

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

Minutes of Regular Meeting
May 14, 2012

Call to Order.

The Allenstown Select Board Meeting for May 14, 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: Stephen Paul

Others Present: Leigh Cheney, Capital Area Network; Michael Trainque, P.E., Hoyle Tanner & Associates.

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee/ZBA; Carol Merrill, Budget Committee; Richard Merrill, Planning Board.

Allenstown Staff: Chief Martin, AFD; Chief Mulholland, APD; Diane Demers, Tax Collector; Diane O'Callaghan, Welfare Director; and Paul Apple, Town Administrator.

Citizens Comments.

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

Public Hearing for Department of Safety, Homeland Security Emergency Management Performance Grant for approximate amount \$7,500 for purchase of trailer and emergency shelter supplies.

Ms. O'Callaghan stated that they have been approved for the grant to purchase trailer and supplies; therefore, they will no longer rely on the American Red Cross or any other outside agencies. The supplies include items such as costs for the disabled or children, blankets, first aid

kits, water, and other basic needs. Chief Mulholland stated that the trailer will probably be stored at the Fire Department or behind the Town Hall.

Mr. Gryval asked Mrs. O'Callaghan if she had any plans for lettering the trailer so that people would know what it was for. Mrs. O'Callaghan stated that she does not but that it is a great idea and will look into it. Mr. Gryval stated that he wanted to make sure that the lettering states who paid for it by recognizing the state giving the grant money and allowing the residents to know that it didn't come out of their municipal tax dollars. Chief Mulholland stated that the purchase wouldn't take place right away because there is a match. He hopes that the match portion can come from the \$2 million appropriation the Legislature made for flood remediation along the Suncook last year.

Motion. Mrs. McKenney made a motion to open the hearing to the public at 6:08pm. 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.

The Chair asked if there was any public comment. There was none. The Chair indicated that the Board would leave the public hearing open for a time and go on with other business.

Meet with Michael Trainque regarding Execution of Documents for Sewer Improvement Project.

Mr. Apple informed the Board that all the documents regarding the project were included in their materials starting on page twelve. The Chair asked what documents were that they needed to sign as he thought they had already signed the final documents. Mr. Trainque stated that these documents were part of close out documents.

He stated that there are two certifications in which he put together a letter regarding them. He stated that one certification is for Initiation of Operation Certificate and the other is Project Performance Certificate. He further explained the certifications to the Board and that both certificates were rather similar. He stated that the letter he put together indicates that the project was constructed in accordance with plans and specifications and as of March 1, 2012 it was meeting the limitations in the permit.

Mr. Trainque explained that he made the argument to DES that the engineer should be signing the certifications; however, they felt that the Town should be signing and that the letter was for the Town's benefit that the project meets the certifications.

Mr. Gryval asked if all of the enhancements and change orders are complete now that it's going through the certifications. Mr. Trainque stated that there is a document of the Final Balancing Change Order and that once they sign that all the construction work is done. Mr. Gryval asked what the next phase was that he is working on. Mr. Trainque stated that there are two other reports that they have to complete to close out the project.

Mr. Gryval asked if they completed the measurements of different flow rates. Mr. Trainque stated that they have completed those. He also stated that Mr. Clement had asked them to create a computer model of the plant which they are currently working on.

Mr. Trainque stated that the other two documents are the Final Balance Change Order and the Final Pay Application. He stated that the Final Balance Change Order shows a net reduction of \$4,976 in the contractor's contract price and that the reduction was from items included in the bid that were unused or partially unused. He also stated that the Final Pay Application was from PRB Construction for the retainage that was held for the one year warranty.

The Chair asked what else they will see from Mr. Trainque in regards to this project. Mr. Trainque stated that there are probably just a few close out documents and that they will have a Loan Disbursement Request for the funds. Mr. Apple stated that Mr. Trainque sends him copies of all the documents and that he produces them in their materials as they are received.

Meet with Leigh Cheney and Diane O'Callaghan regarding the Regional Shelter Agreement.

Ms. Cheney stated that she sent a PowerPoint presentation ahead of time for the Board to review giving them a brief background of Capital Area Public Health Network. She stated that the presentation updated several pieces to the plan. Mr. Gryval asked how many towns of the 26 regional towns have bought into the health plan. Ms. Cheney stated that they have just started going out and presenting to the Towns. She stated that the overview response so far has been positive. Ms. Cheney also spoke of changes in the Town's responsibilities of providing shelter to residents.

Chief Mulholland explained that the Board has a document that is the Mutual Aid Agreement under RSA 21-P:40 of mutual aid. He stated that he believes that Allenstown is the first community, out of Pembroke and Allenstown, to use this statute. This agreement expands on the agreement that they have with Pembroke. He explained that in entering into the agreement they are agreeing to certain things. They must have five people whom are trained staff or volunteers.

Mr. Gryval asked if they have the volunteer staff they need to commit to the agreement. Mrs. O'Callaghan stated that they have four volunteers and will work on getting another volunteer. She stated that she welcomes any guidance on where to go from this point as far as training

requirements for volunteers and policies and procedures they need to follow in order to assist the residents. The volunteers understand that they may be asked to help in other communities. Chief Mulholland stated that he has signed the agreement; however, he would like the Board to vote that they want to enter into the agreement.

Motion. Mrs. McKenney made a motion to enter into the Capital Area Emergency Management Mutual Agreement. 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

Meet with Steven Paul to discuss interest in joining the Joint Board for the Ambulance Services.

Mr. Apple stated that Mr. Paul is interested in becoming the resident At-Large member on the Joint Board and that he had sent the Board his letter of interest. Mr. Apple stated that Mr. Paul is currently the Animal Control Officer for Bedford, NH therefore, he has some experience with public service without being directly related to anyone on the service of the Fire Department as are the requirements for the Town's resident member.

Mrs. McKenney asked Mr. Paul to tell the Board a little about himself. Mr. Paul stated that he has lived in town for six years with his wife and three children and is the full-time Animal Control Officer for Bedford and deals with the public on a daily basis. He stated that he was on the Goffstown Fire Department for six years quite some time ago and is very familiar with how the fire department and ambulance service works.

He stated that he is familiar with how Tri-Town is set up and it won't take long to figure out the system. Mrs. McKenney asked if he knows any current Tri-Town, Pembroke, or Allenstown Fire Department employees. Mr. Paul stated that he only knows Mr. Lambert because they work together.

The Chair stated that one of the big requirements is that the candidate not be a member on any other boards or anything else in town. Mr. Paul stated that he has an open mind and that he's not affiliated with anyone in town. He stated that he works Monday thru Friday from 8am to 4:30pm and is available any time after that and on the weekends. Mr. Apple stated that they currently meet at 3:30pm but are aware that they may need to change the time of meetings once the full board is established. The Board determined to discuss Mr. Paul's interest further at a later time and that Mr. Apple will get back to Mr. Paul with their decision.

Close Public Hearing regarding EMPG Grant.

The Chair asked the public if there were any questions regarding the Public Hearing for the EMPG Grant. There were no questions at this time.

Motion. Mr. Gryval made a motion to close the public hearing at 6:42pm. 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 approximate amount of \$7,500 for the EMPG Grant for purchasing the trailer and emergency shelter supplies. 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 sign the abstract of the meeting minutes reflecting receipt of the EMPG Grant. Mrs. McKenney seconded the Motion. There were no additional discussions.

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

Meeting with Diane Demers, Tax Collector, regarding Tax Deeds.

Mrs. Demers stated that she gave the Board a list of properties which include six mobile homes and two lots of land. She stated that several of the properties are two years past due and that the owners have not made any attempts to clear them up. She also stated that she would like the conditions of the homes to be checked out by the Building Inspector. Mrs. Demers stated that one lot is on Fanny Drive in a flood zone and the other property is up on Route 28. The Board discussed the properties listed and rather or not they would want to acquire the properties by tax deed. The Board gave Mrs. Demers permission to have the properties looked at and get back to them at next week's meeting.

Consideration of Participation in the SVRTA's Insurance Study.

Mrs. McKenney stated that she hasn't gotten a cost for the study back yet and that they are still waiting on information from two towns. She asked the Board if they were not interested in being part of the study. The Chair stated that he would like to know the cost for participating in the

study first. The Board determined to put this on the agenda for next week when they will hopefully have the amount.

Discussion of Policy Development to ensure GASB Compliance.

Mr. Apple stated that there are two memos from Mr. Smith regarding GASB 45 & 54. He stated that with GASB 45 they have two options for compliance of how to account for the cost for active employees insurance and the retirees. He explained that there is a cost for accounting for these of \$2,800.

Mr. Smith proposed a way of paying for it out of the Fiscal Year 2012. Mr. Apple stated that their options are to clear it off the audit at the cost of \$2,800 or to live with it on the Adverse Audit Opinion for another year until they can put it in the budget. He explained that currently the Town is not accounting for it properly because it is not on the books as a liability and that it is an implicit cost and therefore they are required to account for it under GASB 45.

Mr. Gryval asked if other than getting it against them on the audit, were there any penalties associated with not complying with this. Mr. Apple stated that at the present there were no penalties associated with it; however, ultimately they have to account for it in order to be compliant with GASB 45. The Chair stated that he doesn't understand why they have to pay someone \$1,400 to say that they are accounting for this accordingly. Chief Mulholland stated that some towns in other states pay their own health insurance for their employees; however, the state of NH doesn't. He stated that many towns in NH don't comply with GASB 45 because they feel it doesn't apply to them.

Motion. Mr. Gryval made a motion in regards to GASB 45 to live with the Adverse Audit Opinion for the Fiscal Year 2012 and subsequent years moving forward. 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 in regards to GASB 54 Mr. Smith is asking that the Board adopt a policy with respect to the Fund Balance. He stated that the policy he had distributed to the Board codifies the policy they already follow which is to keep for expenditures 8-17% in the Fund Balance and between 5-15% for operating revenues. He further stated that in order to comply with GASB 54 they should have a policy in place.

Motion. Mr. Gryval made a motion to accept the Town of Allenstown Fund Balance Policy. 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 the Planning Board had a Public Hearing last week for Lot Line Adjustments. He stated that the hearing went well and everyone was happy with the results. The Chair explained that people had encroached on State property of Bear Brook and that the State basically came in and cleaned everything up.

Budget Committee

Mr. Gryval stated that there had not been a meeting and won't be one until August.

SVRTA

Mrs. McKenney stated that there had not been a meeting.

Suncook River

Mr. Gryval stated that they had a meeting last Wednesday evening in Pembroke. He stated that the nomination process is moving forward; however, there is an amendment to the nominating process in that its going to be Allenstown, Pembroke, and Epsom that this going forward with the nomination with the possibility of Barnstead and Pittsfield joining them. He explained that there have been issues getting letters together that are required to pursue the nomination. Mr. Gryval stated that he had suggested that they wait until the next legislative cycle, however, other communities wanted to move forward.

Mr. Gryval informed the Board that there will be a tour of the evulsion sight of the river on June 21st at 6pm in Epsom that is open to the public.

Old Allenstown Meetinghouse

Mr. Gryval stated that there is a meeting on this Wednesday evening.

Tri-Town Ambulance

Mrs. McKenney stated that there has not been a meeting and that they are waiting until the joint meeting on June 4th.

Concord Co-op Withdrawal

Mr. Gryval stated that Mr. Apple had sent them a copy of the signed contract from Concord Co-op and that their tonnage restricted has been dropped for the rest of the year into 2014. Mr. Apple asked the Board for permission to take this off of the projects list. Mr. Gryval thanked everyone, especially Mr. Apple, for their work in completing this project.

Safe Routes to School

Mr. Apple stated that the Road Agent and he had gone up to meet with the Cultural Resource Committee last Thursday. He stated that they found a lot more work for them to do in the form of a Request for Project Review. He stated that the Road Agent and himself had gone back and completed a draft that was submitted to them on Thursday afternoon. On Friday, they received some comments about the draft and made revisions to it before resubmitting it to DOT. Mr. Apple explained that it is now going to the Historical Resources Committee for approval. He also stated that this was the last document that they were waiting on to complete the categorical exclusion.

Mr. Apple stated that Mr. Height had met with Mr. Lynch, the project coordinator, and that they believe they can do the work on the street side so that the property owner who refused to sign the easement won't be impacted. The Board discussed the difficulties they are having getting work approved with DOT for the resources to obtain the grant.

Economic Development Committee

Mr. Gryval stated that the first meeting will be on Thursday this week.

CIP

Mr. Apple stated that the next meeting will be held on May 29, 2012 and that requests will be sent to the Department Heads tomorrow. The Chair stated that the Planning Board had appointed Ms. Martel and everyone on the planning board other than Mr. Anderson to the Committee.

Rail Trails

Mrs. McKenney stated that she had spoken with Mr. Craig regarding establishing a Rail Trails Committee in Allenstown. She stated that when she was a selectman before, Allenstown had had the committee however, because of the use of ATVs Allenstown lost interest. She explained that they informed her there would be no usage of ATVs on the Rail Trails allowed. Mrs. McKenney told Mr. Craig that she would ask around and see if anyone was interested in putting the committee together and that she was looking to do so by way of a letter to the Editor.

Town Administrator's Report**Website Update**

Mr. Apple stated that he had gone down and updated a couple of pages himself and that Ms. Welch is going to finish updating the pages. He stated that there is a website available for the Board to review and approve at this point and that they can come to him to see it or he can bring it to them next week. He stated that the website is very easy to use and that only he and Ms. Welch would have administrative access to do the updates.

Mr. Gryval asked if they could pass this design on to the other departments to use for their sites since it is easy to use. Mr. Apple stated that they could; however, that Chief Martin has shown an interest in linking his site with the Town's site. The Board discussed future uses for the website and migrating into one website for all of the departments.

Boat Ramp

Mr. Apple stated that Mr. Trainque is calling the land owner representative tomorrow and that they should have an update for the Board next week. Mr. Gryval asked who was paying Mr. Trainque for his services with this. Mr. Apple stated that they Sewer Commission are paying for his services and that he is letting Mr. Trainque take the lead with this matter.

Fire Department Insurance Claim

Mr. Apple stated that they had not received a check yet and that once they do, they will be able to move forward with the repairs.

Highway Department Insurance Claim

Mr. Apple stated that all of the estimates have been submitted and that they haven't heard back from the adjuster yet.

Communications and IT

Mr. Apple stated that last week they had agreed to pay Mr. Lambert for any charges he had when separating the accounts. Mr. Lambert has submitted an invoice for the charges associated with the separation and that he will no longer be the administrator on the account. Mr. Gryval clarified that the expense is not because of anything Mr. Lambert did, that it is to pay for the account as if they were purchasing it from a host directly.

Minutes

The Chair stated that the minutes came in last in the week and that he would like to table them until next week's meeting when everyone will have had a chance to review them.

Strategic Planning

Mr. Apple stated that there is nothing new to report.

POs, Abatements, and Other Business

Letter from Building Inspector

Mr. Apple stated that the Zoning Ordinances require Mr. Paquin to give notice of properties that he thinks are in violation of zoning ordinances and that he intends to pursue enforcement against; therefore, they all have received a letter from Mr. Paquin explaining such. Mr. Gryval asked how this list was compiled. Mr. Apple stated that Mr. Paquin had gone through a previous list that was given to him and that there had been a few complaints about some of the properties and that

he had narrowed them down to what he felt were the worst properties. He stated that Mr. Paquin had visited the properties as well.

Abatements

Mr. Apple distributed two abatements to the Board to review and to be approved at next week's meeting as is there practice for abatements.

Transfer of Funds from Capital Reserve Fund

Mr. Apple distributed a bill for testing at the Landfill that needs to come out of the Capital Reserve and is at the direction of the Trustees.

Motion. Mr. Gryval made a motion to authorize the trustees of the trust funds to transfer \$612.50 from the Landfill Capital Reserve Fund to the Operating Account. 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 two additional Purchase Orders from the Police Department involving computers. He explained that the first PO is for regular rotation for work stations and the second is for server replacement in that the server has to be replaced. The Chief discussed where he'll be taking the money from and that he would like to stay away from the Capital Reserve Fund if possible.

Town Hall Renovations

Mr. Apple stated that he and Mrs. Demers looked at options to repairs/renovations to the Town Hall in regards to the security of the town employees working in the building. He distributed three estimates to the Board for the installation of the glass window for the Tax Collector which he believes that they came in quite a bit lower than expected. Mr. Apple stated that he would like the Board to approve one of the estimates and have the contractor do some change orders to include some three quarter walls to produce more office space with the leftover available funds.

Mr. Apple further explained their proposal for the estimates and the proposed changes to the office space in order to have everyone downstairs. There was discussion of putting in cubicles instead of walls and placement of particular employee offices. The Board also discussed where the funds would come from and that at the beginning for the year they had met with the Budget Committee to put \$25,000 in Capital Reserve for security measures at the Town Hall. Both Mr. Gryval and Mrs. McKenney stated that they would like to see a comprehensive plan of what they would like to do. The Chair asked that Mr. Paquin draw up plans for the Town Hall to see what options are available for renovating the Town Hall.

Mr. Gryval asked if the estimates received would be in compliance to any requirements they might have. Mr. Apple stated that there are no statutes stating what the Town Hall is to do in order to provide security to their employees. It was determined that Mr. Apple would have Mr. Paquin put together a sketch of the Town Hall and some options.

Planning Board

Mr. Gryval asked Mr. Merrill about an email he received with some concerns he had. Mr. Merrill stated that he spoke with Mr. Apple regarding his concerns and that they are looking into a solution. The Chair stated that at the moment it is a Planning Board issue and that they should let them take care of it. Mr. Merrill stated that he came down to get information on the issue in order to determine how to take care of it. He stated that he will have a solution for the Board on May 23, 2012.

Discussion of Appointing Steven Paul as At-Large Member for the Joint Board

Mrs. McKenney expressed that she would like to discuss Steven Paul's interest in the Joint Board in a non-public session. Mr. Apple asked Mrs. McKenney if her discussion would affect Mr. Paul's reputation. She responded that it would not. Mr. Apple suggested that as long as it would not affect his reputation they could not legally go into non-public session. Mrs. McKenney stated that she has some concerns with Mr. Paul becoming the At-Large member in that he knows Mr. Aaron Lambert because of Mr. Lambert's interest in Allenstown having its own ambulance service and is not sure of what kind of influence he would have on Mr. Paul.

Mr. Apple said that Eric Lambert is has written about the ambulance service, not Aaron Lambert. Mrs. McKenney stated that she would rather have someone who is impartial and doesn't have anything to do with the fire service. The Board further discussed Mrs. McKenney's concern. Mr. Apple recommended that if the Board is not happy with this candidate, that they should find someone else to appoint as the Joint Board has asked them to appoint someone for their At-Large Member. The Board determined that they would put it on the agenda for next week of whether to appoint Mr. Paul or not.




The Chair asked if there was any additional business. There was none.

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 8:39pm.

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