discussed with the Board his beliefs of

what happened to cause the issues and that there is now two separate accounts; a town account and a fire department account. The Board further discussed lack of communication with the IT staff and the members of the Board addressing the issues. The Chair stated that they need to determine how to make sure the Town owns the account to prevent further issues.

Boat Ramp Update

Mr. Apple stated that the property owner is out of town and therefore he and Mike Trainque were not able to meet with him yet. Mr. Schaeffer asked the Board what was going on with the Boat Ramp. The Board explained what they were trying to do with the ramp and that there had been some issues with the Sewer Commission not wanting them to purchase the property.

Fire Department Insurance Claim

Mr. Apple stated that USAA and LGC agreed to an amount of \$7,935 and that they are now ready to begin repairs. He stated that LGC will go after USAA for the Town's deductible of \$1,000. The Fire Chief stated that he believes it will only take three days to do the repairs.

Highway Department Claim

Mrs. McKenney asked Mr. Apple if they had heard anything further on the highway department claim. Mr. Apple stated that they are stilling waiting to hear about the estimates for the sander and the structure the sander stands on.

Minutes.

Mr. Apple stated that the minutes for April 23, 2012 are reproduced in their materials. The Chair asked the Board if they had any questions or concerns. Mr. Gryval stated that they were very well done. Mrs. McKenney stated that Whitten St was spelled wrong on page two but other than that she had no concerns.

Motion. Mrs. McKenney made a motion to accept the April 23, 2012 minutes as corrected. 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 the non-public meeting minutes on April 23, 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

Strategic Planning

Mr. Apple stated that they had not done anything this week.

P.O.s, Abatements, and Other Business

Mr. Apple distributed a timber yield for gravel tax levy for the Board to execute. The Board executed the Timber Yield.

Mr. Apple distributed abatement with correction of faulty number and asked the Board to sign off on the correction. The Board executed the correction of the abatement.

Mrs. McKenney stated that the Resolution for Kasey Landry-Filion had gone well and that the presentation was done very well.

Mr. Apple asked the Board to sign the lease agreement between St. Jerome and the Town of Allenstown for Volunteers Park. He stated that the town owes them no more than \$1.00 plus some lease payments. The Board agreed that they wanted to continue to lease Volunteers Park.

Audit Questionnaire

Mr. Apple stated that he needs to ask a series of questions for the audit and that he needs an auditable response from each member. Mr. Apple read the questions to the Board and proposed various answers for questions in which they were asked to describe procedures. Mr. Apple stated that the Board needs to authorize Mr. Tardiff to sign the form and that it will be sent to the auditors.

Perambulation

Mrs. McKenney asked about the Perambulation of the Epsom and Allenstown boundary that Mr. Apple had sent to the Board. Mr. Apple stated that he sent a letter and is waiting for a date.

Donovan Case Update

Mr. Apple stated that the court had granted the dismissal of the case and that it would now go to the planning board to resolve.

Non-public Meeting

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3, II(d), for a matter affecting the reputation of one who is not a member of the Board, at 8:20pm. 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 go back into public session at 8:35pm. 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 minutes. 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 authorize Mr. Apple to proceed in the manner in which the Town Counsel has directed them to. 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 the meeting. 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 8:36pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	5-21-12 DATE
 JEFF GRYVAL	5-21-12 DATE
 SANDRA MCKENNEY	05-21-12 DATE

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

Town of Allenstown
Select Board Meeting

May 7, 2012