

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

Minutes of Regular Meeting  
May 21, 2012

**Call to Order.**

The Allenstown Select Board Meeting for May 21, 2012 was called to order at the Allenstown Fire Station, 1 Ferry Street, 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:

Others Present: Jane Hubbard, Hubbard Consulting, LLC; Bonnie Lockwood, McGrew Management, LLC.

Other Public Officials: Larry Anderson, Sewer Commissioner, Trustee of Trust Funds, Budget Committee; Carl Schaefer, Parks and Recreation Commissioner.

Allenstown Staff: Joyce Welch, Allenstown Health Officer; Chief Mulholland, APD; Chief Martin, AFD; Ron Pelissier, Road Agent; Doug Smith, Finance Director; Diane O'Callaghan, Welfare Director; Steven Paquin, Allenstown Code Enforcement Officer; and Paul Apple, Town Administrator.

**Citizens Comments.**

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

**Meet with Emergency Management Director to Review the Performance of local officials during Emergency Management Exercise on April 21, 2012.**

Ms. Hubbard distributed an Improvement Plan package to the Board. She also stated that she had sent out the Department Heads, attorneys, and Central Regional NH Planning's written observations to the Board earlier in the day. Ms. Hubbard also stated that there is a report from

Tim Campbell, the evaluator. She asks that the Board review the Improvement Plan and revise as necessary and complete curtain empty sections of the plan.

Ms. Hubbard explained the setup of the report to the Board and discussed recommendations for amendments to the 2012 Recovery Plan and to the EFS format of the Recovery Plan. Chief Mulholland recommended reviewing the Emergency Management Ordinance and submitting it along with the Amended 2012 Recovery Plan. There was also discussion of who were the responsible parties for particular tasks in order to revise the plan. Some of the recommendations include the Review Economic Recovery and that the Recovery Task Force didn't completely address the economic leadership of the community. Chief Mulholland discussed that a meeting with NHES and DRED to do a workshop for the Economic Leadership and will put it in the Exercise Plan for next year.

There were recommendations to revise the Structural Damages and Assessment to include training and awareness of the Recovery Plan of areas of responsibility of the recovery process. Recommendations for the Restoration of Life lines were to increase coordination between local, state and private sector on the role and expectations of vastly different utility organizations and how they place a role in the recovery piece. Chief Mulholland stated that the Utilities Commission is in control of that and that the Town doesn't really have a say in it. The Board determined to remove the recommendation from the plan.

Ms. Hubbard asked the Board if there was anything else they would like to recommend for revisions to the Recovery Plan. The Board determined that Ms. Hubbard should revise the Plan as discussed and send them a draft to review before she submits it.

#### **Meet with the Road Agent to discuss Summer Paving Projects.**

Mr. Apple stated that the Road Agent submitted a report which is included in their materials and that it includes three bids for Cross St. The Road Agent stated that he believes they have enough funds to do both ends of the street and explained ways they would be able to save money on the project. He also explained that they will be putting in a five foot ADA compliant sidewalk on Cross St. The Road Agent discussed other various minor projects that he'd like to complete this year. There was discussion of the Paving Budget and how these projects will affect it.

Mr. Apple stated that he wanted to point out the Road Agent's work with the recycling and the significant savings so far this year which has lowered the Solid Waste Line Budget.

Motion. Mr. Gryval made a motion to allow the Road Agent to pave both ends of Cross Street in the amount not to exceed \$50,700. 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

The Road Agent stated that they are waiting for PSNH and FairPoint to move electric lines and that the Town should call them regarding the time frame to do so before the project can be started. There was no further discussion.

**Discuss the Appointment of a Representative for the Tri-Town EMS Joint Board.**

The Chair stated that they had discussed the matter at last week's meeting and asked if there was anything new to add. Mrs. McKenney asked whether anyone else had applied and that she still stood by her decision not to support the appointment of the candidate. Mr. Apple replied that no one had.

Motion. Mr. Gryval made a motion to appoint Steven Paul as a resident member of the Joint Board of Tri-Town EMS with a date ending June 1, 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-No. The Chair declared the Motion passed.

**Discuss the Participation in SVRTA's Health Insurance Study.**

Mrs. McKenney stated that the cost would be \$1,363 to participate in the study this year and that Mr. Apple had checked and determined the cost for last year was \$1,100. She stated that there has been no decision to participate from Gilmanton and New Durham and therefore could be the reason for a higher fee to the Town.

Mr. Gryval expressed concern with changing insurances or benefits packages because of the employees being satisfied with the current insurance that the Town offers them. There was discussion of rather or not to participate in the study and if it would be beneficial to them.

Motion. Mrs. McKenney made a motion to join the Suncook Valley Regional Town Association health insurance study. 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 Doug Smith, Finance Director regarding the Town's decision to live with the Adverse Opinion in lieu of compliance for GASB 45.**

Mr. Smith apologized to the Board for bringing the matter before them again. The Chair stated that his understanding was that it wasn't a matter of can or can't but when they have to comply with it. Mr. Smith stated that it is preferred that they comply with GASB 45 and that if they took the option not to, that it would be a short-term option. He also discussed that his recommendation is that the Board budget for it in the Fiscal Year 2013 for the 2012 Audit so that they would then be in compliance.

Mrs. McKenney asked Mr. Smith what would happen if they do not pay the fee in order to be compliant. Mr. Smith explained that because the Town has less than 100 employees, the cost is rather inexpensive in order to be compliant; however, that at this point, there doesn't seem to be any penalties for not paying the fee. There was a discussion of where they would get the funds to pay the \$2,800 to be compliant. Mr. Smith stated that there were funds in the Visiting Nurses line and that they had not requested the funds and therefore recommended using some of the funds to pay the fee.

Motion. Mr. Gryval made a motion to expend the full \$2,800 and get into compliance with GASB 45. 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 send the balance of \$7,915 out of the Concord Visiting Nurses Association Line to them for 2012 services. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-No; Mr. Gryval-No; Mrs. McKenney-Yes. The Chair declared the Motion not passed.

**Review the Draft of the Website Design.**

Mr. Apple presented a draft of the Town's website to the Board. He explained the setup of the website and the format of various pages. He demonstrated to the Board the easiness of the administrator making necessary updates to the website. Mr. Apple stated that the advantage to the new design was more that it can be easily updated than the actual content of the website. He also stated that he would like the Board to express any concerns to issues with the design. He stated that he would like the Board to authorize them to go live with the new design and that he and Ms. Welch will work on completing some of the dress work. He also explained possible set up for the minutes being uploaded and available for the public.

Mrs. McKenney asked Ms. Welch how much time she would have to devote to the updating of the website each week. Ms. Welch stated that most of the basic information is already loaded and that it would just be a matter of minimal updates and therefore it would not take a considerable amount of time each week.

Mr. Apple stated that other departments are interested in consolidating with the Town's website and that he wants to speak with Mr. Williams regarding securing certain pages so that not too many people have access to updating information on those pages. The Board gave Mr. Apple permission to go ahead with his plans of going live and to let them know when the release date for that would be.

### **Meet with the Building Inspector regarding Town Hall design.**

Mr. Apple stated that there was consideration of putting in cubicles in the Town Hall and that they had respectfully rejected it as an option because with an open space design there would be a lot of people talking in the same space. Mr. Apple distributed a scale drawing of the Building Inspector's proposed design and explained it to the Board. Mr. Apple explained that the staff that is currently upstairs would like to stay up there with their files and further explained proposed ways to keep people upstairs while making the area more secure.

He stated that these proposals solve the security issues as well as being more compliant. He also stated that he would like to work with the Building Inspector and Chief Mulholland to create an RFP and get a comprehensive price to see if all of the proposals are affordable. The Board further discussed the proposed layouts.

Mr. Gryval expressed interest in going over to the Town Hall and further discussing the options before giving Mr. Apple permission to develop a RFP. The Board determined to put this on the agenda for their next meeting on June 4, 2012.

### **Committee and Project Updates**

#### **Planning Board**

The Chair stated that they didn't have a meeting last week but that there is one this week.

#### **Budget Committee**

Mr. Gryval stated that he spoke with the Chairperson and encouraged her to put together a meeting before August and that she will be contacting the members to do so.

#### **SVRTA**

Mrs. McKenney stated that there was no meeting last week.

**Suncook River**

Mr. Gryval stated that the update from last week is still relevant and that there is concern about not getting enough support from Legislators to get it through.

**Old Allenstown Meetinghouse**

Mr. Gryval stated that they had a meeting last Wednesday evening and that they were not able to get the grant through DAR however it has no effect on the plans to complete the ceiling project. He also stated that they are still hoping to do the Moose Plate Grant and that there is no reason to believe that they won't get that.

Mr. Gryval informed the Board that Friends of the Old Meetinghouse are planning to do their car show this year on August 11<sup>th</sup> and that they have received about \$650 from sponsors so far.

**Tri-Town Ambulance**

Mrs. McKenney stated that the meeting had been cancelled as they believed they didn't have anything to work on. They are meeting with Pembroke on June 4<sup>th</sup>.

**Safe Routes to School**

Mr. Apple stated that they are still waiting to hear back so that there is nothing new to report.

**EDC**

Mr. Gryval stated that they had their first meeting last Thursday evening and thought that it had gone well. He stated that they discussed the direction they wanted the committee to go in and determined to do a SWAT Analysis.

**CIP**

The Chair stated that there had been no meeting but that he knows they have appointed all of their members. Mr. Apple stated that the Department Head submissions were due today and that they had received some good feedback on that.

**Record Retention Committee**

Mrs. McKenney stated that they had sent out a letter to the Department Heads and Committee Heads with a response back to the committee by May 31<sup>st</sup>. She also stated that the next meeting is scheduled for June 4<sup>th</sup>.

**Fire Department Apparatus Acquisition Meeting**

Mr. Gryval stated that he had attended the Apparatus Acquisition Meeting that Chief Martin had invited them to last week. He stated that Valley Fire Fighter Equipment had been at the meeting and that it was very educational. He also stated that they will be moving forward and coming before the Board in the Fall with a proposal.

**Co-op Committee**

Mr. Apple stated that he had spoken with the Road Agent who expressed that he believes it is not too early to reconstitute the Co-op committee as a negotiation committee in order to find Solid Waste vendors once the relationship with the Concord Co-op ends in 2014. The Road Agent asked that the Board reconstitute the committee and set to task identifying vendors and having conversations with those vendors. Mr. Gryval stated that he had sent out an email to that effect.

**Town Administrator's Report****Selectman Representative on Police Department Oral Boards**

Mr. Apple stated that they also need the Board to appoint a Selectman's representative to the Oral Boards for the hiring process that is coming up. The Board determined that Mr. Gryval would be the Selectman's Representative on the Oral Boards.

**Budget Schedule**

Mr. Apple stated that they need to get an idea of a Budget Schedule for the coming year. He stated that he would like to schedule time on the agenda for June 4<sup>th</sup> to discuss the Budget Guidance and would like the full Board to endorse it. The Board discussed what areas they would like to give guidance on including giving employees raises.

Mrs. McKenney expressed concern of the Highway Department needing a new loader. The Board discussed the decisions and agreements made with the Highway Department last year regarding the loader. They also discussed that they had supported the loader but that the voters had said no. The Board agreed to discuss Budget Guidance at the June 4<sup>th</sup> meeting.

**Update on Ferry St. Boat Ramp**

Mr. Apple stated that Mr. Trainque had not been able to get hold of the property owner and therefore there was nothing new to report.

**Fire Department Insurance Claim**

Mr. Apple stated that they do not have a check yet from LGC.

**Highway Department Claim**

Mr. Apple stated that they are waiting on a decision on the construction piece.

**Review and Approve Minutes**

Mr. Apple stated that he had made corrections to the May 7, 2012 minutes per The Chair and Mrs. McKenney's recommendations. Mr. Gryval stated that on the Raffle Permit vote, he didn't see a record of how the vote went.

Motion. Mrs. McKenney made a motion to accept the minutes for May 7, 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

Mr. Apple stated that he made the corrections that Mrs. McKenney recommended for the May 14, 2012 minutes.

Motion. Mrs. McKenney made a motion to accept the May 14, 2012 minutes 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. Mrs. McKenney made a motion to approve the non-public minutes from Session One on May 7, 2012 as amended. 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. Gryval asked Mr. Apple about the revisions to the RSA 91A in regards to having meeting regarding letters from attorneys. Mr. Apple stated that under the revision of the statute they should have had the attorney in. Mr. Gryval expressed concern about going under non-public correctly. Mr. Apple will discuss with the attorney rather going under the reputation was enough or not.

**PO, Abatements, Other Business**

Mr. Apple stated that he has two abatement requests however, that he would like them to table one of them. He would like the Board to table the abatement for Map 402 Lot 16 as the tax payer is meeting with Mr. Smith today.

Motion. Mr. Gryval made a motion to table the abatement for Map 402 Lot 16. 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 abatement for Map 112 Lot 193 for the assessed value of \$234,800. 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

### **Scheduling**

Mr. Apple stated that they would not be meeting next Monday and that they will meet next on June 4<sup>th</sup> and have to be at Pembroke for 7:30pm that evening. He also stated that they will have their June 18<sup>th</sup> meeting at the Old Allentown Meetinghouse.

### **50 Riverside Dr. Property**

Mr. Apple stated that the property owner adjacent to 50 Riverside Dr. wants to maintain the fence that is between the properties and is on the Town's property. Mr. Apple distributed an agreement that he had drafted for the property owner to sign for maintaining the fence. The Board stated that they were fine with the agreement and Mr. Apple could present it to the property owner.

Mrs. McKenney asked who was responsible for disbursement of items left in the house on the property. Chief Mulholland stated that he was in charge of the property until it was passed onto the Town Administrator. Mrs. McKenney stated that she had heard that kitchen appliances were being donated to the Senior Center. Mr. Apple stated that he had told the Senior Center that they could look at the appliances and that they would discuss the procedures to donating the items.

### **Other Business**

Mrs. McKenney asked if they had all the figures for the end of the year for 2011 so that the sheets she has are the correct sheets. Mr. Apple stated that they were the correct sheets with the year-end figures.

Mrs. McKenney asked Mr. Apple to explain why the CPR training didn't get scheduled for tomorrow. Mr. Apple stated that Mrs. Touchette had called and asked if there was space available for additional people and they are also waiting on the books to come in, so it was postponed.

### **Accept Resignation of Officer DeBisz**

The Board reviewed and accepted the resignation of Officer DeBisz.

Motion. Mr. Gryval made a motion to accept the resignation of Officer DeBisz. Mrs. McKenney seconded the Motion. There was no additional discussion.



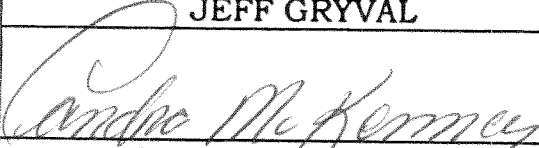
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed

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 8:37pm.

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	6.18.12 DATE
 JEFF GRYVAL	6-18-12 DATE
 SANDRA MCKENNEY	061812 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE

Town of Allentown  
Select Board Meeting

May 21, 2012