

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 reiterated his recommendations to appoint a new call fire fighter and to promote a call fighter.

Motion. Mr. Gryval moved to appoint Irina Katalova as a part-time call firefighter at the rate of \$11.28 per hour effective October 2, 2011. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a Motion to promote Robyn 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. 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 Designation of Chestnut Drive as an Emergency Lane.

Mr. Apple reported to the Select Board that the designation must be decided after a Public Hearing is held to attain the input of the residents, especially those who live on Chestnut Drive. He said if the Board wanted to hold a Public Hearing, the hearing should be scheduled before winter weather. 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 be made 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.

The Board discussed when to schedule the Public Hearing, and with the budgets schedule and two (2) other Public Hearings in September, Mr. Gryval asked whether it was possible to hold the hearing on a Thursday night. Mr. Apple responded that the Budget Committee is scheduled to meet on the first Thursday in October. None of the other Thursdays in October were convenient to all members of the Board, so the Chair directed the Town Administrator to forward additional dates by email for consideration.

Consider Revisions to Fee Schedule for Transfer Station.

Mr. Apple distributed copies of the old and new fee schedules that he had previously provided to the Board by email and explained that the changes refer to the cost of disposing of several particular items. Mr. Apple stated that the intent in changing the schedule is to ensure that residents only pay for the actual cost of disposal. For example, the charge for appliances is \$25.00, but the new fee would be \$5.00, which is the actual cost charged to the Town for appliance disposal.

Motion. 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 reviewed the draft proposed operating budget for the Executive Department. He noted that the showed that town employee salary line reflected a recommended 1% increase. He went through the budget line by line, many of which were staying the same as in 2011. He stated that computer licensing fees line had increased \$2,000.00 to reflect a cost increase.

The IT Maintenance line was increased by \$1,000.00 because the Town purchased a comprehensive service plan from Kilpatrick IT, of Merrimack, rather than the 'per occurrence' arrangement with the previous provider.

The Town Administrator also proposed a Website Design & Maintenance line, for the redesign of the town's website. Design costs are estimated to be \$4,000.00 and then annual maintenance at \$2,000.00 per year. The redesign would make the website much more intuitive for users and easier to up-date for town employees. He said he had received estimates from two different companies who service the websites of surrounding towns and both were priced equally.

The Chair asked if the Cellphones line will decrease as a result of the evaluation being done by the Communications Committee. Mr. Apple answered that the cost may decrease slightly from the \$675.00 reported in the line.

Mrs. McKenney stated that she has spoken with quite a few senior citizens recently who are worried about increased costs. She reports that they cannot afford any increase to their tax bill. The Chair and Mr. Gryval reiterated the Board's goal of keeping the budget as close to last year's as possible.

Motion. Mr. Gryval made a Motion to accept the 2012 Executive Department budget in the amount of \$165,181.00. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

Parks & Recreation:

Carl Schaefer presented the 2012 proposed operating budget for the Parks and Recreation department. The only change from the 2011 budget is the salary line for the maintenance person, which increased by \$146.00 due to the salary increase recommended by department heads. Mrs. McKenney noted that the department historically has not used the entire amount budgeted for the maintenance person's salary. For that reason, she suggested that the line not be changed.

Motion. Mrs. McKenney moved to eliminate the \$146.00 from the salary line for the maintenance person in the 2012 proposed operating budget for the Parks and Recreation department, resulting in a line in the amount of \$6,800.00. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

Town Clerk:

Mr. Apple presented the Town Clerk's proposed budget because the Town Clerk/Tax Collector was attending a night class and unable to be present. He noted the changes to the salary line, because of the recommended

wage increase; and the increase to the computer maintenance line because of a cost increase. The Board had no questions.

Motion. Mr. Gryval made a Motion to accept the 2012 Town Clerk budget in the amount of \$38,769.00. 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.

Tax Collector:

Mr. Apple noted the Tax Collector's 2012 proposed operating budget's salary lines also showed modest changes because of the pay rate increases for the Tax Collector and Deputy Tax Collector. He said the lien releases line decreased by approximately a third, amounting to approximately \$1,000.00. Four percent, or \$200.00, was added to the postage line because of increased costs; but, the tax bills line decreased by the same amount because the Town will purchase laser print blanks, which are cheaper, when the supply of the old dot matrix blanks is finished next year. Mr. Apple identified a new line, entitled "Mortgagee Research," to which lien release research and drafting will be reported in 2012. Historically, the cost of lien release research and drafting is reported in the Legal Budget because an attorney is involved in that work. Mrs. McKenney asked for an explanation of what is involved specifically in lien release research and drafting. Mr. Apple responded that the work is related to certifications that are required and documents that must be filed when a mortgage is paid in full. Most tax bills are paid by the mortgagee while the mortgage is in place. Once the mortgage is released, the Town has to ensure that tax bills are redirected to the tax payer. He stated there was no increase in spending, just a reassignment of the expense to the Tax Collector's budget since the expense is incurred by that department.

Motion. Mr. Gryval moved to accept the 2012 Tax Collector budget in the amount of \$46,019.00. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Elections & Registrations:

Mr. Apple presented the 2012 proposed operating budget for Elections and Registrations. He stated the significant increase, of over \$8,000.00, results from four elections scheduled for 2012 rather than the one conducted in 2011. The Select Board had no questions.

Motion. Mr. Gryval made a Motion to accept the 2012 proposed operating budget for Elections and Registrations in the amount of \$18,775.00. 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.

Update on Budget Committee.

Mr. Gryval reported that he had attended the previous weeks' Budget Committee meeting. He identified Richard Caruso, a new member appointed by the Budget Committee to fill a vacancy. Mr. Caruso is a new Allenstown resident.

He also stated that Penny Touchette, the Budget Committee Chair, requested that the Town Administrator forward department budgets recommended by the Select Board budgets as they are approved so that she could send them on to her committee members. Mr. Apple said he would do that on Tuesdays during budget season.

Mr. Gryval also said that he had reported to the Budget Committee the budget guidance the Select Board gave to department heads for 2012; specifically, that they keep their budgets as low as possible without cutting services. He had also explained some of the ways that the Select Board was looking to save money: the recycling program, bulk purchasing of commonly required items, the RFPs for assessing, legal and fire extinguishers, and the inter-municipal agreement with the Town of Pembroke ambulance service.

The Board had no questions.

Town Administrator's Report.

Mr. Apple updated the Board on the status of the RFPs. He said the response period for RFPs closes shortly and he proposed to schedule time with the Board to identify the bidders and make some decisions on how they would be review them. The Chair asked which RFPs were pending. Mr. Apple replied that there are currently three of them: fire extinguishers, assessing services and legal services.

Mr. Apple said that the RFP responses should be opened in a public session and that the Board should then decide on a procedure for how to evaluate the response. The Board agreed, and directed the Town Administrator to schedule time on the agenda for opening the bids.

Purchase Orders, Abatement Requests, Other Business.

Mr. Apple requested direction from the Board on business hours at the Transfer Station and the Town Hall. He explained that Christmas Eve and New Years Eve both fall on a Saturday in 2011. The Road Agent proposed the Transfer Station be closed all day on Christmas Eve, but opened until noon on New Year's Eve.

Mrs. McKenney asked if it would be simpler to close the Transfer Station on both of those Saturdays. Mr. Gryval stated that the Station Attendant, Alan Turquotte, had opened the Transfer Station on New Year's Day (January 1, 2011) and thought it unlikely that Mr. Turquotte would take issue with working half a day on New Year's Eve. Mrs. McKenney asked if it was possible to open the Transfer Station either on Friday, December 23, 2011 for a few hours, or for all or part of the Monday after Christmas, December 26, 2011; especially because many residents may have a lot of trash as a result of the holiday. Mr. Pelissier stated his willingness to do either, at the direction of the Board; but, he questioned whether it would be worth the cost of being open because he felt there would be very little traffic on any day other than the regular Tuesday, Thursday, or Saturday. Mrs. McKenney agreed, and suggested the Transfer Station should just be closed on both of those Saturdays.

The Chair suggested that the Transfer Station be closed on Christmas Eve, but be opened for regular hours on New Years Eve, citing that the Station is only open until 3:00 p.m. on Saturdays in any event. There would be plenty of time for holiday plans because most events do not start until later in the evening.

Mr. Apple then identified several issues regarding holiday business hours at Town Hall. Veteran's Day falls on Friday, November 11 this year, and the Town is ordinarily closed on Fridays. He asked for permission to close the Town Hall on Thursday, November 10, in observance of the holiday. Mr. Gryval noted that Thursday is normally an 11 hour day, but holiday pay would be for only 8 hours. Mr. Apple said he would ~~he would~~ ask the Town Hall employees how they would like to proceed.

Review Circuit Rider Agreement with CNHRPC.

Mr. Apple's distributed copies of Central New Hampshire Regional Planning Commission's proposed circuit rider agreement. He explained that the agreement is essentially a retainer, making a planner available to the Town to review an ordinance, to draft policies and procedures or to review an application.

Mrs. McKenney stated that it was a lot of money to be spending at this particular time. Mr. Gryval's pointed out that the language in agreement was so broad that he was not sure precisely what services would be provided.

Mr. Apple explained that the Town incurred a cost only when the Town requested service. The Planning Board would decide whether they need any help with and the agreement would authorize the Planning Board Chair to contact CNHRPC.

The Chair, as the Board representative to the Planning Board, identified some of the services the Planning Board had considered as being an update of the forms and procedures, the subdivision regulations and some more general review of a pending application to make sure it was being properly considered.

The Board had no additional questions.

Motion. Mr. Gryval moved to accept the Circuit Rider Agreement for Planning Assistance with CNHRPC, effective September 8, 2011 at the rates specified in the draft 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.

Update on Concord Solid Waste Cooperative.

Mr. Apple distributed copies of a letter he received earlier on September 12, 2011 from the COOP's executive director, Jim Prescher. The letter reviewed the withdrawal process. Mr. Apple also presented the Board with a draft of a response to Mr. Prescher, and asked the Board to approve it. The Board reviewed it and authorized Mr. Apple to send it.

Update on Boat Ramp.

Mr. Apple reported that he had contacted Mr. King, at the New Hampshire Fish and Game Department, and Mr. King is willing to consider alternative sites for the ramp. Mr. Apple also stated that he had contacted the adjoining landowners and that he and the Road Agent would be meeting with the landowner to discuss a possible lease agreement in order to get the boat ramp in place.

Discuss Appointments to Parks and Recreation Commission.

Mr. Apple reported that Parks and Recreation Commissioner, Mr. Schaefer, had met with Peter and Beth Houlis, residents who had expressed an interest in serving as Commissioners, and no objection to their candidacies. Mr. Apple asked the Board if they wanted to meet Mr. and Mrs. Houlis. Mrs. McKenney said she thought it a good idea to meet with them, and both the Chair and Mr. Gryval agreed. The Board directed Mr. Apple to arrange for an interview with Mr. and Mrs. Houlis.

Minutes.

Mr. Apple indicated he had received draft minutes earlier on September 12 for the August 8 meeting and that he would forward copies to Select Board members the next day for their review.

Update on Tri-Town Ambulance.

Mr. Apple reported that the Drafting Committee had concluded its work on the proposed Inter-municipal Agreement with Pembroke for ambulance service. He distributed copies of the draft and requested Board Members to review it before next week's meeting.

Other Business.

Mr. Apple submitted one Purchase Order from Chief Martin for pagers. The Board reviewed and approved it.

Adjournment.

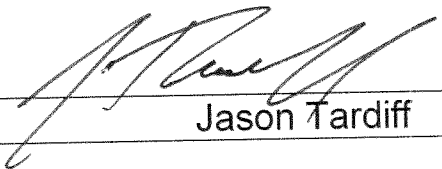

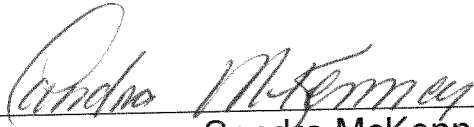
The Chair asked for any other business. There were no additional items.

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
8:57 p.m.

Signature Page.

~Original Approval~	
	12-12-11
Jason Tardiff	Date
	12-12-11
Jeff Gryval	Date
	12-12-11
Sandra McKenney	Date

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

******Notice of Public Hearing******

Allenstown Municipal Budget Committee Meeting

Thursday, December 15, 2011

6:15 P.M.

at

Allenstown Fire Station

Agenda:

- Review and approval of meeting minutes
- Review and approval of the following budgets:
 - Solid Waste
 - School
- Any other business that may legally come before the board.

Meetings may be taped audibly and or by video for the purpose of written minutes.
Special accommodations for individuals with disabilities are available upon request
(Americans With Disabilities Act of 1990).