

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

Minutes of Regular Meeting
November 5, 2012

Call to Order.

The Allenstown Select Board Meeting for November 5, 2012 was called to order by The Chair at 5:58p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Scott Lane

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Carl Caporale, Sewer Commissioner/Budget Committee;

Allenstown Staff: Rob Martin, AFD; Shaun Mulholland, APD; Diane O'Callaghan, Welfare Director; and Paul Apple, Town Administrator; Andrea Martel, Allenstown Sewer Department and Dana Clement, Waste Water Plant Superintendent.

Citizens Comments:

Mr. Apple stated that he wanted to thank the Town Hall staff for stepping up today and getting 1900 tax bills mailed out. He stated Mrs. Severance, Mrs. O'Callaghan, Mr. Pendergast and Mrs. Rogers did a wonderful job getting those done.

Public Hearing #1 pursuant to RSA 31:95-B: To review and accept Unanticipated Funds for the NH Highway Safety Agency, said funds representing an award for the State and Community highway safety grant in the amount of \$6406.40 for the purpose of overtime patrol.

Mr. Apple explained that these are typical grants that they usually get for traffic enforcement which the Board has seen several times. The Chair asked the Board if they had any questions or had any objections of opening it to the public. There were no questions or objections and the Chair opened the public hearing to the public at 6:05 p.m.

Mr. Anderson asked what the purpose of the overtime patrol is for. Mr. Apple stated that it is for safe commute and traffic enforcement and that the second public hearing is for DWI. The Chair stated that this was to allow for more officers during the busy morning and afternoon commutes.

There were no further questions from the public, and the Chair indicated that the Board would leave the matter open for a time and move on to other business.

Public Hearing #2 pursuant RSA 31:95-B 3A: To review and accept unanticipated funds for highway safety agency, said funds representing an award for alcohol traffic safety and drunk driving prevention program in the amount of \$8,736.00 for the purpose of overtime DWI/DUI patrols.

The Chair asked the Board if they had any questions or objections to opening it to the public. Mr. Gryval stated that he would have a question for Chief Mulholland after they open it to the public. There were no objections for opening it to the public, and the Chair opened the public hearing to the public at 6:07 p.m.

Mr. Gryval asked Chief Mulholland about the DWI/DUI patrols and if they were the sobriety checkpoint patrols or the roaming patrols. Chief Mulholland stated that this is for the roaming patrols.

There were no further questions from the public, and the Chair indicated that the Board would leave the matter open for a time and move on to other business.

Meeting with Diane O'Callaghan, Welfare Director, regarding updated Welfare Guidelines.

Mr. Apple stated that he is distributing the memo that Mrs. O'Callaghan sent earlier today regarding Mrs. McKenney's questions and possibly revisions to the guidelines that have been reproduced in their materials.

Mrs. McKenney stated that she tried to match up all of her bullets on the list she had sent to the Board and that she could not find number two. Mrs. O'Callaghan stated that was on the application. She also stated that since she spoke with Mrs. McKenney last, she has done a little more research on the work search requirement for young children and wants to continue to look into it some more.

Mrs. McKenney also asked about item number six on her list. Mrs. O'Callaghan stated that people have been carried by other towns for 10 months as far as the town paying for their rent. Mrs. McKenney asked where this was in the document. Mrs. O'Callaghan stated that she had not included them because she wanted to speak with the Board tonight and get their approval before including them.

Mrs. O'Callaghan explained that Pittsfield has a cap of \$600 for rent even if people qualify for high amounts and that Allenstown could follow suit. Mrs. McKenney asked if that is something that Allenstown could do. Mrs. O'Callaghan stated that there is nothing in the laws that preclude them from doing so. She stated that with the property taxes in Allenstown, she would recommend an \$800 cap.

The Chair asked what she was basing the amount for the cap she recommended and if it was off of what the Town could afford to pay for these people, what rents are going for. Mrs. O'Callaghan stated that it is the average required amount for people to stay in a safe living environment for a month. She stated that it is more than that, it is incumbent of them to change their life style or get help from other family members.

The Chair asked Mrs. O'Callaghan about someone who has an adult child who needs help and has an adult relative, shouldn't they work with the relative instead of getting assistance from the Town. Mrs. O'Callaghan stated that they had a woman come in today and she had to inform her that the statute says that she is responsible for the care of the adult child before the taxpayers. She also stated that they have an out in the regards of being able to show that they only make enough income to pay for the cost of themselves without extra money to cover the adult child.

The Chair asked about question number two and that Mrs. O'Callaghan still wants to do some more research on that and if she was sure about everything else in the revisions. Mrs. O'Callaghan stated that she is absolutely sure of everything else.

Mr. Apple stated that he would have Mrs. O'Callaghan report back to the Board on the 19th of November. Mr. Gryval asked if they need to send this to legal when she is done with it. Mr. Apple stated that he does not think they need to but they can think about it further.

Meet with Scott Lane regarding the service survey.

Mr. Apple stated that they had revised it and he had made copies to be distributed out tomorrow. Mrs. McKenney stated that she had a question about the one for the Fire Department on the one about Tri-Town. Mr. Apple stated that it came up because the Fire Department goes on medical calls but that it was determined that it was not an issue.

Mrs. McKenney asked Mr. Lane about his questions being tweaked a little and if he was okay with that. Mr. Lane stated that he is fine with the way the questions were worded.

Approve Tax Warrant.

Motion. Mr. Gryval made a motion to ratify the Tax Warrant. 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.

Review and Consider proposed 2013 Operating Budget for Personnel.

Mr. Apple stated that it is reproduced in their materials and that it has been in there for a while. He stated that he believes he has answered all their questions but is happy to answer any other questions. Mrs. McKenney asked if they just need to change the Board of Selectman figures. Mr. Apple stated that if they look at the Board of Selectman column, he has now revised those figures so they would now recommend a Personnel Budget for the amount of \$636,094.

Motion. Mr. Gryval made a motion to accept the 2013 Operating Budget for Personnel in the amount of \$636,094. 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 the Sewer Department regarding 2013 Operating Budget.

Mr. Anderson stated that the Sewer Department budget was to be presented by the Superintendent Dana Clement. Mr. Clement stated that they are before the board for two reasons today. He stated that they are here to present the 2013 budget to the Board and to formally request that the Sewer Department be put on as a separate warrant article for 2013.

Mr. Clement stated that the auditors requested that they put their three sets of budgets into one which they have done. He stated that they have broken down the 2013 budget into the Allenstown budget, the Hauled Waste budget, and the Intermunicipal budget.

Mr. Clement's stated that the bottom line came in at \$1,999,894 which was about \$3,000 below the default budget but \$5,000 over the 2012 budget. He stated that the portion attributable to Allenstown was \$402,000. He explained that the Sewer fees collection from the Sewer uses in Allenstown first be applied to the Sewer expenses and then the rest of that goes toward the Allenstown budget. He stated that the Allenstown budget has a deficit of \$206,000 which is

picked up by the surplus that is created by the Hauled Waste. Mr. Clement stated that they still end up with a \$373,000 surplus. He stated that the money gets applied towards doing projects at the treatment facility and within the town of Allenstown.

Mr. Clement stated that the Sewer Commission did its best to minimize the impact to the sewer users in Allenstown and as a result they are maintaining the \$7.60 per thousand gallons rate. Mrs. McKenney asked if that rate would ever go down. Mr. Clement stated that he doubts that the rate will go down, especially with the new regulations coming out.

Mr. Clement stated that there is a comparison in the report of the current rates throughout the communities. He stated that the communities in the red are for communities that have been required to expand their treatment abilities which show the impact of what the expansion does to the communities. He stated that at the request of the Sewer Commission, they were asked what the rate would be if they didn't have the Hauled Waste. He stated that the rate would increase to \$13.17 which would be about \$257 impact per unit and would make the average bill come in at about \$600-800 per year.

Mr. Gryval asked if Pembroke's rate is higher than Allenstown's rate. Mr. Clement stated that it is and that is because they have a higher infrastructure cost than Allenstown because the Town only has one pump station versus their five. Mr. Clement further explained the benefits of the Hauled Waste.

Mr. Clement stated that the Sewer Commission is requesting to be put on as a separate Warrant Article from the Town Ballot. He stated that they have a Warrant Article prepared by their legal counsel. Mrs. McKenney asked if there was a reason Commissioner McNamara's signature was not on the Warrant Article. Ms. Martel stated that he is on board with it but that he couldn't get in town in time to sign it but will sign it tomorrow.

Mrs. McKenney stated that she understood that the entire Hauler's money had to be used for improvements and couldn't be used to cover the lack of money on the Allenstown budget. Mr. Clement stated that the revenue from those are considered Sewer rent and are covered under RSA 149-I. He also stated that it is the Sewer Commissions position that it is their revenue to be used under the guidelines of 149-I. which basically means they can use it for whatever they need it for. Mrs. McKenney stated that she doesn't think that is how it was presented previously. Mr. Clement stated that previously the Sewer Commission was a little skittish to force the issue that that revenue belongs to the town of Allenstown and not the town of Pembroke.

The Chair stated that as far as the warrant, the Select Board will pass it on to their counsel and let them know what they determine. Mrs. McKenney asked what if it fails. Mr. Clement stated that is a downside and that the LGC's position is that if it doesn't get appropriated any revenue is now surplus and may be moved into a Capital Reserve fund. He stated that is not a method that

they want to operate the Sewer Commission under and that they are regulated that the treatment facility must continue to operate.

Mr. Gryval asked what the other risks are that are associated with it. Mr. Clement stated that is pretty much it and that if it doesn't pass then they continue doing business as usual and wait for the DRA to come after them. Mr. Gryval asked if it would be appropriate to wait a year and let it be changed. Mr. Clement stated that if it doesn't get appropriated and the DRA tries to do something about it, it may get changed a lot quicker. Mr. Gryval asked if that was going to be an expensive risk to take. Mr. Anderson stated that if the DRA comes after the Town they can just show the Federal law that says they have to operate it. Mr. Caporale stated that there other towns that have been doing this for years.

Close Public Hearing #1.

The Chair asked if there were any other questions from the Board or the public. There were none. He closed the Public Hearing at 6:40 pm.

Motion. Mr. Gryval made a motion to accept the NH Highway Safety Agency funds in the amount of \$6,406.40. 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.

Close Public Hearing #2.

The Chair asked if there were any other questions from the Board or the public. There were none. He closed the Public Hearing at 6:42 pm.

Motion. Mr. Gryval made a motion to accept the Alcohol Traffic Safety and Drunk Driving Prevention Program grant in the amount of \$8,736.00 for the purpose of DWI/DUI patrols. 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.

Purchase Orders, Abatements, and Other Business.

Mr. Apple asked the Board to ratify the Board's instructions to do \$20,000 on the overlay and no money to buy back taxes.

Motion. Mr. Gryval made a motion to ratify their instructions to Mr. Apple in regards to the tax rate. 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 he needs the Board to sign the recommittal to Mrs. Rogers that results from the audit of Mrs. Demers' books.

Motion. Mr. Gryval moved to approve the recommittal warrant to the Tax Collector. 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. Gryval stated that the Fire Department burnt 1 Albin Ave down and he had the opportunity to be part of that last Saturday. He thanked Chief Martin for taking the time to train him on that and letting him be part of that.

Chief Martin stated that he should have a purchase order for the Board to approve. Mr. Apple stated that it is not in the Purchase Order folder and that he will get it to the Board tomorrow.

Mrs. McKenney asked if he has a bill for Tri-Town Ambulance because she received a phone call regarding paying it. Mr. Apple stated that he had instructed Mrs. Baird to pay for it and will check into that.

Approve Manifest.

Motion. Mr. Gryval made a motion to approve the October 29, 2012 in the amount of \$25,593.97. 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.

Committee Updates.

Planning Board

The Chair stated that there is a meeting this week.

Budget Committee

Mr. Gryval stated that there was no meeting last week. He stated that they will be meeting this week to discuss Executive, Ambulance, and Sewer Budgets.

SVRTA

Mrs. McKenney stated that they are meeting on Wednesday. Mrs. McKenney stated that Barnstead is dropping out of the Insurance Survey. She stated that there are going to be issues if Barnstead doesn't pay. She stated that she will know more Wednesday.

The Board determined that there was nothing significantly new to report on the rest of the committees and they will be holding off on updates until the next meeting.

Discussion of Election Day.

Mrs. McKenney asked when they were planning to be at the polls tomorrow. The Chair stated that he will come in sometime mid-morning. Mr. Apple stated that if they can get there earlier it would probably be best because the inspectors will be there. Mr. Gryval asked about people wanting to come in and oversee the polls and wanting to inspect how they are going to be checking people's IDs. Mr. Apple stated that all the poll workers have their Town IDs because they have heard a lot about showing them but other than that they are all set.

Motion. Mrs. McKenney made a motion to go into non-public session under RSA 91A:3 Sect 2a. 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 come back into public session at 7:29pm. 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 session 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.

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

TOWN OF ALLENSTOWN
SELECT BOARD
MEETING MINUTES
November 5, 2012

Signature Page

Original Approval:	
 JASON TARDIFF	11-19-12 DATE
 JEFFREY GRYVAL	11-19-12 DATE
 SANDRA MCKENNEY	11-19-12 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE