

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

Minutes of Regular Meeting  
November 21, 2011

**Call to Order.**

The Allenstown Select Board Meeting for November 21, 2011 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:

Other Public Officials: Larry Anderson, Trustee of Trust Funds/Budget Committee

Allenstown Staff: Chief Robert Martin, AFD; Chief Shaun Mulholland, APD; Ron Pelissier, Road Agent; Paul Apple Town Administrator.

**Citizens Comments.**

The Chair called for citizens' comments. There were no comments that time.

**Presentation on Safe Routes to School Program.**

Chief Mulholland stated that the final design plans and the bid package were approved by Department of Transportation. He stated that they were scheduled to go out for bid in January with a construction completion date of May 2012. These plans are for Phase I of the project which will cover Main St and Ferry St. Chief Mulholland recommends that the Board approve the plan as this is the course of action they want to go. He also stated that the project will cost about \$139,000. Chief Mulholland plans to send out the design plans to the homeowners on the streets affected. There was further discussion of the bidding process and how to properly notify homeowners of the plans.

Motion. Mr. Gryval made a motion to approve the Safe Routes for School Phase I project. 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.

### **Meet with Chief Martin and Call Fire Fighter Candidate.**

The Chief stated that Mr. Silkman had been on the Allenstown Fire Department four years ago and due to personal issues had to leave. Mr. Silkman is now back and would like to rejoin the Fire Department.

Mrs. McKenney asked Mr. Silkman why he came back and what he can offer the town of Allenstown. Mr. Silkman stated that he has 20 years of experience and more time to offer them for his services. It was determined that with a little bit of retraining, his certifications would be up to date.

Motion. Mr. Gryval made a motion to appoint Scott Silkman to Allenstown Fire Department as a Call Fire Fighter effective date November 22, 2011 at an hourly rate of \$11.24. 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.

### **Meet with Road Agent regarding questions with Year-End Purchases Project.**

Mr. Pelissier stated that the project of Summer Avenue has not gotten paved yet and they will be looking to encumber the Town's portion of that. Mr. Apple stated that there is a disagreement among the staff that the Federal money is still there and if it needs to be encumbered. Mr. Pelissier also stated that the only other year-end purchase was a toolbox for Mark which had a cost of \$200. Mr. Gryval recommended that the Highway Department look at their budget and purchase two computers if the funds were there to do so as to not use personal computers.

The Chair asked if anyone had any questions regarding the purchase of a highway truck. There were no questions regarding the purchase. Mr. Apple recommended that the Board give Mr. Pelissier permission to go out and build a truck and what it's going to cost and if it can be encumbered. He also recommended that the Board determine a date for them to decide on the purchase. The Board further discussed the purchase of the truck for the highway department. Mr. Apple recommended that Mr. Pelissier present the surplus amount to the Board on December 8, 2011.

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

Mr. Apple discussed the Deferral that the Board had requested more information about at last week's meeting. He stated that the applicant is disabled and has qualified for Deferral in multiple years in the past. Mr. Apple stated that there was an 85% Deferral on the property value and also there was a lien on the house for collection. The Board was asked to sign the Deferral if the information presented is sufficient for them.

Motion. Mr. Gryval made a motion to grant the Tax Deferral for 36 Riverside Drive. 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.

### **Veteran Credits and Elderly tax exemptions.**

Mr. Apple distributed five Veteran's Credits and one Elderly Tax Exemption. Mr. Apple asked the Board for signatures on the exemptions.

Motion. Mr. Gryval made a motion to approve the elderly tax exemption for 16 Cheryl Drive. 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. Tardiff made a motion to accept the Veteran's exemptions for 48 Als Ave, 41 Woodlawn Ave, 12 Monroe Ave, 40 Rolland Drive, and 29 Ferry St. 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.

### **Grant Extension for 14 Riverside Drive.**

Mr. Apple stated that they would like to extend the period of completion of work until December 31, 2012. Chief Mulholland stated that the property is in bankruptcy which is delaying the project; therefore they need to request an extension.

Motion. Mr. Gryval made a motion to extend the grant for 14 Riverside Dr. until December 31, 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.

### **Report from Sewer Commission on their 2012 Budget Proposal.**

Mr. Apple distributed the Sewer Commission's proposed 2012 Budget for their review. Mr. Gryval stated that the Budget Committee had approved the budget "as tight" with no changes. Mr. Gryval stated that as a representative of this Board, he had obtained the motion as the Select Board does not take a position on this budget.

### **Expenditures Reports.**

Mr. Apple stated that there was about 20% left as they approach the end of the month. He also stated that there are still some year-end purchases and payroll expenses. He stated these numbers are just a snapshot of where they are at this moment.

Mrs. McKenney expressed concern for the Library being in the red on last week's Expenditure Report. Mr. Apple will be meeting with the Library staff to discuss the overspending.

### **Building Inspector inspection of property located on Granite St.**

Mr. Apple stated that they had met with MRI and that they have someone whom they could contract as the Investigator. The Board discussed the process of the investigation once the individual is hired. Mr. Apple stated that he needed the Board to appoint the individual as Deputy Code Enforcement Officer until June 1, 2012.

Motion. Mr. Gryval made a motion to enter into a professional services agreement with Municipal Recovery Inc. for services of Mr. McDougale in the amount of \$85.00 per hour plus listed expenses. 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 appoint Mr. McDougale as Deputy Code Enforcement Officer effective November 22, 2011 with expiration date of June 1, 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.

**Proposed Warrant Articles.**

Mr. Apple stated that he had solicited proposed warrant articles from various departments. He stated that the warrant articles at this point were for the Board's review and to be discussed at a later date. Mr. Apple discussed a few of the proposed warrant articles with the Board.

**Default Budget.**

Mr. Apple stated that the Default Budget Calculation is almost done and that they are waiting for a hard figure on the Solid Waste line. He stated that they will be prepared to approve that budget as well as approve Default Budget Calculation. Mr. Apple would like the Board's approval to put it on the agenda for next week's meeting.

**Legal RFP Candidates.**

Mr. Apple stated that he had sent the Board emails regarding the Legal RFP candidates. He stated that they are down to three candidates upon review. He also stated that they would like the members of the Board to attend the scheduled interviews of the three candidates on December 1, 2011 at 9am, 11am, and 1pm.

**Boat Ramp.**

Mr. Apple stated that State Fish and Game has been drawing from Mike Trainque for the Boat Ramp and is currently under review.

**COOP Committee.**

Mr. Apple stated that the Board had seen the confidentiality agreement they had entered into. He and Mr. Pelissier will be hearing the proposal tomorrow. Mr. Apple stated that he has mentioned to them that they are not interested in considering a proposal that is done on the fly and will listen to their proposal and bring it back to discuss with Mr. Gryval.

**Building Inspector Candidates.**

Mr. Apple distributed resumes for the Building Inspector position. Mr. Apple recommends that the Board determine an interview process for the position. Mr. Gryval stated that Mr. Apple should rank each candidate and present the top three candidates for interview. Mr. Apple will report back to the Board next week with his top three candidates and an interviewing schedule.

## **Letter to Lee Cheney.**

Mr. Apple stated that he had prepared a letter to Lee Cheney as requested by the Board and would like them to review it and discuss any further action. Mr. Apple has spoken with Chief Mulholland and it was the consensus was to let the matter go and not send the letter.

Motion. Mr. Gryval made a motion to go into non-public meeting under RSA 91A:3 Sect. 2A at 7:15pm. 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 into public meeting at 7:25pm. 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 seal the previous non-public meeting 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 back into non-public under RSA 91A:3 Section 2A at 7:26pm. 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. Mrs. McKenney made a motion to go back into public meeting at 7:34pm. 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 made a motion to seal the previous non-public meeting minutes at 7:35pm. 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.

## **Minutes.**

Mr. Apple stated that he spoke with the Minutes Clerk today and that she reassured him that she would meet her deadline to get caught up. Mr. Apple proposes that they put it on the December 5, 2011 agenda to approve the minutes. He also stated that on November 28<sup>th</sup> he will either have the minutes or he will have a proposal of securing someone else to transcribe the minutes.

## **Committee Updates.**

### **SVTRA**

Mrs. McKenney stated that they were going to start working on insurance. She also stated that there will be one expenditure for the insurance of \$1,000. Mr. Apple stated that there is no money in the budget for that expenditure.

Mrs. McKenney asked about a NPPRE Permit for the Sewer Department that has to be done by 2015. Mr. Apple stated that he will ask the Sewer Department's administrative assistant about that and get back to her next week.

### **Suncook River**

Mr. Gryval stated that there will be a meeting on December 8, 2011 in Chichester and all are welcome to attend.

### **Old Allenstown Meetinghouse**

Mr. Apple stated that the Knox box has been ordered. He also stated that Rob Martin had helped them order it but that it was coming out of Old Allenstown Meetinghouse budget.

### **Tri-Town**

Mrs. McKenney stated that she had asked for paperwork of comments made during their membership meeting and is still waiting on them. Mr. Apple stated that the two Chiefs and Town Administrators will be meeting on November 29<sup>th</sup> and he suspects that will lead to a request for a joint meeting and discussion of contingency planning. The Board further discussed the situation with Tri-Town and the Intermunicipal Agreement between Allenstown and Pembroke.

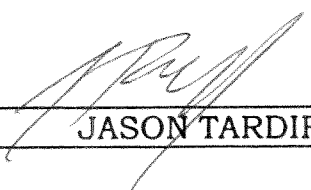

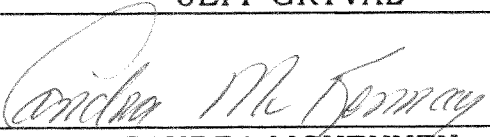
Motion. Mr. Tardiff made a motion to adjourn the meeting. Mr. Gryval seconded the Motion. There was no additional discussion.

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

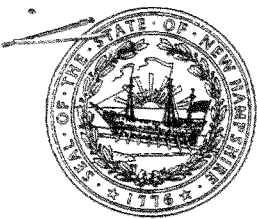
The Chair adjourned the meeting at 7:59pm.



**Signature Page.**

<b>Original Approval:</b>	
	3-26-12
JASON TARDIFF	DATE
	3-26-12
JEFF GRYVAL	DATE
	03-26-12
SANDRA MCKENNEY	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF FORESTS AND LANDS

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2214  
FAX: 603-271-6488  
[www.nhdf.org](http://www.nhdf.org)

*Allenstown*

**TO:** Town Selectmen and Wardens  
**CC:** Forest Rangers  
**FROM:** Brad W. Simpkins, Interim Director  
**DATE:** November 14, 2011  
**SUBJECT:** 2012 Forest Fire Warden/Deputy Reappointment Forms

Enclosed please find the form to recommend your Town Forest Fire Warden, Deputy Wardens, and Issuing Agents for reappointment to their respective positions.

To complete the reappointment forms please indicate with YES or NO in the Reappointment box of those individuals you wish to recommend for reappointment or removal. Also, make any necessary changes or corrections on this form. For the appointment of a new Warden, Deputy Warden or Issuing Agent, please attach the appropriate completed forms which are located in the Warden's Manual, or available on our website at [www.nhdf.org](http://www.nhdf.org).

Once you have completed the attached form and any new appointment forms, please have the members of the Town Selectmen sign and return to us the documentation confirming their support of the Warden's recommendations.

If you have any questions or concerns regarding the reappointment of these individuals, please contact your Forest Ranger through the Concord Office at (603) 271-2214.

Thank you for your ongoing support of the partnership with our agency to prevent, detect and suppress forest fires in your community. If you have questions, or we can assist you in some way, please do not hesitate to contact us.

**Enc: Reappointment forms**



District 12 Location Allenstown

Issue

Title	LName	FName	Addr	City	State	Zip	HomeTel	Bustel	Permit	Notice	Email	ReAppoint
Warden	Martin	Robert	41 Birchwood Dr	Allenstown	NH	03275-	603-485-1126	603-485-9202	YES	YES	rmartin@allenstownfire.org	Yes
Deputy Warden	Cheney	Lee	3 Lubern Ave	Allenstown	NH	03275-	603-485-2407		YES	YES	lcheney@allenstownfire.org	NO
Deputy Warden	Courtemanche	Richard	183 Main St	Pembroke	NH	03275-	603-485-8774		YES	YES	rcourtemanche@allenstownfire.org	Yes
Deputy Warden	Fraser	Simon	14 Whitten St	Allenstown	NH	03275-	603-485-2683		YES	YES	Sfraser@Allenstownfire.org	Yes
Deputy Warden	Higgins	Edward	14 School St	Allenstown	NH	03275-	603-783-1564		Y	Y		Yes
Deputy Warden	Lambert	Aaron	7 Willow Street	Allenstown	NH	03275-	603-485-8415	603-485-9202	YES	YES	Alambert@Allenstownfire.org	Yes
Deputy Warden	Lambert	Eric W	35B River Rd	Suncook	NH	03275-2006	603-736-8684	603-568-2302	YES	YES	Elambert@allenstownfire.org	Yes
Deputy Warden	Lambert	Keith	8 Meadow Lane	Allenstown	NH	03275-	603-485-5666	603-228-4320	YES	YES	klambert@bowfiredeptment.org & klambert@allenstownfire.org	Yes
Deputy Warden	Peloquin	Donald	11 borough Rd Apt 2109	Penacook	NH	03303-			YES	YES	DPEL55@comcast.net & dpeloquin@allenstownfire.org	Yes
Deputy Warden	Roy	Chris	1 Hamel Ave Apt 2	Allenstown	NH	03275-	603-210-5014		YES	YES	Croy@Allenstownfire.org	Yes
Deputy Warden	St. Germain	Paul A	225 Main Street	Pembroke	NH	03275-	603-682-9409		YES	YES	stgermain@allenstownfire.org	Yes

Robert M. [Signature]  
Forest Fire Warden Approval

12/5/2011  
Date

\_\_\_\_\_  
Forest Ranger Approval

\_\_\_\_\_  
Date

The Selectmen/Mayor/Town/City Manager recommends the above named persons:

[Signature]  
Chairman, Mayor, Town/City Manager

[Signature]  
Selectman

[Signature]  
Selectman

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Date

RSA 227-L:7 Forest Fire Warden Appointment.

- I. The selectmen of towns and the mayors of cities shall, and other citizens may, recommend to the director the names of such persons as may in their estimation be fit to fill the offices of forest fire warden and deputy forest fire warden in their respective towns and cities.
- II. After investigation the director shall appoint from the persons so recommended not more than one competent person in each town or city to be the forest fire warden for the town or city, and such deputy forest fire wardens as the director deems necessary. In such towns or cities where the fire chief is not the appointed town or city forest fire warden, the fire chief shall be appointed as a deputy forest fire warden. The director may appoint a forest fire warden or deputy forest fire warden for 2 or more towns or parts of towns.