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

Minutes of Regular Meeting  
November 7, 2011

**Call to Order.**

The Allenstown Select Board Meeting for November 7, 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:

Others Present:

Other Public Officials: Larry Anderson and Dick Woods

Allenstown Staff: Chief Robert Martin, AFD; Shaun Mulholland, APD; Paul Apple Town Administrator

**Citizens Comments.**

The Chair called for citizens' comments.

Mr. Woods asked the Board that they make it mandatory for any government commissioned board say the Pledge of Allegiance at their meetings. The Chair stated that they couldn't require other board to do so but that the Select Board would do so at their meetings.

Mr. Woods also asked the Board if they had reached a decision as to the definition of who was a "commercial hauler". The Chair stated that there was no meeting last week, therefore there was no decision made at this time.

**Meet with Chief Martin regarding Call Fire Fighter Candidacy**

Chief Martin stated that the candidate had worked for the Allenstown Fire Department and had left in good terms. Mr. Gryval asked about what expenses the Town would incur upon hiring the



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candidate. Chief Martin responded that there would only need to be orientations; that the candidate was otherwise qualified for the position. The Board determined that they would meet with the Candidate at next week's meeting before making a decision to approve the Call Fire Fighter position.

### **Initial Discussion on End of the Year Purchases**

Mr. Apple stated that Chief Mulholland had previously spoken to the Board to encumber money to purchase the phase 2 radios.

He also distributed to the Board an estimate for quotes for a sander, truck, and plow for the Highway Department. Mr. Apple stated that there are some funds in the Capital Reserve Fund for the Highway Department that would cover \$28,000 of the cost. The Board determined it would review the quotes and put the matter on the agenda for November 21<sup>st</sup> to ask any further questions they may have.

Mr. Apple also stated that he would be bringing before the Board a discussion of upgrading the Town website at a later date if it was determined that there were funds to do it as a year-end purchase.

### **Review and Consider Proposed 2012 Operating Budgets for Personnel, Property Insurance, and the Planning Board**

#### **Personnel Budget**

Mr. Apple discussed with the Board the estimate for the Personnel Budget and how it was determined for the amount of \$602,200. He stated that the revised retirement rates that been included in this budget.

Motion. Mrs. McKenney made a motion to accept the 2012 Personnel Budget for the amount of \$602,200 as presented. 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.

#### **Property Insurance Budget**

Mr. Apple stated that the Property Insurance Budget is flat this year and that it had not increased. He recommended that the budget be approved for the proposed amount of \$53,500.

Motion. Mrs. McKenney made a motion to accept the 2012 Property Insurance Budget for the amount of \$53,500 as presented. Mr. Gryval seconded the Motion. There was no additional discussion.



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

### **Planning Board Budget**

Mr. Apple stated that the Master Plan line includes the master plan and the CIP. Mr. Merrill stated that the Planning Board had already approved this budget. The Board discussed other changes that the Planning Board had made to the budget.

Motion. Mr. Gryval made a motion to accept the 2012 Planning Board Budget for the amount of \$21,901 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.

Mr. Apple stated that the Board would need to vote on an Ambulance Budget at a later date. He asked the Board for instruction on suggesting a timeframe from Pembroke of when to do so. Mrs. McKenney stated that she would ask Mr. Bilodeau of Tri-Town Ambulance to submit a budget by next Monday.

### **Purchase Orders, Abatements and Other Business**

Mr. Apple distributed an Abatement Request for the Board to execute. Mr. Apple stated that the abatement request was for a property on 3 Sunnyside Street for the amount of \$586. There had been an Elderly Requalification for \$30,000 for tax exemption however, it had been determined that the tax payer qualified for a \$50,000 tax exemption.

Motion. Mr. Gryval made a motion to abate taxes for 3 Sunnyside Street for the amount of \$586.00. 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.

Mr. Apple stated that there was an outstanding invoice for culvert work done at 344 Deerfield Road. The invoice had not been paid because the tax payer had agreed to pay two thirds of the invoice and had not paid that amount yet. Mr. Apple recommended that the Town pay the contractor at this time. The Board determined they would pay the contractor and that Mr. Apple would pursue the tax payer of the amount owed.

### **Boat Ramp Update**

Mr. Apple stated that he had left a phone message for Mr. Trank regarding the Boat Ramp but that there was no updates at this time.



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Mr. Gryval asked if the Recreations Committee was updated on the Boat Ramp to this point. Mr. Apple stated that they had not been updated. He also stated that two commissioners designates had been sworn in this week and hoped to get a Recreation & Parks Department established and updated this week.

### **Concord Co-op**

Mr. Apple stated that he are meeting with the Concord Co-op tomorrow and was expecting to receive their first offer. Mr. Apple stated that he would report to the Board via email regarding what kind of offer the co-op brings to them before next week's meeting.

### **Building Inspector Hiring Process**

Mr. Apple stated that he had received two resumes in response to the ad he had posted. He also stated that he had spoken with The Turner Group who offers the same services as MRI and are willing to contract with Allenstown. The Turner Group charges \$65 per hour and would not charge mileage or travel time. Mr. Apple will circulate the proposal from The Turner Group to the members of the Board.

### **Recreation Center**

Mr. Apple stated that he had received a call from Jim Roger asking for permission to dispose of an old pool table and air hockey table that current reside in the Recreation Center's shed. Mr. Apple stated that he would like to check with the new Parks and Recreation to make sure they don't have any objections. Mr. Pelissier, Road Agent, stated that there are policies and procedures for disposing of assets. The Chair stated that they need to bring this before the Commissioner to make sure they are following procedures.

### **Minutes**

Mr. Apple stated that he is having issues with timely transcriptions of minutes. Mr. Apple recommends resolving the issue by asking the transcriptionist to get up to date by November 28<sup>th</sup> and that there after all minutes will be produced on a weekly basis. He also recommended that if this cannot be done, he would ask that they find someone else to transcribe the minutes.

The Board discussed why they are so far behind in Minutes and how to help get the audios to the transcriptionist properly. The Board also agreed with Mr. Apple's recommendation of how to resolve the issue.

### **Committee Updates**

#### **Planning Board**

The Chair stated that they had discussed the Budget at the last meeting.



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### **Budget Committee**

Mr. Gryval stated that there hadn't been a meeting since last week's Select Board meeting. He also stated that a discussion of Tri-Town budget was on the agenda for the next Budget Committee meeting.

### **Suncook River**

There will be a meeting a week from this Wednesday.

### **Old Allenstown Meetinghouse**

Mr. Gryval stated that the archeologist dig had been performed two weekends ago and they had been unable to find anything. He also stated that Allenstown Historical Society had raised \$5800 through their TD Bank Infinity Program and would be using those funds and a grant to finish the ceiling at the Allenstown Meetinghouse. Mr. Gryval stated that there was now a security system in place and use.

### **Tri-Town**

Mrs. McKenney stated that there will be a meeting on Thursday. She also stated that the Tri-Town members met on Sunday night. Mrs. McKenney will report back to the Board what decision was made after this week's meeting.

### **Photos**

Mr. Gryval asked if they had received any photos from the Department Heads. Mr. Apple stated that he had, however he didn't have them at the moment and would get them to the Board. Mr. Pelissier asked what the photos were supposed to be of. The Chair stated that the pictures were to be able to show the residents of any repairs that needed to be made.

### **Emergency Management**

Mrs. McKenney asked about a letter she received from Chief Mulholland for Emergency Management that would be disbursed among the residents. Chief Mulholland stated that it had already been distributed and that the email was just for their awareness it was being distributed.

### **Holiday Acres**

Mrs. McKenney asked if a letter was going to be sent to Holiday Acres that they were going to be billed for November 1<sup>st</sup>. Mr. Apple stated that he has a draft letter for mobile home parks regarding mandatory recycling which he intends to circulate to the Board. Mr. Apple recommended informing Holiday Acres that the Ordinance had changed and not billing them at this time.

### **School St Road Conditions**



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Mrs. McKenney asked about an email from Representative John Richardson regarding the condition of School St road. Mr. Apple stated that Rep. Richardson had gathered the information for the Board to review.

### **Simplicity Tractor**

The Road Agent stated that they have a Simplicity tractor was in need of repairs for up to \$1500; however they weren't interested in paying for the repairs. He asked the Board for instruction on how to get the tractor off the asset list. The Chair stated that he would need to follow the asset disposal procedures. Mr. Pelissier stated that the Simplicity dealer had said that they would be willing to give a credit for the tractor upon appraisal of any salvage value.

### **Non-Public Meeting**

Mr. Gryval asked Chief Mulholland to stay for the Non-Public meeting.

Motion. Mr. Gryval made a motion to go Non-Public under RSA 91:A:3, II (c) at 7:10pm. 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 go back to Public Meeting at 7:43pm. 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 seal the Non-Public minutes. 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 go Non-Public under RSA 91:A Section C at 7:44pm. 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. The Chair made a motion to go back into a Public Meeting at 8:18pm. Mr. Gryval seconded the Motion. There was no additional discussion.



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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 seal the previous non-public minutes. 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.

### **Other Business**

Mr. Gryval asked if the Board was willing to discuss a Plan of Action for the person discussed in the first non-public. Mr. Apple recommended letting the issue lie for the time being. The Chair stated that there was a problem that needed to be addressed but that he was not sure how to address the issue.

The Board discussed some FYI notices they had been receiving. Mr. Apple stated that when an issue is being resolved it will be sent to the Board for their review and brought before the Board for approval at the appropriate time.

### **Adjournment**

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


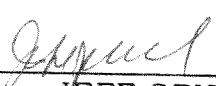

Motion. Mr. Gryval moved to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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 8:26pm.



**Signature Page.**

Original Approval:	
 JASON TARDIFF	2-27-12 DATE
 JEFF GRYVAL	2-27-12 DATE
 SANDRA MCKENNEY	02-27-12 DATE

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