

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

Minutes of Regular Meeting
September 5, 2012

Call to Order.

The Allenstown Select Board Meeting for September 5, 2012 was called to order by Jeff Gryval at 4:02 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: None.

Others Present: None.

Other Public Officials: None.

Allenstown Staff: Chief Shaun Mulholland, APD; Paul Apple, Town Administrator.

Discussion of Town Clerk Hiring.

Mr. Gryval stated that last week they hadn't determined if they were going to proceed with Mrs. Demers' recommendation to hire a separate Town Clerk and Tax Collector for 30 hours each or leave the offices combined as a 40 hour position like they are now. Mrs. McKenney stated that she would prefer to leave the position as one position with a deputy.

Mr. Gryval stated that there were nine candidates of which they narrowed it down to five candidates whom they interviewed. He stated that there were two candidates who really stood out, and that the panel recommended Kathleen Rogers. Mrs. McKenney stated that they originally hired her as part-time and wants to make sure she is good with the full-time position. Mr. Gryval stated that search committee asked candidates about working part-time or full-time and Mrs. Rogers indicated that she was fine with either position.

Mr. Gryval stated that when he called Mr. Tardiff by telephone at the start of the meeting regarding Mr. Tardiff's absence, Mr. Tardiff had asked to be part of the discussion if the Board were inclined to change the hours. Mrs. McKenney stated that they weren't adjusting the hours.

Mr. Gryval stated that the search committee has two other recommendations for the Board. He stated that they recommend Mrs. Rogers be given a pay rate of \$19.50 per hour. He stated that they were not looking at what position she was coming from but rather, the average for a person beginning that position. Mrs. McKenney asked if they should have her be on a probationary period with the raise for 3 months. Mr. Gryval stated that he doesn't think they need to because the people will decide in March if she will stay.

Mrs. McKenney asked if there was a law or RSA that stated if Mrs. Rogers was appointed as town clerk/tax collector she should get paid what is on that line. Mr. Apple stated that he thinks what the voters did was vote on the bottom line. He stated that he doesn't think that you can interpret that line as being an authorized from the voters to spend that on that because of the Boards right to transfer money back and forth. Chief Mulholland stated that the Board sets the hours unless the voters say specifically that they elect someone for so many hours.

Mr. Gryval stated that the second recommendation from the committee is that they offer the open part-time deputy positions to the candidate that came in second during the hiring process for Mrs. Rogers as deputy.

Mr. Apple stated that the personnel action form and two appointment forms are in their materials. He stated that the town clerk form has a term beginning October 18, 2012 and that both forms have that date because that is when Mrs. Demers' resignation is effective. He also stated that the term for the town clerk ends on Election Day, March 12, 2013. He stated that the tax collector position is appointed and they have set June 1st as the expiration date for appointments.

Motion. Mrs. McKenney made a motion to hire Kathleen Rogers as town clerk effective October 18, 2012 to March 12, 2013 and tax collector effective October 18, 2013 ending June 1, 2013 at an hourly rate of \$19.50 effective October 18, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Consider Acquisition of 32 Riverside Drive with Grant Funds.

Mr. Apple stated that there are two Purchase Orders in their materials which are for the acquisition and demolition costs. He stated that the third document is an authorization for Chief

Mulholland to sign the closing documents on Friday, September 7. Chief Mulholland stated that 32 Riverside Drive is going to be a burn project but that there will be a homeland security exercise there first. He also stated that it is 100% State Grant funded.

Mr. Gryval asked the Chief if the Fire Department has talked to him about some things they want from the property. Chief Mulholland stated that no one has said they wanted anything. Mr. Gryval stated that he knows they want an oil tank if there is one.

Motion. Mrs. McKenney made a motion to expend \$10,300 for the demolition of 32 Riverside Drive in Allenstown NH. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to expend \$94,610.32 for the acquisition of 32 Riverside Drive and authorize Chief Mulholland to execute any documents necessary to accomplish acquisition of this location. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Review MS-1.

Mr. Apple stated that the MS-1 is in their materials. He stated that this form is completely different from last year and the DRA reformatted it. He stated that it no longer has a place for the Board's signatures and if they move to approve it, he can have it submitted electronically. Mr. Gryval asked if this had to be done today or could they wait until Monday because he knows Mr. Tardiff had some questions. Mr. Apple stated that it can wait until Monday. Mr. Gryval asked that they table it until Monday.

Mrs. McKenney asked when the form was due. Mr. Apple stated that the deadline was September 1st but that the Board hadn't met since August 27th when the form was first available on the DRA website. He also stated that the new form allows the consulting firm to file an extension without approval from the Select Board and that they have an extension until October 15th. Mr. Apple stated that he will talk to Mr. Tardiff and if necessary have Mr. Corcoran at the next meeting to discuss questions.

Discuss the cost sharing in the material for Campbell St. Road work.

Mr. Apple stated that at the last meeting, the Board asked him to get specifics on the costs and that the invoices are reproduced in their materials. He also stated that the invoice has the 12 x 5 tee which is the tie-in cost of \$173.51. Mr. Apple stated that the Sewer Commission's offer is to pay \$1,000 plus the cost of the tie-in, so the total offer would be \$1,173.51. He stated that he spoke to the Road Agent today and that he agrees with the Sewer Commission's offer and would like permission to enter into agreement and get the matter resolved.

Mr. Gryval stated that he is fine with accepting the offer. He asked if they need to make a motion to allow Mr. Pelissier to spend the \$2,400. Mr. Apple stated that he will have a purchase order before them on Monday. Mr. Apple stated that he will contact the Sewer Commission and indicate that they accept the offer.

Purchase Orders, Abatements, and Other Business.

Mr. Apple stated that he will pass on his portion of the report and that there is nothing that can't wait until Monday.

2013 Budget Process.

Mr. Apple stated that he would like to put on the public record some of the discussions regarding the 2013 Budget Process. He stated that right now their schedule would have them finish on October 22, 2012. He also stated that the budgets have come in over default and they need to formulate strategy on how they are going to close that gap.

He stated that his suggestion is that they move the schedule back a week so that the Board could use the September 10, 2012 meeting to frame up additional instructions to Department Heads and revise the schedule if needed. Mr. Apple also suggested that they do the bigger departments all at once and then do the smaller ones at the end so that they can transmit a fairly intact budget to the Budget Committee.

Mr. Gryval stated the he thinks the consensus of the Board was that the budgets are going to be cut down below default. He also stated that they are going to discuss on Monday how the cuts are going to take place. Mr. Gryval expressed that he wants to make sure that the department heads are aware of that and if they want to be present at the meeting, they can give their input. Mr. Apple stated that he will tell the Department Heads that they need to be here in order to talk with the Select Board about strategies.

Mrs. McKenney stated that one thing she has looked at is seeing the actual numbers on any contracts they have. Mr. Apple stated that they need to keep in mind that some things are not

covered and that if they put a number as exact member in contract and an issue comes up, they are going to blow that line. There was discussion of having a separate line to cover those maintenance expenses.

Mr. Gryval stated that they are not going to go over every budget line by line, but they have all gone over the budgets and they all have some lines that they are concerned with. He also stated that each Department Head will be told what's going to be cut or given a dollar amount percentage to cut. He stated that he has spoken to almost all the department heads and he can understand that some people want the Board to decide what to cut while others want to make the decision of what to cut themselves.

Mrs. McKenney asked Mr. Apple about his advice to use Option #1 to review the budgets. She stated that if Option 3 & 4 are below default, than that's what they should have been looking at. Mr. Apple stated that he created those options to show what the effect would be if they cut certain items. He stated that Option #1 is the proposed budget that the Department Heads had submitted. Chief Mulholland stated that they didn't offer any other options other than salaries.

Spending Reports.

Mr. Apple stated that the Spending Reports for this week are attached in their materials. He stated that he spoke with Mr. Smith who will be sending out the month end and will be following the procedure discussed on August 20, 2012.

Mrs. McKenney stated that she went over the reports and that the prison food and minutes clerk are not on there and page 8 is missing as well as other items. Mr. Apple stated that traditionally he has not given them page 8. He also stated that as soon as Mr. Smith goes to the new format, these will be of the past and Mr. Smith's report will be what they look at.

Mrs. McKenney stated that some items such as Old Allentown Meetinghouse aren't on the reports yet there's a note that it's in Government Building but some of the line items were items that weren't government building. Mr. Apple stated that there is a separate page for the Old Allentown Meetinghouse in the proposed budget. He also stated that the summary is keyed to reporting requirements to the MS-7 which is why they show the Old Allentown Meetinghouse with the Government Buildings. Mr. Apple stated that there are several items set up like that on the MS-7. He stated that they can't follow the MS-7 exactly because the reporting doesn't have enough detail to allow them to make good reporting. Mr. Apple stated that Mr. Smith's new format will probably be going out next week.

Chief Mulholland stated that a risk with cutting the budgets is that any surplus money is not counted because you can easily over spend your budget and that surplus money isn't actually surplus money.



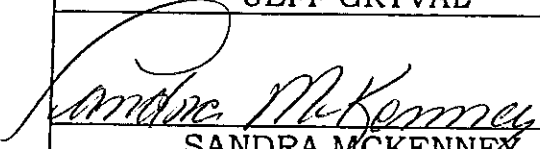
Mrs. McKenney stated that the concern is that she was not able to match up item by item on the two sheets. Mr. Apple stated that if that's what they want then they need to tell him to do that because he's given them the same reports that he's given them for the last three years. Mr. Gryval asked Mrs. McKenney if there was some information that she would like Mr. Apple to give her. It was determined that Mr. Apple would include page 8 in the spending reports for now on.

Motion. Mrs. McKenney moved to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Mr. Gryval adjourned the meeting at 4:47pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	9.17.12 DATE
 JEFF GRYVAL	9-17-12 DATE
 SANDRA MCKENNEY	09-17-12 DATE

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