

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

Minutes of Regular Meeting
August 27, 2012

Call to Order.

The Allenstown Select Board Meeting for August 27, 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:

Others Present: Shannon Mulholland, Christine Mulholland.

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Diane Demers, Town Clerk; Ron Pelissier, Road Agent.

Allenstown Staff: Chief Robert Martin, AFD; Chief Shaun Mulholland, APD; Paul Apple, Town Administrator; Alan Turcotte, Highway Department.

Citizens Comments: There were no citizens comments.

Issue Citation to Ms. Shannon Mulholland for Volunteer work.

The Chair stated that the Select Board has a citation they would like to issue to a volunteer who has done a lot of work over the summer at the Police Department and Town Hall. He stated that this volunteer has shown very good skill and competence. The Board thanked Ms. Shannon Mulholland and expressed their appreciation for all the work she has done. The Chair explained to Ms. Mulholland that everyone she has worked with has said that she has been a pleasure to work with and that the citation is for her to use for school or to hang on her wall. Mr. Gryval read the full citation to the audience and presented it to Ms. Mulholland.

2013 Proposed Operating Budget Overview.

Mr. Apple stated that he put together a PowerPoint presentation for the Board and it is also reproduced in their materials. Mr. Apple stated that putting together this budget has been a challenge as it is every year. He stated that this year each department was required to add a 3% salary increase for its employees but otherwise directed to keep the bottom line within the default budget. The default calculations here have been something of a moving target. He stated that they did a rough estimate in the beginning of the year which resulted in a higher default budget and as they got into it that number got smaller and smaller.

They have tried to use a pretty conservative approach to the default budget. He explained that even though there are some ambiguities in the default statute, the department heads don't feel that is appropriate to be aggressive in calculating the default for two reasons; first, the people of Allentown trust the Select Board to make an appropriate estimate of the default budget and second, they feel that those who play fast and loose with the default budget ultimately will become the victim of a lawsuit and they don't want to be that town.

Mr. Apple stated that the current total default calculation is \$5.459 million which includes roughly \$2 million that is the sewer's portion and the rest, \$3.456 million, is there target. He noted that the ambulance figure is just a projection based on a 5% increase from last year's numbers, the rest of the figures come from the department heads and pretty much speak for themselves.

He stated that the 2012 Operating Budget was \$3.445 million and the 2013 default Budget is \$3,456. Therefore if they default this year, they would see an increase of less than 1% which is a little smaller than usual. He stated that if they were to enact a budget that kept them standing still, they would be coming in at \$3.548 million which is an increase of \$103,368. Mr. Apple explained that the initial proposal for 2012 is over by \$152,000. He stated that they had a gap to close; if you subtracted the default from the initial proposal that they needed to come up with just shy of \$141,000.

He identified a number of spending priorities and discussed them with the Board. He also stated that if they kept the Building Inspector position as full-time they would need additional \$24,000. He stated that the salary increase has a figure of approximately \$25,000 but would likely be less than that. He explained that the merit system appropriation requires some of the Boards attention and that they put a figure of \$24,500 which clearly not everyone will get a 2% increase but they wanted no surprises. He stated that he has spoken to Mr. Smith and other Town Administrators and they suggest just appropriating some money and instructing the Department Heads to allocate the money accordingly.

Mr. Apple stated that the paving line requests an increase in funds from \$73,000 to \$110,000. He stated that it is clearly a priority and that everyone who drives in town knows they need to pave the roads. He stated that after Mrs. Merrill's discussion of the website, he decided to put in a line of \$4,000 for it but that is also a priority they need to discuss. He stated that the total priorities identified are \$156,105.

Mr. Apple explained a couple of the options for the proposed budget to the Board. He stated that the first option is to present the initial proposal to the Budget Committee. He stated that if they did this, he would argue that the Department Heads, far from ignoring the instruction of the Board, nevertheless feel it is their duty to tell the Board what they think they need to run their departments in the coming year. He stated that the initial proposal doesn't have a great deal of fat in it and that it represents about 1.4% new spending after adjusting for inflation.

The second option would be to present a budget that keeps pace with inflation. He stated that they wouldn't add any expenses but make up for the loss in their dollar. He explained that this is a gap that is a little easier to close and that a 3% increase would mean an increase budget of about \$103,000. He stated that right now they are about \$140,000 over so that they would need to find \$37,000. He stated that there are a number of ways they would use to make up that difference including taking away the legal line or adjusting the Building Inspector down to part-time.

Mr. Apple stated that option 3 is to present a budget less than default that is consistent with what the Board instructed them to do. He stated that they would eliminate a number of spending priorities and only leave the spending increase of 3% salary increase which gets them below default. He stated that Option 4 would maintain options priorities 2 & 3, cost-of-living adjustments and the merit system and reduce the paving budget further.

Mr. Apple stated that there are problems with each of the options explained tonight. He stated that the first two options are politically unpalatable because they require them to go to the Budget Committee and say that they want to go over the default budget. He also stated that on the other hand, there are some selling features to options 1 & 2. He stated that they have made serious and consistent cuts to the budget over the years and that they are as about as lean as they can get. He stated that if they continue down that road, they will at some point, result in a threat to the mission that they have in delivering services to the town.

He stated that option 3 & 4 are more politically expedient but represent significant reductions in spending which again threaten the mission. He stated that each of the four options for the budget are reproduced in their materials for the Board to review and if the Board has any questions later on, they can certainly email him regarding them.

The Chair asked Mr. Apple about the civil defense budget grade going up \$30,000 and that it doesn't show the numbers explaining why that grade went up. Mr. Apple stated that it does in the materials that they submitted in the MS7 and that the revenues are reported as an off set. Mrs. McKenney asked if Mr. Apple received a bill from Central NH because that is based on the amount of people living in town and they have lost a lot of people and that it shouldn't be that high. Mr. Apple stated that he hasn't and that the number is an estimated number.

Mr. Gryval stated that a lot of the proposed cuts to come up with the \$156,000 come out of the Highway Department and the Town Hall. He stated that in order to be fair, he thinks they should start looking at all of the budgets. The Board determined to further review the proposed options and notify Mr. Apple of any other questions.

Enact Ordinance to establish Regulations on Town owned Land.

The Board asked Mr. Turcotte if he needed to address them of anything in particular. Mr. Turcotte stated that he was informed that there has been discussion regarding political signs and were they can place the signs. The Chair stated that if they choose to enact the ordinance to regulate town owned land, it would not allow him to place signs on the town owned land. Mr. Turcotte stated that he has a list of regulations of where political signs can and cannot be placed and distributed a copy to the Board.

The Chair asked Chief Mulholland what would happen, if the ordinance is passed, to the signs on a particular property. The Chief stated that that is privately owned property and they permission is still needed from the property owner. He stated that if the ordinance is passed, the Board could still amend it to allow signs to be placed on town owned land. Mr. Turcotte stated that the state regulations state that you may put a sign on a right of way property area if you the land owners permission. There was discussion of the signs being placed on the edge of property and rather it's the town's land or private property.

Mr. Gryval stated that moving forward, it is Mr. Apple's responsibility, as land manager, to deal with political signs and asked him if he has a policy on how to deal with that fairly. Mr. Apple stated that unless instructed otherwise and in accordance to the general prohibition, the ordinance would prevent any person from entering, use or otherwise utilize in any way, town owned land. He stated that if any properties were identified in the list, it would not be allowed to advertise in any manner whatsoever, for any reason otherwise so unless instructed he will stated that the Board has indicated that no political signage may be placed on town owned land.

Motion. Mr. Gryval made a motion to accept CO315 an ordinance regulating town owned lands. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Meeting with the Road Agent to discuss the installation of Sander Racks.

Mr. Pelissier stated that it's going to cost around \$17,000 to do the sander racks like Hooksett has done theirs. He stated that they are getting about \$5,600 from the insurance claim for the sanders. The Chair asked if they have the remainder in their budget. Mr. Pelissier stated that he thinks there is enough in their budget to support it out of their salt line and if they go over, they can take it from other lines.

Mr. Pelissier stated that the old sander racks had five sanders and that the new one will have six sanders with catwalks around it. Mr. Gryval asked about lighting for the evening around the catwalks. Mr. Pelissier stated that they can put some spotlights out there but most of the time the sanders are on the truck before dark. Mrs. McKenney asked why they have six on the new racks. Mr. Pelissier stated that they have six trucks; three smaller ones and three large ones.

Mr. Pelissier stated that they aren't doing a roof because that would cost an additional \$9,000. He stated that the original quote was \$3,800 to repair the sander racks without the catwalk. He also stated that they are going to move the sander racks and put them in the back so they don't get hit again.

Mr. Gryval stated that he shares Mrs. McKenney's concern with taking money out of the salt line. He suggested that they take it out of the Solid Waste Disposal line and asked Mr. Pelissier if he was comfortable with doing that. Mr. Pelissier stated that he is comfortable with that and they should use the funds for that line to benefit the highway department in any way they can. There was further discussion of taking the money out of the Solid Waste line.

Mr. Pelissier stated that the insurance gave them \$8,400 for the sander but they have to replace that. He stated that they already got the quotes and when Mark Boisvert gets back from vacation, he will go pay for it and have them store it for a little bit. He stated that they want to put the new sander on the newest truck and it has to be set up for that truck.

Mrs. McKenney asked if they were going to have any other expenditures for the rest of the year outside of their budget. Mr. Pelissier stated that there is one item that will cost about \$350 for a high speed blower for cleaning streets off but that it's not a major purchase.

Mr. Gryval stated that for safety purposes he would like to see this happen and to see the roof be put on at the same time. He asked Mr. Pelissier if this is approved tonight, could it be done before the snow comes. Mr. Pelissier stated that the same guy who did the Chief's roof is more than capable to get it done and could get the bid process started tomorrow.

Motion. Mr. Gryval made a motion to expend up to \$30,000 for the six bay sander garage with the catwalks and ceiling and, if needed, lights. 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.

Highway Department's Monthly Report.

Mr. Pelissier stated that as far as personnel goes, there is not a lot happening there as August was vacation month for a lot of people.

Mr. Pelissier stated that the packer needed some front end work done and that was about \$1,200 for changing the breaks and bearings. He stated that it also needed some new bushings on the ram and explained that the ram is what empties the truck at the plants and pushes the stuff out of the truck which costs about \$300.

Mr. Pelissier stated that they hope to start doing the crack sealing and are looking to start that after Labor Day. He stated that they have two ground level containers that they can put the skid steer and compressor into at the transfer station and are in the process of buying.

Mr. Pelissier stated that the road work is going slow. He stated that they are looking at starting Oak St on Wednesday, Sept 5th and Cross St on Tuesday, Sept 4th. He explained that he doesn't know what's going on with Ferry St because that is the Sewer Department's responsibility.

Mr. Pelissier also stated that they are trying to get the Sewer Department to pay half of the cost of repairing the crushed pipe on Oak St. He explained that when the Sewer Department put their man whole in, it filled the pipe and they had to relieve it but they declined to pay for half of it. Mr. Apple stated that they have offered to pay \$1,000 plus the cost of materials. Mr. Pelissier stated that if they do that, he would be fine with it. Mr. Gryval stated that they could get the actual cost of this before they send a response to the Sewer Department.

Mrs. McKenney asked Mr. Pelissier if he ordered the No Outlet sign for Pine Acres. Mr. Pelissier stated that he ordered four No Outlet signs and four Dead End signs.

Mr. Pelissier stated that Ms. Cushing, from the Town Library, gave a glowing review of the things that the Highway Department has done for them. Mr. Pelissier stated that they have asked them about salting and plowing for them and asked the Board to give him guidance on that.

Discuss the Hiring Process for Town Clerk and Building Inspector.

Mr. Apple stated that they have some resumes for the Building Inspector position but they are all for full-time. He stated that they are covered for now but that they need to determine rather or not to keep the position full-time.

Mrs. McKenney asked if he has reviewed the resumes and if there is anyone who is very well qualified for what they want done. Mr. Apple stated that the resumes are average. He also stated that he thinks that they need to decide on the priority based on the budget. Mr. Apple stated that the total salary rate is \$49,000 and that they need to find \$24,000 for the full-time position. It was determined to keep the position full-time and that Mr. Apple would set-up the interview times.

Mr. Gryval stated that with them being \$154,000 over the direction they gave the Department Heads, they are going to need to make some cuts to get below default and asked where they are going to make them. Mrs. McKenney stated that they haven't reviewed the budgets and those numbers aren't cast in stone.

Mr. Gryval stated that the numbers are going to change and it's a potential that they are going to get worse. He asked if this is a priority for the town. The Chair stated that he agrees with Mr. Gryval on the budgets but that he thinks that they have to do something with the position because they have gone through a lot of Building Inspectors. He also stated that there is no way of enforcing things because people know that the Building Inspector will change and just do what they want, so yes he feels it is a priority.

Mr. Apple stated that the memo from Mrs. Demers is reproduced in their materials. He stated that the position has been advertised and the period closes on Friday. Mrs. Demers stated that they advertised for a town clerk/deputy tax collector.

Mr. Apple stated that Mrs. Demers' memo suggests separating the two positions and eliminating the part-time hours. Mr. Gryval stated that he would like to see it remain as it is. He also stated that in light of the budget, they may be cutting those hours and that he would then ask Mr. Apple to come up with a different schedule then they have right now.

Mrs. Demers stated that she has 60 hours between the two positions. She also explained that the problem for them is that in order to maintain the same level of service because they will have two new people; they are going to be a lot more cautious and slower at getting things done. There was discussion of the change in positions.

Mrs. Demers stated that Mrs. Rogers is interested in the tax collector position so that would leave them looking for a town clerk. Mr. Apple stated that the increase for the proposed salaries is

\$500. The Chair asked if the town clerk would be eligible for benefits. Mrs. Demers stated that the prior town clerk received benefits and doesn't see why a new town clerk won't be able to.

The Chair asked what the Board thought about the proposed changes. Mr. Grvyal stated that he is not in favor of adding a full-time position and in changing the hours. He stated that his concern is in the overall budget picture and that he agrees they could put this as full-time but they cannot afford it. Mr. Grvyal stated that he would like to leave the job description the same and hire someone to replace Mrs. Demers.

Mr. Apple stated that he thinks Mrs. Demers makes a good point in the sense that they want to try to make it as much contentnuity as possible. He stated that it would be unfortunate to pick someone and then they are defeated at the poles and that there is a political component to this. Mrs. Demers expressed concern that she would train someone and then they don't get elected in March and having someone who's not trained becomes the new town clerk. There was further discussion of changing or keeping the position and the benefits of doing so.

Mr. Apple asked the Board who the committee should be for the hiring process. It was determined that Mr. Grvyal would be on the committee and that they would hold the interviews on Tuesday, September 04, 2012 at 4pm.

Mr. Grvyal stated that he's fine with dividing the position into two pieces if that's what is recommended but he's not in favor of making it full-time. Mr. Apple suggested that they defer that decision and see what the candidates are looking for.

Mrs. Demers mentioned that they need to setup an audit for her before she leaves. Mr. Apple stated that they can talk to Mr. Smith about it tomorrow.

It was determined that they would circulate the resumes tomorrow, have interviews on Tuesday Sept 4th and then have a Select Board meeting on Wednesday, Sept 5th to present recommendations and discuss the hours for the positions.

Department Monthly Update Reports.

Fire Department.

Chief Martin distributed his monthly report to the Board. He stated that they had some training on August 5th at the school for a practical exam. He explained that NH CPR does the training and that a bunch of members had helped out with that and received Con Ed hours for helping.

Chief Martin stated that the E911 mapping and addressing has been done in regards to sending out letters to all the effected members including dispatch members and the post office. He also stated that as of right now, they are on track for the September 14, 2012 change over.

Chief Martin stated that they have received three letters of support from different congressmen and senators for the EFG Grant. He stated that the grant is still pending and that they haven't started reviewing the applications yet.

Chief Martin stated that all vehicles are currently in service. He stated that they have received the SUV from the Police Department and is it now being converted into a fire vehicle. He also stated that there is approximately 15 hours completed for taking the striping off and cleaning and installing equipment. He also explained that the opticom system at Rt. 3 and School St was damaged by lighting and they are still waiting for the insurance claim to be issued before the repairs can be completed.

Chief Martin stated that they are still working with the State Forestry on obtaining the forestry vehicle. He stated that he has spoken with the Auburn Fire Chief and that he is working on getting it here by flat bed.

Chief Martin stated that the Apparatus Committee is still working aggressively on engine specs and once it's finalized they will be going to get some pricing for that. He also stated that he has been working with the EMD (Emergency Management Director) and Welfare on the shelter equipment for the trailer. He stated that there is still some equipment being purchased through the grant which is still pending.

Chief Martin informed the Board that as of August 27, 2012 they are at 46.4% left from their budget and that some lines have come over. He stated that they finished up on the 2013 budget. Chief Martin also stated that they have about 15 hours of building inspections including schools. He stated that they had 34 calls of service for the month of August; some were fires in Concord and Epsom, public assistance, special incidents, and lift assistance.

Mr. Grvyal asked how the roaster is looking. Chief Martin stated that they are down a few guys and that they have a couple of applications that are in the process of interviewing right now. Mr. Grvyal also asked if there was any way of gauging what a candidate's true level of interest in showing up is because it seems like the same crew of guys show up at each call. Chief Martin explained that they have a job description and usually give them a letter of what is expected. He stated that it's difficult with it being a part-time call fire department and that is why they try to increase their offset by whose working days or nights.

Police Department.

Chief Mulholland reviewed the Emergency Management updates with the Board. He stated that they have done the FMA1 and requested a close out letter for that.

Chief Mulholland stated that they had a training session in August which was a Resource typing course. He also stated that that training was for typing their equipment and trying to take care of the one deficiency. Chief Mulholland also stated that there is a short-term recovery course being offered at EMI in Maryland which is scheduled for January and that all expenses are paid for. Mr. Apple asked what level of training do they have to have to go there. Chief Mulholland stated that it depends on what you are going to the training for and that sometimes there is a prerequisite.

Chief Mulholland stated that nothing has really changed for the RC Project and that two of the four houses have been demolished and are looking at closing on 33 Riverside sometime in September. He also stated that 24 Riverside is in foreclosure so it's going to be a long time to process that.

Chief Mulholland stated that they have already purchased 50 Riverside for the State Fund Projects and it has been demolished so that's all set. He stated that 1 Albin Ave is scheduled to close in September and 52 Riverside Drive will be closing on September 7, 2012.

Chief Mulholland updated the Board on the EMPG Projects. He stated that the Fire Department has been working very hard to get that trailer going. He stated that they have had more equipment come in. He also stated that they have given Mrs. O'Callaghan the keys for the trailer. Chief Mulholland informed the Board that there is still some state money left that expires on June 30, 2013 and that they are going to push hard to get what they can.

Chief Mulholland stated that nothing has really changed for the Mutual Shelter Agreement and that they are waiting for training dates for new personnel. He also stated that for the 2012 Exercise Program, they are still looking to do a workshop on September 20th and are working on a training session with the Police Department and Fire Department on a weekday. Chief Mulholland stated that there is nothing new to report on the Recovery Plan. He also stated that he assisted with running the Seacoast Incident Management team at the Hepatitis C Clinic.

Chief Mulholland stated that he has been asked to put on a presentation at FEMA Regional on Recovery Operations. He also stated that there will be a major exercise October 10-12th in Bear Brook State Park. He stated that there will be a number of agencies participating in the exercise. Mr. Grvyal expressed concern with people showing up and not notifying residents that they will be there. Chief Mulholland stated that he is also concerned and will be speaking to them about it.

Chief Mulholland stated that they have already gone over the budget and that they will be coming to the Board with any other expenditures at this point.

Chief Mulholland gave the Board an update on the Police Department personnel. He stated that they have had some training. He also stated that Officers Lawrence and Glenn (?) are in uniform and are doing ride along between now and when they go to the academy on September 17th. He stated that the 12 hour shifts are starting to show reason for concern. He explained that 12 hour shifts are very risky for the type of work they do and that 8 to 10 hour shifts are much better. He has had to come in and cover shifts and is concerned of not having someone on shifts.

Chief Mulholland stated that they had a building clearing training. He also stated that Officer Jordan did some training for people who have Alzheimer's in Maine. Chief Mulholland stated that they are waiting for Chevy to deliver the Tahoe. He also stated that criminal activity has gone down and usually August is a lot higher.

Chief Mulholland stated that he added a Miscellaneous Category to his report. He stated that he signed an agreement for a Sexual Assault Resource team. He explained that this agreement allows us to have some people work with these victims. He also explained the team and process and that they can take the victims to Merrimack County to work with the resource team. Chief Mulholland stated that he has been working on Traffic Accident Reconstruction Unit and is still working on the grant money to do that.

Town Administrator Report.

Mr. Apple stated that Mrs. Rogers continues to do well during her probationary period and that they have set quarterly goals for her. He stated that she has been attending the necessary state training.

Mr. Apple stated that Mr. Paquin has been working in the afternoons. He also stated that he has not met with Mr. Paquin but plans to meet with him to see how things are going. He also stated that they do have some resumes for the Building Inspector position. He stated that the #2 candidate from the past is interested in the position and would prefer that it was full-time but is willing to take part-time position. Mr. Apple stated that he will be scheduling interviews for that as well as the town clerks position.

Mr. Apple stated that town wide they are at 44.09% bottom line left. He stated that his normal cautions apply because they don't all spend money at the same time. He also stated that they are doing better than they have historically for this time of year.

Mr. Apple stated that the Tri-Town Joint Board representatives met with the Charitable Trusts and that in exchange for noticing them on any dissolution on the town effort, the Charitable

Trusts is going to issue a no action letter that will require an amendment. He stated that there was a meeting scheduled for tomorrow but Chief Paulsen cancelled it. He also stated that the Tri-Town members agreed to amend their by-laws and have noticed their members for a dissolution vote in September.

Mr. Apple stated that the Safe Routes Funding has been transferred to Fiscal Year 2013. He stated that they are still on schedule for bids to go in January and construction at the end of March. He stated that they are currently working on property surveys.

EDC.

Mr. Apple stated that Ms. Martel has agreed to notice a meeting for September and he will follow up on that with her.

Planning Board.

Mr. Apple stated that the planning board is going to take up a draft CIP on September 12th and that he has put notice in the paper.

Ferry St Boat Ramp.

Mr. Apple stated that he has nothing new to report regarding the boat ramp.

Fire Department Insurance Claim.

Mr. Apple stated that this is completed so it will be coming off the report next time. Mrs. McKenney asked what the final number is on that. Mr. Apple stated that he hasn't heard what the amount is and knows that they are still pursuing the town's deductible from USAA.

Miscellaneous. Mr. Apple stated that Scott Lane has agreed to perform the Strategic Analysis as part of his Master's coursework and intends to meet with him next week. Mr. Apple stated that the Road Agent already spoke about the highway sanders. He also stated that the Chief reviewed and approved the RFP with minor changes so that has been sent to bidding contractors. Mr. Apple stated that he has nothing new to report on the A Home Away issue.

Mr. Grvyal asked about doing an exit interview with employees and if Mr. Apple could send them a memo on resignations instead of just communicating it to the Board. Mr. Apple stated that it would be fine and explained a series of questions he asks in the interviews.

P.O., Abatements, and Other Business

Mr. Apple stated that he has a Purchase Order from Chief Mulholland for replacing the flooring in the Police Department. Chief Mulholland explained that there is only one price quote because this is the third floor they've done this year and people don't want to come down and do a quote if he's just going to go with someone else. The Chair asked that he include a memo stating that he contacted many contractors and they didn't want to come down and do the quote.

Chief Mulholland stated that he has the money to do this in his overall budget but not in that particular line. Mr. Gryval asked where they were going to transfer it from. Chief Mulholland stated that he's not going to transfer the funds; that you are supposed to over expend that line and under expend the others. He also stated that he's going to wait to do the work until November just in case something happens and they need that money.

DRA Form PA16.

Mr. Apple stated that they are asking the DRA for a reimbursement for taxes on the lands since the assessing value has gone down. Mr. Gryval stated that he would like to see some more information on it.

Review and Approve Minutes.

Mr. Apple stated that the minutes for August 6, 2012 are in their materials. Mrs. McKenney stated that there was an error on the properties listed for deeding. It was determined that it should be Fanny Drive instead of Canning Road. Mrs. McKenney also discussed other grammatical errors that needed to be changed.

Motion. Mrs. McKenney made a motion to accept the 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. Mr. Gryval made a motion to accept the non-public minutes session one of August 6, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Manifests.

Mr. Apple stated that he has manifests from August 16, 2012 that they all have signed and are reproduced in the back of their materials.

Motion. Mr. Grvyal made a motion to approve the manifest for August 16, 2012. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Grvyal made a motion to amend his motion to include the amount of \$710.71. 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. Grvyal made a motion to approve the manifest for August 16, 2012 in the amount of \$11,325.02. Mrs. McKenney seconded the Motion. There was no additional discussion.

Committee & Project Updates.

Planning Board.

The Chair stated that they had a meeting and scheduled a public hearing for CIP and also discussed the action for it which is to take it as far as Donigian properties and Chestnut Drive.

Mr. Grvyal asked if there were any requests to replacing anybody. The Chair stated that the Planning Board wishes to have Mr. Rogers removed from Central NH Regional Commissioner and to have someone else appointed. The Chair stated that the Planning Board has not expressed an interest in appointing any particular person. He also stated that he will circulate and ask for opinions of who to appoint. Mr. Apple stated that he will write a letter to Mr. Rogers stating that his services are no longer needed.

The Chair stated that as far as Chestnut Drive is concerned, the Board voted to approve it which failed as they were advised by counsel and then they are going to call the warranty on the road so it can be fixed.

Budget Committee.

Mr. Grvyal stated that they have not had a meeting.

SVRTA.

Mrs. McKenney stated that she hasn't heard anything about a meeting or on the insurance study.

Old Allenstown Meetinghouse.

Mr. Grvyal stated that he has nothing new to report.

Tri-Town Ambulance.

The Chair stated that they already had a report on that.

Record Retention Committee.

Mrs. McKenney stated that they haven't had a meeting. He also stated that they have to do something about that since Mrs. Demers is leaving.

Safe Routes to School.

The Chair stated that they have already heard a report on that.

EDC.

The Chair stated that they have already heard a report on that.

CIP.

The Chair stated that they have already heard a report on that.

Mr. Grvyal stated that he and Mrs. McKenney were at the library on Saturday morning and the new librarian was talking about things she wants to do. He stated that he suggested that she speak to the Historical Society or Mr. Apple. He stated that Ms. Cushing didn't know they had a Historical Society and that he invited her to their meeting on September 5, 2012 and will be introducing her to the board.

Mr. Apple stated that he spoke to Mr. Verville today and the Moose Plate grant has come through.

Budget Process.

The Chair stated that they have already discussed this.

Town Hall Renovations.

The Chair stated that they have already discussed this.

Other Business.

Mr. Gryval asked if they needed to give a response back to Bear-Paw because he is not in favor of their proposal. The board determined to have Mr. Apple write a letter politely declining the Bear-Paws proposal.

Mrs. McKenney asked Mr. Apple about an email he sent out regarding a property liability credit for \$445.00 and asked if they should let them keep that since it's the town's money. Mr. Apple stated that they should let them keep the credit for the reasons articulated in his memo.

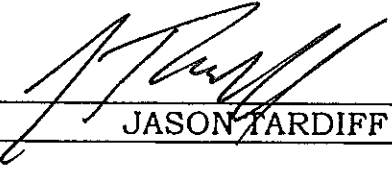


The Chair asked for any additional business. There was none.

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 9:03pm.

Signature Page.

Original Approval:	
 JASON TARDIFF	9.10.12 DATE
 JEFF GRYVAL	9-10-12 DATE
 SANDRA MCKENNEY	09-10-12 DATE

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

Town of Allentown
Select Board Meeting

August 27, 2012