

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

Minutes of Regular Meeting
September 12, 2011

Call to Order.

The Allenstown Select Board Meeting for September 12, 2011 was called to order by the Chair at 6:00 p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandra McKenney

Others Present.

Residents of Allenstown: Valerie Merrill.

Others Present:

Other Public Officials: Larry Anderson, Trustee/Budget Committee; Carl Schaeffer, Parks & Recreation Commission; Richard Merrill, Sr., Planning Board; Carol M. Merrill, Budget Committee; Carl Caporale, Budget Committee; Ron Pelissier, Road Agent.

Allenstown Staff: Rob Martin, Chief, APD; Paul Apple, Town Administrator

Citizens Comments.

The Chair called for citizens' comments. Carol Merrill spoke about the boat ramp property and the Sewer Commission's proposed expansion. She said the residents had already elected to have that piece of (town-owned) property designated as a park, with improvements to the ramp itself. She felt that the Sewer Department's expansion project would be a benefit to the town as well, but that there must be a way for them to make that work without affecting the boat ramp and park area around it.

Meet With Chief Martin Regarding Proposed Fire Department Promotions.

Chief Martin spoke about

Mr. Gryval made a Motion to appoint Irena Katalova as a part-time Call Firefighter at the rate of \$11.28 per hour effective October 2, 2011. 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.

Mr. Gryval made a Motion to promote Robert Cushing from part-time Call Firefighter to Lieutenant, at the rate of \$14.32 per hour, effective October 2, 2011. 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.

Consider Designation of Chestnut Drive as an Emergency Lane.

Mr. Apple told the Select Board that this issue, at their discretion, might be better decided after a Public Hearing is held to attain the input of the residents, especially those who live on Chestnut Drive. Further, he said if they did want to hold a Public Hearing on the matter, they should get that scheduled that evening so this could be expedited, one way or another. He added that he had already spoken with the Department Heads from the Fire Department, Police Department, and Highway Department, who all recommended the designation for safety reasons.

Mrs. McKenney expressed her concern for the taxpayers who live on Chestnut Drive, citing questionable care of the Road. Mr. Gryval agreed, saying he felt the public should be involved in this decision as the residents of the Road in question have waited way too long already for the services that they deserve.

With that, the Board began discussing when to schedule the Public Hearing. With the presentations of proposed budgets plus two Public Hearings already filling the schedule for September, they brought up the possibility of having it on a Thursday night, and Mr. Apple said the next feasible Thursday would be in the first week of October, however, the Budget Committee meets that evening, and many of its members would want to attend. After looking at several other evenings, none of which would work for everyone on the Board, they directed the Town Administrator to forward other dates by email for consideration.

Consider Revisions to Fee Schedule for Transfer Station.

Mr. Apple referred to copies of the old and new fee schedules that he had provided to the Select Board, explaining that the changes suggested are in reference to the cost of disposing of several particular items. Most of these changes were with regard to appliances, for which the charge to residents had been \$25.00; the new fee would drop to just \$5.00, which is the actual cost charged to the town for the disposal of such items.

The Board had a couple of questions for Mr. Pelissier concerning specific categories of recyclables which had been separate but were now being grouped, namely the construction/demo debris.

Mr. Gryval made a Motion to accept the new disposal fee schedule as submitted by the Road Agent, effective November 1, 2011. 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.

Consider Public Hearing Schedule for Ambulance Service and Recycling.

The Board directed the Town Administrator to determine an appropriate date for the public hearing and to send the date by email.

Review and Consider Operating Budgets for Executive, Town Clerk, Tax Collector, Elections & Registrations, and Parks & Recreation Departments.**--Executive:**

Mr. Apple showed that the Selectmen's Salary line was to remain the same, but other town employees, such as Secretaries, would receive a 1% increase. He went through the budget line by line, many of which were staying the same as in 2011. Although they were asking for a new copier from the leasing company, Mr. Apple explained that they had asked them to stay within the same budget, so this line also was the same. A change was noted on the News and Subscriptions line, which was increasing due to an increase in the cost of training and continuing education course materials. Licensing, he pointed out, had gone up \$2,000.00 to reflect an increase in the cost of licenses. Also increasing for 2012 is IT Maintenance by \$1,000.00; this reflects the change to a comprehensive package plan, rather than the previous 'per occurrence' deal. Lastly, the Website Design & Maintenance line, a new line designated for the redesign of the town's website at a cost of \$4,000.00 and then maintenance at \$2,000.00 per year. The redesign would make the website a much more interactive experience and with the maintenance option, the site will be well kept up-to-date. Mr. Apple said he had received estimates from two different companies who in fact service the websites of several surrounding towns; both were priced equally.

Mr. Tardiff asked if the Cellphones line might decrease with the reevaluation being done by Mr. Apple and the two Chiefs, to which Mr. Apple answered that it likely would drop a bit from the figure showing as of that date, which was \$675.00.

Mrs. McKenney mentioned that she had spoken with quite a few senior citizens recently who are worried about the budget increasing and driving their taxes up, they said they cannot afford any increase to their tax bill. Everyone acknowledged that and reiterated their goal of keeping the budget as close to last years as possible.

Mr. Gryval made a Motion to accept the 2012 Executive Department budget in the amount of \$165,181.00. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

--Parks & Recreation:

Carl Schaefer was in attendance to present the proposed budget for the Parks and Recreation department. The only change from the 2011 budget was the Maintenance Person line, which increased by \$146.00 due to a rate increase for their part-time Maintenance Man.

Mrs. McKenney noted that historically, this department never uses the entire amount budgeted for the Maintenance Person's hourly rate. For that reason, she suggested not adding on the \$146.00, which would leave the Parks and Recreation department's proposed budget exactly the same as last year.

Mrs. McKenney made a Motion to change the Maintenance Person line from \$6,946.00 back to \$6,800.00. 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.

Mrs. McKenney made a Motion to accept the 2012 Parks and Recreation Department budget in the amount of \$31,650.00. 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.

--Town Clerk:

Mr. Apple presented the Town Clerk's proposed budget. He pointed out the few changes, the first two being the Town Clerk and Deputy Town Clerk's salary increases; as well as a \$200.00 increase to the Computer Maintenance line.

The Board was satisfied with the budget as reviewed, and Mr. Gryval made a Motion to accept the 2012 Town Clerk budget in the amount of \$38,769.00. 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.

--Tax Collector:

Mr. Apple also spoke on behalf of the Tax Collector. This proposed budget's first two lines also showed modest changes due to pay rate increases for the Tax Collector and Deputy Tax Collector. Also noted was an estimated 33% decrease to the Lien Releases line which amounted to \$1,000.00. Four percent, or \$200.00, was added to the Postage line, although the Tax Bills line decreased by the same amount due to new, less-expensive printing. Lastly, Mr. Apple reviewed a new line added for 2012, entitled Mortgagee Research. The \$4,500.00 entered there was moved from the Legal Budget because there is a lawyer involved in that work. He further explained what Mortgagee Research is, saying that it must be done anytime a mortgage is paid off. That mortgage then needs to be researched to ensure that tax bills are being sent to the homeowner, and not the bank. He again noted that the money was simply moved from the Legal budget to the Tax Collector's budget to cover those expenses as incurred by that department.

The Board had no further questions, and Mr. Gryval made a Motion to accept the 2012 Tax Collector budget in the amount of \$46,019.00. 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.

--Elections & Registrations:

Lastly, Mr. Apple reviewed the proposed Election budget. He noted the significant increase of over \$8,000.00 to that budget, and explained that it was due to the fact that there are four elections in 2012 as opposed to only one in 2011. The lines showing increases were Ballot Clerk (up by 357%), Election Printing (up 100%), Election Supplies (up 367%), Police Detail (up 441%), and Election Clerk (up 150%).

The Select Board had no issues with the proposed budget as reviewed, and Mr. Gryval made a Motion to accept the 2012 Elections and Registrations budget in the amount of \$18,775.00. 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.

Before moving on to the next Agenda item, Mr. Gryval took a moment to say that he had attended the previous weeks' Budget Committee meeting, noting a new member to the Budget Committee in Richard Caruso, a new Allenstown resident from Massachusetts.

He also stated that Penny Touchette, the Budget Committee Chair, had asked that the Board of Selectmen-approved budgets be forwarded to her as soon as the Board is done with them so that she could send them on to her committee members. He said he had already spoken with Mr. Apple, who said he would take care of that.

He said while at their meeting, he had talked a bit about what the Select Board had asked of the Department Heads this year in terms of preparing their budgets, i.e. keeping their budgets as low as possible without cutting services. He had also explained some of the ways the Select Board was looking to save money, such as with the recycling program, the pooling of purposes, the RFPs that have gone out, and working with the Town of Pembroke to try to lessen the expense of using the services of Tri-Town Ambulance.

Town Administrator's Report.

Mr. Apple updated the Board on the status of the RFPs. He said the response period for RFPs was just about closed and he needed to schedule time with the Select Board to review them and make some decisions. Mr. Tardiff asked what RFPs were pending. Mr. Apple replied that there were currently three of them: the Fire Extinguishers, Assessing Services, and Legal.

Mr. Apple discussed with the Select Board the probability that these should be open to the Public before deciding, as well as what procedure to follow in doing so. They all agreed that they should review the bids after the response period closes, then hold Public Hearings before making any recommendations.

Purchase Orders, Abatement Requests, Other Business.

Mr. Apple asked the Board for some direction on two issues involving business hours, the first being at the Transfer Station. He explained that Christmas Eve and New Years Eve both fall on a Saturday this year, and Mr.

Pelissier had proposed that the Transfer Station be closed on Christmas Eve, but open until noon on New Years Eve.

Mrs. McKenney asked if it would be that much of a probably to just be closed on both of those Saturdays, especially if they had plans. Mr. Gryval pointed out that Alan Turquotte had gone down and opened the landfill on New Years Day last year, so it was unlikely that he, at least, would take issue with working for four hours the morning before. Talk then turned to the possibility of opening the Transfer Station either on Friday, December 23 for a few hours, or for all or part of the following Monday, as most folks have a lot of trash just after Christmas. Mr. Pelissier said he was willing to do either if the Select Board wanted him to, however he was concerned that it might not be worth the cost of being open as he felt there would be very little traffic coming through on any day other than the regular Tuesday, Thursday, or Saturday.

Mrs. McKenney agreed, stating that she really felt they should just be closed on both of those Saturdays, and not create a "makeup day" that most residents will not likely utilize. Mr. Tardiff suggested that they close for Christmas Eve day, but hold regular hours on New Years Eve day, citing that they are only open until 3:00 p.m. on Saturdays, which should leave plenty of time for employees to get to any New Years Eve destinations they might have planned.

Mr. Apple then explained the second business hours issue at hand, which concerned the Town Offices. He said that Veteran's Day falls on Friday, November 11 this year, and whereas the Town offices are closed on Fridays, he had been asked to find out if those employees might observe the holiday on Thursday, November 10 by closing the offices. Mr. Gryval asked if the employees had thought about the fact that they are normally open for 11 hours on Thursdays, yet their holiday pay would only be for 8 hours. Mr. Apple noted that and said he would ask the employees and see what they wanted to do.

Review Circuit Rider Agreement with CNHRPC.

Mr. Apple's next item was a review of the proposed agreement with the Regional Planning Commission. He explained some of the highlights of entering into the agreement, which, he said, was essentially a retainer. The town might ask them to review an ordinance, or help to write up a new project plan.

Concerns expressed by the Board included Mrs. McKenney stating that it was a lot of money to be spending at this particular time, and Mr. Gryval's point about the broadness of the language within the agreement, and the things left to question because of it.

Mr. Apple cleared up a money concern when he explained that there is only a cost incurred when they give assistance, upon request by the town or the Planning Board. That way, when the Planning Board sees something they need help with, they'll have the authority to contract with the CNHRPC and get that help, once they've cleared it with the Select Board.

Mr. Gryval made a Motion to accept the Circuit Rider Agreement for Planning Assistance with CNHRPC, effective September 8, 2011. 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.

Update on Concord Solid Waste Cooperative.

Mr. Apple reviewed the letter received earlier that same day from the Coop, which he had copied to the Select Board. Essentially, the letter stated that withdrawal from the Coop was a very lengthy process and they would do whatever they could to accommodate Allenstown within that process. Mr. Apple then presented the Board with a draft of a response letter he had written, and asked for the Board's permission to send it to the Coop.

After reading the letter and noting a date that should be changed prior to sending it, the Board agreed that it was a good response.

Update on Boat Ramp.

Mr. Apple said he had contacted the state, who was willing to consider alternative sites for the ramp. Further, he had contacted the adjoining landowners to discuss a possible lease agreement in order to get the boat ramp in place.

Discuss Appointments to Parks and Recreation Commission.

Noting that Mr. Schaefer had had to leave the meeting early, Mr. Apple said that Mr. Schaefer had told him that he was fine with the people who had contacted him and expressed an interest, should the Board want to just go ahead and do the appointments that evening. Mr. Apple asked the Board whether or not they wanted to meet with the parties who had expressed an interest in serving on the Commission prior to making any decisions.

Mrs. McKenney said she thought it a good idea to meet with them, seeing as they are seeking to work with children. The remainder of the Board concurred.

Minutes.

Mr. Apple said he had received Minutes just that morning for August 8, and that he would forward copies to Select Board members the next day for their review.

Update on Tri-Town.

Mr. Apple informed the Board that the Drafting Committee had concluded its work on the proposed Intermunicipal Agreement. He said he was not having them look at it that evening, but was submitting it for their review.



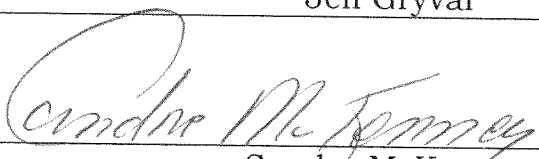
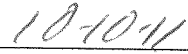
Other Business.

Mr. Apple had one Purchase Order from Chief Martin for pagers, which he passed on to the Board to review and approve.

Adjournment.

Mr. Gryval made a Motion to adjourn. 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, and the meeting adjourned at 8:57 p.m.

Signature Page.

~Original Approval~	
	
Jason Tardiff	Date
Jeff Gryval	Date
	
Sandra McKenney	Date

~Amendment Approval~	
Amendment Description:	
Jason Tardiff	Date
Jeff Gryval	Date
Sandra McKenney	Date