

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

Minutes of Regular Meeting  
September 10, 2012

**Call to Order.**

The Allenstown Select Board Meeting for September 10, 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: Gary Martin; Dakota Martin.

Others Present: Nancy Fraher, Democratic NH Senate Candidate; John Jackman, P.E., Hoyle Tanner & Associates

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Richard G. Merrill, Sr., Planning Board; Carol Merrill, Budget Committee; Carl Caporale, Sewer Commissioner/Budget Committee; Jerry McKenney, Trustee of Trust Funds; Armand Verville, OAMH Steering Committee; Claudette Verville, OAMH Steering Committee;

Allenstown Staff: Robert Martin, AFD; Diane Demers, Town Clerk; Shaun Mulholland, APD; Paul Apple, Town Administrator; Dana Clement, Superintendent of Waste Water Treatment Plant; Andrea Martel, Sewer Department.

**Citizens Comments: N/A**

**Introduction of Nancy Fraher, Democratic Senate Candidate**

Ms. Nancy Fraher introduced herself to the Board and the audience. She stated that she is from Chichester, grew up in Pembroke and went to Pembroke Academy, has been teaching American History and has recently retired. She felt as though this could be her way of giving back to the community.

Mrs. McKenney asked Ms. Fraher how she felt about the Northern Pass. Ms. Fraher stated that she does not like the Northern Pass. She stated that there seems to be a right-of-way down Route 93 and doesn't think that they need to destroy the natural beauty and property values of the Northern Country.

Mr. Grvyal stated that it seems as though the State is passing a lot of fees on municipalities and asked Ms. Fraher what she felt about that. Ms. Fraher stated that she thinks the State is nickel and diming everyone and they need to find a better balance between State and Local budgets so that everyone is charged fairly. She suggests that maybe they streamline some agencies so that instead of five people doing a task; they find one person to do it and cut the costs.

Mr. Grvyal spoke about the possibility of being charged for usage of the Police Academy and asked if she was in favor of that. Ms. Fraher stated that she feels that they need to balance the budget better and putting the burden on the towns is not the answer to their tax problems. Mr. Grvyal asked how she felt about broad based taxes. Ms. Fraher stated that she is not in favor of adding state taxes but that she thinks that they need to look into the ways money is coming into the state.

Mr. Anderson asked Ms. Fraher what she thought about dropping the property taxes in the state of New Hampshire. He stated that they could impose a state tax and that all the people coming from other states. Ms. Fraher stated that she does not think that's fair because the purpose of the state tax is to lower the property tax.

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**Public Hearing to Review and Accept Unanticipated Funds in the amount of \$10,000 from the State of NH Moose Plate Grant Program.**

The Chair stated that the funds are a grant award to be used to for the partial interior renovation of the Old Allenstown Meetinghouse. Mr. Grvyal stated that this is the grant that they have been keeping the Board up to date on that the Steering Committee applied for. He stated that the plan is to use it to replace the ceiling and that it is 100% funded with no cost to the town.

Mr. Verville stated that this will allow them to complete the last phase of repairs of the ceiling. He stated that they plan to get this done next summer when the weather is better for the repairs. Mr. Verville stated that they are looking forward to almost completing the Meetinghouse with the funds for the ceiling.

The Board opened the hearing to the public. There were no questions. The Chair announced that the public hearing would remain open while they went on to other business.

**Meet with the Sewer Commissioners regarding Access Fees.**

John Jackman thanked the Selectman for allowing him to meet with them and putting them on the agenda. He distributed a report that explained the development and accessibility fees. He

stated that the reason for the accessibility and development fee is for allowing new customers that come into the system or current customers that are increasing their demand on the system not to be subsidized by the current users that are on the system that have paid for the info structure.

Mr. Jackman explained that they look at the capacity that is available for new users and take that percentage and generate a number, which would be per gallon or per unit, for maintaining the facility and paying their portion of when a new connector comes in. He also stated that at the same time, the fee is also for when they make expansions and other capital investments. He discussed some of the most recent expansions they have completed and explained that as people come in, they pay for that portion of the development. He also explained how they came up with the numbers listed in the report.

Mr. Jackman explained in detail the different costs they had in the recent expansions. He stated that they cannot charge for funds that were received through grant money and that they have to reduce that from the cost. He discussed the construction of the MLE and other units that were installed and the costs associated with those items.

Mr. Jackman stated that the Collection System only refers to the Allenstown portion of collections and that Pembroke has their own collection system. He stated that they look at what the cost is to replace this, knowing that they have to maintain and keep the level of service for the current and new users to be treated fairly in the same amount. He also stated that they are looking at \$5.5 million of collection system which is about \$7.07 per gallon for every new person coming on.

Mr. Caporale stated that Table 4 on page 8 looks at the current facility that we pay for by the original bond. He stated that the buildings current value is \$3.4 million and then the cost per gallon would be \$4.44. He stated that there are a lot of other capital costs that can be included in the collection fee but that it also has to be a very stringent accounting process in calculating the fee.

Mr. Caporale stated that the last table on page 9 is a summary of all the costs. He stated that it comes out for each unit that it is \$4,126 for the connection fee. He explained that for other towns some of the fees are \$1,800 per bedroom; so for a 3 bedroom unit it would be \$5,600. He stated that for the state of NH this fee is in the higher 50 percentile. He explained that it is this high because of the recent upgrade that Allenstown has just gone through.

Mr. Caporale explained they use NH DES Table 1008 to calculate the additional flows and impacts on the sewer system for the modifications that residents and businesses do on their properties such as an additional bedroom. He stated that this is quite a change from the previous connections that were implemented but that it's justifiable. He explained that they had it

reviewed and followed some very tight accounting guidelines on what's acceptable. He feels that the Sewer Commission has a good accessibility and development fee.

Mrs. McKenney asked what the cost for one unit was in regards to someone putting in an addition with a bathroom. Mr. Jackman stated that it would be 150 gallons per additional bedroom and that they would refer to Table 1008 to get that amount which it would be \$2,751. There was further discussion of the additional costs to modifications of homes or businesses.

Mrs. McKenney asked what they charge Pembroke for each hookup. Mr. Jackman stated that they charge Pembroke \$1,533.80. The Chair asked why the difference between Pembroke and Allenstown. Mr. Jackman stated that they have already paid their portion of the facility. He stated that they can't charge them for the collection system because they have their own system. He stated that the only thing they can charge them for is the additional capacity that was invested in using the biomag system. He also stated that once this is adopted by Pembroke's Sewer Commissioners, their fee will be higher than Allenstown.

Mr. Apple asked Mr. Jackman about Pembroke going through a court case and if the developers had objected to the accessibility fee. Mr. Jackman stated that they had just set a number without going through the process. Mr. Apple expressed concern that this is an impact fee and asked if there is a statutory authority for sewer commissions to adopt an accessibility fee. Mr. Jackman stated that he has reviewed several court cases in regards to the impact fee and has followed the methodology that was utilized in those cases.

Mrs. McKenney asked how they determine the number of new users and how they split that up between the two towns. Mr. Caporale stated that it's not split up between the towns, that Allenstown owns all of it. He stated that as they want to buy in, we charge them. Mrs. McKenney asked if it would take 20 years before the units are all used depending on the growth. Mr. Jackman stated that it would possibly take longer than 20 years.

Mr. Grvyal asked what they plan on doing with the money that is received from people making modifications. Mr. Caporale stated that they have a list of projects that need to be done which totals over \$16 million and that the accessibility fee will not generate the total amount. Mr. Grvyal asked if these fees are additional fees that were not charged before. There was further discussion of what the additional fees would be spent on.

The Chair asked what would cause the connection fee to increase over time. Mr. Jackman stated that future investments, depending on the funding if not paid through user fees or anything done to increase future capacity could all cause it to increase.

Mr. Grvyal asked if they are allowed to use the funds for anything they choose because with Land Use they have specific things they have to use the funds for. Mr. Apple restated that he

hasn't seen a statute stating what they are allowed to use the funds in any particular way and asked what risks to they run to be improper and subjecting themselves to liabilities down the line. Mr. Jackman stated that there is a portion of the connection fee that goes towards the collection system. He also stated that there is a certain amount of money that goes towards the biomag.

There was discussion in the difference in the rate for the haulers versus the rate for the users. Mr. Grvyal asked why not charge everybody for capacity. Mr. Caporale stated that once you have a connection to the facility, that capacity is fixed. It was also explained that the haulers are only able to dump at the facility as long as they have excess capacity and once the capacity is all used up the haulers are the first to get shut off. The Sewer Commissioner explained that the rate for residents in Allenstown is \$7.60 per 1000 gallons and \$0.06 per gallon for haulers. Mr. Jackman stated that it costs them 2.4 cents for the haulers and they are charging six cents which gives them a little bit of a profit.

Mrs. McKenney asked how many hookups have Allenstown and Pembroke had. Ms. Martel stated that Pembroke hasn't bought any hookups from them under the new capacity. It was explained that they had 4800 gallons per day of old capacity that they haven't used yet and once they use all the old capacity they will have pay the new fee.

Mr. Caporale asked Mr. Jackman if when the town issues someone a building permit to add a bedroom and the Sewer Commission is not notified, would they lose out on that fee. Mr. Jackman stated that most of the communities that he works with, when a building permit is issued, it is distributed to all departments and the connection fee has to be paid before the permit is issued. Mr. Anderson stated that when a building permit is issued that there should be a page for all the departments to sign off on. It was concluded that no such page included with the permits. Mr. Apple stated that it has been discussed that when the Building Inspector goes out to issue the permit, there is a three-way communication of the permit.

The Chair asked how the water infiltrations affect the user's rate. It was explained that it increases the rate because the water has to be cleaned and also because of the Intermunicipal Agreement between Allenstown and Pembroke. Mr. Caporale stated that the more money from Allenstown into the facility, the more money it pays. Mr. Jackman explained that what's important about the infiltration is that it takes capacity away from future growth and by reducing your infiltration the State will allocate more flow for additional houses and development.

The Chair asked if they were looking for anything from the Board or were just telling them what it's going to cost. Mr. Caporale stated that if they are moving toward something ensuring they know that people are getting building permits and any changes in occupancies. He discussed the situation of when the laundry mat came into town and them not knowing about it being there and that takes a lot more flow. He explained that what is being suggested is that they get any notice

upfront of any proposed changes because anyone can be issued the building permit and when they assess fees, its assessed on the property; therefore, it has to be payable from the owner. He also stated that if the owner is not notified that someone is doing an addition to the building, the fees are not paid.

Mr. Grvyal asked if they have considered what this is going to do to the town as far as the economic development. Mr. Caporale stated that they can't say let's not charge anybody because of the economic development of the town and that they are aware this is not going to aid it. He also stated that if these fees aren't charged, it is not fair to all the people who have already paid in. Mr. Caporale stated that other towns require that they apply for a sewer permit and doesn't understand why this town doesn't.

The Chair asked the Road Agent if he is aware of the Sewer Commission wanting to pave on Ferry St and moving of the catch basin. The Road Agent stated that he is aware of it but that they don't need to do it and that the Sewer Commission can do it. The Road Agent explained that they don't have the budget for it and that the catch basin works just as it is.

Chief Mulholland stated that there is an issue with the catch basin because people fall into it and cars get stuck in it. The Chair asked if you could be a jersey barrier there or something similar. The Road Agent stated that you could but the problem is that the street culvert is collecting running water year round. He also stated that moving the basin a little bit may help with the safety issues. The Board determined that they are not willing to pay for this project.

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#### **Close Public Hearing.**

The Chair asked if anyone had any questions regarding the Moose Plate Grant. There were no questions from the audience or the Board.

The public hearing was closed without objection at 7:35pm.

Motion. Mr. Grvyal made a motion to accept the Moose Plate Grant in the sum of \$10,000 to be used for the partial interior renovation of the Old Allenstown Meetinghouse. 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.

#### **Question from Resident regarding School Bus Transportation**

Mr. Martin asked the Board why there is no School Bus transportation for High School students. The Chair stated that the question needs to be directed towards the School Board and that the Select Board has nothing to do with that.

### **Meeting with the Trustees of the Trust Funds regarding Financial Service Contract**

Mr. Anderson stated that he went and got a quote from Citizens Bank. He also stated that the best quote they have gotten is from TD Bank which is who are they with right now. He explained that between Mackenson, Citizens, and TD Bank; TD Bank is the cheapest but he is not sure how much money they would make the town. Mr. Anderson stated that the trustees are going to have a meeting with the TD Bank Representative on October 1, 2012 and will notify the Board of their recommendation. Mr. Grvyal asked Mr. Apple that they get Mr. Smith's input on this. Mr. Apple stated that he will have Mr. Smith review it.

### **Review of the MS-1**

The Chair asked the Board if they all have had a chance to review the MS-1. Mr. Apple stated that no signature is needed and that they only need to make a motion and he will have it filed electronically.

Motion. Mr. Grvyal made a motion to approve the MS-1 as presented. 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.

### **Consider Acquisition of 1 Albin Ave with Grant Funds**

The Chair asked if the Board has considered the acquisition and if they want to acquire the property.

Motion. Mrs. McKenney made a motion to acquire 1 Albin Ave at \$216,528.20 and to authorize Mr. Apple to sign the closing documents. Mr. Grvyal 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. Grvyal made a motion to authorize \$15,300 for the demolition of 1 Albin Ave. 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.

### **Discussion of Fiscal Year 2013 Budget Schedule**

Mr. Grvyal asked the Chair if he wanted to discuss the schedule for the budget or discuss the budget first. The Chair stated that they should discuss the budget first because he believes there are some questions.

Mrs. McKenney stated that per Mr. Apple's request, they used Option #1 for the budget. Mr. Apple stated that they need to come up with about \$141,000 and that it assumes that the Sewer Department comes in at the operating budget level of last year.

Mrs. McKenney asked if they could ask the Sewer Department if they could help us with this portion. The Chair recommended that they ask them to come in at their operating budget of last year for this year. Mr. Apple explained to the Sewer Commissioners that the Board is asking that they come in below default when creating their budget as the other departments were asked. Ms. Martel explained that she creates the Budget and that they can try to make cuts the best they can but that they are governed by Federal Government in some areas. She also asked how they are supposed to submit their budgets when they don't know what health or dental will be. The Chair stated that the other departments have the same issues.

The Chair asked how come they can't get their budgets in at the same time as the other departments. Ms. Martel stated that they have quite a bit larger budget that they are working on, collection systems, hauling, and compliance requirements. Mr. Caporale stated that ultimately they committed to getting the Select Board the budget and step up on their end and get it done.

Mr. Clement asked what if their budget comes in a half a million dollars more than it was last year. He stated that it doesn't affect the tax rate or sewer rate but yet they have to spend that money. Mrs. McKenney stated that the rate payers still pay for the services of the Sewer Department and that she hopes that they would consider what the town is going through and what the department heads have to do to crunch numbers to get the budget together. She stated that they are asking the Sewer Department for their help.

There was discussion of the Sewer Department's budget having an effect on the Town. The Select Board explained that they have to include the Sewer Department's budget in the Town's budget and the residents only look at the bottom line. Mr. Apple stated he understands the point that they are making but they are ignoring the realities of the situation. He also stated that there are two questions being asked of the Sewer Department right now; move faster in creating a budget and come in or below default budget.

Mrs. McKenney asked if they have received anything from the Library and could they lower their budget. Mr. Apple stated that they have not received anything at this point. He also stated that the Select Board usually approves a bottom line for them to work with. Mr. Apple stated that the Board could decide tonight that the Board wants to see that number at the default level. Mr. Grvyal stated that he thought they had already decided on that. Mr. Apple stated that he will change that in the budget.



Mrs. McKenney stated that they can remove the \$25,000 from the Town Hall. Mr. Apple said that he has that in his notes to remove. Mrs. McKenney stated that they discussed the cost of contracts at last week's meeting. She explained that they discussed having extra funds with those contracts. She stated that there are many contracts in the Town that she doesn't know what the costs are and what is built into them for whatever may happen.

Mrs. McKenney gave Central NH as an example of a contract that they have where she isn't sure of the costs. Mr. Apple stated that that is going to reduce from \$7,169 to \$4,322 which he can fix in the budget. Mrs. McKenney asked if the Joint Board has worked on any kind of budget for next year. Mr. Apple stated that they are in the process of creating a budget.

Mrs. McKenney asked about the assessing line and the mapping being \$1,600 and that it was at \$1,000. Mr. Apple stated that is an existing contract that they have and he believes they spent \$900 this year but that it could go to \$1,300. He also stated that he talked to Mr. Corcoran about the accessing contract and that it will stay the same. The Chair asked if that is going to go out to bid because that contract comes up this year. Mr. Grvyal expressed concern with Mr. Corcoran's services and stated that he would like for it to go out to bid. Mrs. Demers suggested that they speak with Ms. Séverance about this because she has had some issues with programs. The Board asked Mr. Apple to get a list of issues for them to review at next week's meeting.

Mrs. McKenney asked what the computer software on that line was for. Mr. Apple stated that was Universe and BMSI and that as he understands, that contract is staying the same this year. Mr. Apple corrected himself and stated that the mapping contract is \$1,200 not \$1,300. He also stated that gas expense for the Building Inspector will be used.

Mrs. McKenney asked Mrs. Demers about the election printing and it going down to \$4,000. Mrs. Demers stated that they only had one election but it was a big election. Mrs. McKenney stated that the first two elections they spent \$2,600 for them. Mr. Apple stated that he doesn't believe it would be unwise to cut that because it is out of their control. Mrs. McKenney asked about no money being in the budget line for Select Board salaries. Mr. Apple stated that is an error and he will add that back in there.

Mrs. McKenney stated that there is \$500 in the Trustees of the Trust Funds and they have only spent \$25. She suggested that cut that down to \$200. Mr. Apple stated that she should ask them in the process of their review. Mrs. McKenney asked about the mileage and if that was close to what it should be. Mr. Apple stated that it is not and now that they have the town car so that will change. Mrs. McKenney also suggested looking at the Budget Committee has they haven't spent a large amount of their budget. Mr. Grvyal stated that this time of year, they start to spend more on training, minutes clerk, and other things.

Mr. Apple stated that the \$4,000 for the website will be coming out of the budget. Mrs. McKenney asked if they were going to do anything with the payroll processing. Mr. Apple stated that he has spoken with Mr. Smith about going out to bid but that he thinks they are going to stay with Paychecks this year. Mr. Apple stated that the three year audit contract is up this year and Mr. Smith is working on getting a quote for that. It was determined to pass over the Big Departments for the moment and discuss the smaller departments.

Mrs. McKenney asked Chief Martin about forestry and if they have a vehicle that they use. Chief Martin stated that they have a truck that they use every day. Mrs. McKenney also asked about the General Government Buildings line and the repairs and maintenance. Mr. Apple stated that is going to the project. Mr. Apple stated that he thinks Mrs. Baird should be charging the cleaning stuff that she buys to the custodial line instead of the supplies line. It was determined of transferring the custodial line over to the supplies line to reduce any confusion.

Mrs. McKenney asked Mr. Apple about the Health Agencies. Mr. Apple stated that American Red Cross made a request this year but that Concord Visiting Nurse had sent them a letter stating that they would not be asking for any money. Mr. Grvyal stated that they had decided to use that money to help pay for the Building Inspector.

Mr. Apple stated that they don't know about property insurance yet. He also stated that Legal will come down by \$10,000 this year. Mrs. McKenney stated that the maintenance person in Parks and Recreation and that they haven't used that for three years. Mr. Apple stated that they have spent half of their budget for the maintenance person.

Mr. Apple stated that the merit system budget is set at \$24,500 and that it is very high. He stated that they could probably cut that down. The Board determined that that number was too high and that they would reduce it down to \$15,000. Mrs. McKenney asked if the Master Plan has been started. Mr. Apple stated that it has started and they have gotten bills for that. He stated that it will be \$9,000 for next year.

Mrs. Demers stated that she worked on her budget and that she gave it to Mr. Apple. Mr. Apple stated that her budget comes down and will be below default. Mrs. McKenney asked about the Treasurer's salary being increased. Mr. Apple stated that he recommends that she get a raise as she didn't receive anything the last time they did raises. Mrs. McKenney stated that the Health Officer also didn't get a raise and they should look at that some more.

Mrs. McKenney stated that the Welfare Director has medical on her budget and thinks that should have been increased. Mr. Apple stated that they should ask the Welfare Director about that because she would know better the costs. Mr. Apple stated that the Zoning legal budget will be decreased because they have not spent that.

Mr. Grvyal stated that with everything they have moved around and things they have decreased they have saved \$7,760. He stated that this does not count the large items on Mr. Apple's list such as legal or capital improvements. The Chair stated that if you include the items on Mr. Apple's list plus the items they moved and decreased, they save a total of \$32,760 which puts them about \$108,000 over default. Mr. Apple stated that that amount is about the same as the cost of living budget going up at 3%. It was determined that there was another \$16,000 taken out of the budget which would give them an overall savings of \$52,760 and leave them with \$88,240 that they need to come up with. Mrs. McKenney stated that if Sewer Commission came in at default then they would be okay. Mr. Grvyal stated that he is not looking at the Sewer and is not counting on them.

Mr. Grvyal asked if they wanted to revisit the full-time Building Inspector or was that a done deal. Mr. Apple stated that they do have a candidate to recommend to the Board who is interested in either full-time or part-time. Mrs. Demers stated that she believes he isn't looking for benefits either. She also suggested having him work 30 hours a week rather than 40 hours a week. Mr. Apple stated that he told the candidate that the rate was \$22.00 per hour. He stated that if they did 19 hours at 22.00 an hour that would be \$21,800.

Mr. Apple stated that 19 hours is what they had for the part-time position but it was at a higher rate. He suggested that they do \$22,500 to account for any overtime and they would save \$5,000. The Board determined to put the position back to part-time at 24 hours at \$22.00 per hour and to leave the budget as is. The Chair stated that this now leaves them at \$64,150 over default.

Chief Martin stated that he is not in any position to give them any answers tonight in ways to cut his budget some more. Chief Martin stated that his proposed budget is \$316,000 which puts him over about \$10,000. Mr. Apple suggested that they discuss the budget schedule and then direct the Department Heads to come back with more cuts to come under default. He stated that Chief Martin and he would be able to come back on September 17, 2012 and then Chief Mulholland and the Road Agent would come back with their cuts on September 24, 2012.

Mr. Grvyal stated that if they could get each department to come in at or below default he thinks they will be in pretty good shape. There was discussion of rather to keep Solid Waste in the Highway Department's budget and they reviewed what was done last year. They also discussed what the budget would be if they were looking at the overview of Option #1 of the Budget Proposals. Mr. Grvyal stated that the Highway Department is over by \$63,000 and they need to direct the Road Agent to get it down to default. He suggested that they have each of the three major departments go back and make cuts so that they are at default.

The Road Agent stated that if he cuts his paving line to get to default, it will be lower than last year. The Chair suggested that he do a Warrant Article to apply for a Bond because prices are going to keep going up. The Road Agent stated with going down to default he doesn't get to use

the money that he has saved with the recycling. Mr. Apple stated that the point the Road Agent is trying to make is that there is no incentive for the Department Heads to cut and find creative ways to do so. There was further discussion of cutting the Highway Department's budget.

The Board determined that they would review the Fire and Executive Budgets on September 17, 2012 and the Police and Highway Budgets on September 24, 2012 and then do everything else that they have on October 1, 2012 and then transmit everything to the Budget Committee.

#### **P.O.s, Abatements, and Other Business**

Mr. Apple stated that they do not have any purchase orders or abatements.

Mr. Apple stated that he sent them a memo for the PA-16 for Mrs. Severance and asked the Board to execute it. The Board executed the document.

Mr. Apple asked for authorization to sign the tax map maintenance contract that they discussed for \$1,200. The Board authorized Mr. Apple to sign the contract.

#### **Committee Updates**

##### **Planning Board**

The Chair stated that they have not had a meeting but that they are meeting this week.

##### **Budget Committee**

Mr. Grvyal stated that the Budget Committee is waiting for direction from SB as to the scheduling.

##### **SVRTA**

Mrs. McKenney stated that they are meeting on September 27, 2012.

##### **Old Allenstown Meetinghouse**

Mr. Grvyal stated that they already got an update. He stated that they are meeting on Thursday

##### **Tri-Town**

Mrs. McKenney stated that they haven't had a meeting. She asked Mr. Apple if there has been an updated Intermunicipal Agreement for them to sign. Mr. Apple stated that there has been updates suggested that he will present to them on September 17, 2012. He stated that Charitable Trust wants to be notified if they discontinue the agreement and if they want to go forward Charitable Trust will give them the blessing to go forward. Mr. Apple stated that Mr. Joben and he are recommending to their boards that they do that.

##### **Record Retention**

Mrs. McKenney stated that they haven't met but that Mrs. Rogers will need to take over that.

She also stated that she isn't sure if they should schedule a meeting or wait and give Mrs. Rogers a little more time.

Safe Routes to School – nothing new to report.

EDC – Mr. Grvyal stated that they are meeting Thursday at the Fire Department.

CIP – The Chair stated that there is a Public Hearing Wednesday night. He also stated that there has been no walk through yet.

#### **Central NH Regional Planning Commission**

The chair will get a name of someone to represent the town on Wednesday night. Mr. Apple stated that he hasn't had time to send a letter out to Mr. Rogers yet but will do so this week.

#### **2013 Budget Process**

The Chair stated that they have already discussed this.

#### **Town Hall Renovations**

Mr. Apple stated that there is nothing new to report there because it has gone out to bid.

#### **Manifests**

Mr. Apple stated that there are two manifests.

Motion. Mrs. McKenney made a motion to approve manifest dated August 27, 2012 for \$23,115.25. Mr. Grvyal 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 manifest dated September 4, 2012 for \$74,603.33. Mr. Grvyal 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 doesn't think they need to put a copy of the manifests in the materials as they have already signed off on them when they approve them. It was determined that Mr. Apple would remove them from the materials.

#### **Review and Approve Minutes.**

Mr. Apple stated that there are minutes for August 20, 2012 and August 27, 2012 for the Board to approve. The Chair asked if everyone has read the minutes. Mrs. McKenney had a few grammatical errors to be corrected for the August 20, 2012 minutes.

Motion. Mr. Gryval made a motion to accept minutes August 20, 2012 as amended. Mrs. McKenney seconded the Motion.

Mrs. McKenney stated that on August 27, 2012 minutes when discussing the current default budget, it should be stated that there is \$2 million in the Sewer's portion not the Town's portion. She also stated that it should be Mark Boisvert instead of Mark Pelissier in the minutes. Mrs. McKenney had other typographical errors to be fixed in the minutes.

Motion. Mr. Gryval made a motion to approve the minutes on August 27, 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.

Mr. Gryval suggested to Mr. Apple that he not reproduce the minutes in the material as they review them on the computer.

Motion. Mrs. McKenney approve non-public minutes session 1 on July 30, 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.

### **Approve Tax Deed**

Mr. Apple stated that he needs the Board to accept the Delahanty tax deed at page 112 of their materials. He stated that there was a title issue on this one that required them to notice another person and that has been done.

Motion. Mr. Gryval made a motion to accept the tax deed in Registry 2934 pg. 110. 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.

### **Proposed Personnel Action Form and the Proposed Appointment Form.**

Mr. Apple stated that the Personnel Action Form and the Proposed Appointment Form are reproduced on page 99 of their materials. He stated that the resumes of the candidates and questions that were asked of them are included in the materials. Mr. Apple stated that the candidate's resume that is recommended appears on page 101 for the Building Inspector position. He stated that if the Board is inclined to authorize him to meet with the candidate and

discuss the part-time position. The Chair stated that the panel overwhelmingly determined that the candidate would be the best candidate. The Board determined to meet with the candidate on September 17, 2012.

### **Non-public**

The Chair stated that the non-public they have is based on the minutes that they just approved and asked if they felt that they still need to go into non-public session. Mr. Apple stated that all he needs is approval of his memo and they authorize him to send the proposed letter. The Board determined that Mr. Apple could send the letter and not to go into non-public session.

### **Other Business**

Mrs. McKenney stated that they got a Law Lecture seminar notice and thinks it would be a good idea if they could get Planning and Zoning to attend it. The Chair stated that there has been something sent out to the Planning Board in regards to that.

Mrs. McKenney asked if they were going to do anything with the floor proposals. Mr. Apple stated that if a Selectman wants to go and vote the way they decided, they can or they can authorize someone else to go and vote on their behalf. Mr. Apple stated that he would go if Mrs. McKenney was not able to.



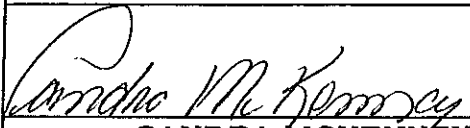
Mrs. McKenney asked Mr. Apple if he sent a reply to Bear-Paw in response to their proposal. Mr. Apple stated that he had sent the letter to them so that they are done with that.

Motion. Mr. Gryval moved to adjourn. 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 9:19pm.

**Signature Page.**

Original Approval:	
 JASON TARDIFF	9.24.12 DATE
 JEFF GRYVAL	9-24-12 DATE
 SANDRA MCKENNEY	09-24-12 DATE

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





**TOWN OF ALLENSTOWN**  
**OFFICE OF THE SELECT BOARD**  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4276

### AUTHORIZATION

The Allenstown Select Board hereby authorizes Shaun Mulholland, Chief of the Allenstown Police Department, to execute any documents necessary to accomplish the acquisition of real property located at 32 Riverside Drive in Allenstown, New Hampshire, including, without limitation, all documents incident to the closing now scheduled for Friday, September 7, 2012.

Done in the Town of Allenstown on this fifth day of September in the Year 2012.

\_\_\_\_\_  
JASON TARDIFF, Chair

\_\_\_\_\_  
JEFFREY GRYVAL, Member

\_\_\_\_\_  
SANDRA MCKENNEY, Member 090512

ATTEST:

\_\_\_\_\_  
KATHLEEN ROGERS, Deputy Town Clerk