

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

Minutes of Regular Meeting  
November 26, 2012

**Call to Order.**

The Allenstown Select Board Meeting for November 26, 2012 was called to order by The Chair at 6:00p.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, Sewer Commissioner/Trustee of Trust Funds/Budget Committee/Zoning Board of Adjustment; Ron Pelissier, Road Agent

Allenstown Staff: Chief Rob Martin, AFD; Don Peloquin, AFD; Shaun Mulholland, APD; and Paul Apple, Town Administrator.

**Citizens Comments:**

Mr. Anderson stated that it was mentioned at the last meeting that he was trying to change the Intermunicipal Agreement and that is incorrect. He stated that they are not doing anything to the agreement. Mr. Apple stated that he had said that they were reviewing the Intermunicipal Agreement. Mr. Anderson stated that the only thing they are doing is making up a new ordinance for the Sewer Department. Mr. Apple stated that they had understood it as they were looking at a new agreement. Mr. Anderson stated that it's a twenty year agreement and can only change the flow of things every five years. Mr. Apple apologized if he misspoke regarding the agreement.

**Meet with Call Firefighter Candidate Shawn Buxton**

The Chair stated that Mr. Buxton was not able to meet with them today because he is working. The Board determined to appoint him without meeting him.

Motion. Mrs. McKenney made a motion to hire Shawn Buxton as a Call Firefighter at the rate of pay at \$11.84 per hour effective November 26, 2012.

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

#### **Acknowledgement of Don Peloquin's Retirement of service to the Fire Department**

Mr. Gryval read a citation prepared for Don Peloquin as follows;

"Whereas, call firefighters are very important to the Town of Allenstown, keeping our citizens and property safe and whereas, Don Peloquin has served with the Allenstown Fire Department for over 43 years, starting as a radio operator, age 14, and during his time with the department he attained the ranks of Firefighter, Engineer, Lieutenant, Captain and whereas he was the last elected fire chief in 1988 and was thereafter appointed fire chief three more times until 1994 and whereas, he has made lasting contributions to the Town's municipal fire alarm system as its primary technician and superintendent for many years, has served on many truck committees, the building committee of the current fire station, and continues to be a valuable mentor and source of information to many members of the Fire Department, and whereas Don Peloquin has since his youth been a long time resident of Allenstown, now therefore, we the Select Board of the town of Allenstown, do hereby commend Don Peloquin for his many years to the town and on the behalf of the Board and the citizens of Allenstown thank him for his work on behalf of the town and wish him well in his retirement, done on this 26<sup>th</sup> day of November 2012.

The Board further thanked and congratulated Mr. Peloquin for his service and retirement. The Board spoke with Mr. Peloquin of his past service and some experiences he had over the years.

#### **Discussion of the revisions to the Purchasing Policy**

Mr. Apple stated that there is another copy in their materials of various copies of purchasing policies that Mrs. McKenney gathered. Mr. Gryval stated that Mrs. McKenney and himself were supposed to get together to go over the various policies and bring something to the Board but they had not been able to do that yet. Mrs. McKenney stated that she has gone through it a couple of times but is not sure of what they are supposed to do. She also stated that she believes they need to determine a bidding process and enforce it. Mrs. McKenney stated that she likes Hooksett the best and thinks they have a more defined policy.

The Chair stated that he doesn't like that it has to go to the lowest bidder in the policy. Mrs. McKenney stated that that is the way it was done in the past but that it is not the way they do it now.

Mrs. McKenney stated that she doesn't like the idea of waiving the bid process. She explained that she thinks everything needs to be a bid process even if they can only get two bids instead of

three. Mr. Gryval stated that it doesn't look a whole lot different than what they have now. Mrs. McKenney stated that it's not a whole lot different and that she had marked off a few things. She stated that the seal bids should be open at a selectmen's meeting that way its public.

Mr. Gryval stated that he is looking at it more that it's the way the policy is being carried out versus that the policy needs to be changed. Mrs. McKenney stated that she hasn't been able to compare the town's policy to Hooksett's policy. Mr. Gryval suggested that she do that and put in what she wants to add and then distribute it to everyone. It was determined that Mrs. McKenney would get the revisions done to the Board and they would discuss it again on December 10, 2012.

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

Mr. Apple stated that this year they joined the Mosaic Parcel Map Project which is a new software program that the State is using for property tax equalization and the State is asking that they authorize Cartographic Associates, which is the people who do the town's tax mapping, to release the town mapping data for the Mosaic Parcel. He stated that the Board needs to sign the authorization to release the information to the State. The Board executed the authorization for Cartographic Associates.

#### **Committee and Project Updates**

##### **Planning Board**

The Chair stated that there has not been a meeting.

##### **Budget Committee**

Mr. Gryval stated that the Budget Committee is still waiting to meet with the School Department and that is the last budget to go over. Mr. Anderson stated that there is a meeting next week on December 6<sup>th</sup>, 2012.

##### **SVRTA**

Mrs. McKenney stated that she sent an email today because they were supposed to have a meeting sometime in the first two weeks of December and she hasn't heard anything about it. She asked Mr. Apple if he got the two letters she wanted about the reimbursement from the property and the health. Mr. Apple stated that he can get her the letters about the premium holidays.

##### **Old Allenstown Meetinghouse**

Mr. Gryval stated that there is nothing new to report.

##### **Tri-Town Ambulance**

Mrs. McKenney stated that they are meeting on December 6, 2012.

Mr. Apple stated that the Joint Board had a meeting last week and is scheduled to meet again next week on December 11<sup>th</sup> at 3:30pm. He stated that at that meeting, the Personnel and the Operating Procedure will be adopted. He stated that they are on schedule to take over on January 1<sup>st</sup>. Chief Martin stated that the meeting last week was a sub-committee for the operations plan. Mr. Apple stated that they have not had any response to the Joint Board member position.

#### **Record Retention Committee**

Mrs. McKenney stated that she spoke to Mrs. Rogers and they are going to try to get something going within the next couple of weeks.

#### **Safe Routes to School**

Mr. Apple stated that the project contract documents were submitted today by the Town's engineer to the project manager. He stated that they continue to be on track to go out to bid in January. He also stated that Mr. Heights submitted the revised documents to the State by email today. Mr. Apple stated that he will attend training on November 30<sup>th</sup>.

#### **Town Hall Renovation**

Mr. Apple stated that there will be some painting and the telephone and electric work will be completed this week. He stated that the glass and counters will be installed this Friday. Mr. Apple explained that the following week the demolition of the old wall and construction of the new wall. He asked the Board for permission to close the Town Clerk's window on that Thursday because of the construction and not wanting to have people under foot of it all. He explained that everyone will still be working just that they will not be using the window.

Mrs. McKenney asked Mr. Apple about the furnace. Mr. Apple stated that they are working on getting three bids and he tentatively scheduled that for December 3<sup>rd</sup>.

#### **Minutes**

Mr. Apple stated that he did not receive minutes from Mrs. Hetu.

#### **Manifests**

Motion. Mr. Gryval made a motion to ratify the manifest of November 13, 2012 in the amount of \$31,327.14. 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 ratify the manifest of November 19, 2012 in the amount of \$40,909.32. 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 ratify the second manifest of November 19, 2012 in the amount of \$300. 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.

### **Appreciation Day**

Mr. Apple stated that he spoke with a lot of people about doing the Appreciation Day on December 20<sup>th</sup> and wanted to ask the other Department Heads if that will work for them. The Department Heads stated that it would be fine to do it on that date. It was determined to hold the Appreciation Day on December 20<sup>th</sup> from 12pm to 2pm.

### **Spending Report**

Mr. Apple stated that there is a Spending Report in their materials. He stated that they are looking at 17% left as they approach December 1<sup>st</sup>. He stated that besides the purchase for the boiler, they are looking at prices for the tablets that they wanted to purchase. Mr. Apple stated that he would like the Board to consider setting some of the money aside for the website. He stated that there is a cost of \$4,000 to design it and get it started.

Mr. Gryval asked Mr. Pelissier how he made out with the quotes for the electrical work. Mr. Pelissier stated that he hired Mr. Cassidy for the work and that it will cost about \$1,200.

### **Other Business**

Mrs. McKenney asked about the warrants for next year. Mr. Apple stated that the Fire Department is coming to the Board next week for a warrant for the truck. He also stated that no one has submitted any warrants to him. Mr. Apple stated that he spoke to Mr. Gryval about the Legislature now allowing them to include the tax impact of particular articles on the ballot.

Mr. Apple stated that he has not gotten the Warrant Article back from the Sewer Department yet. Mr. Gryval asked why it would be a warrant going to the Planning Board. The Chair stated that it's a warrant because they are changing the Zoning Ordinance.

Mrs. McKenney asked Mr. Apple if he received a call about Ferry Street. Mr. Apple stated that he received a call last Friday and today but was not able to connect with the lady whom called when he returned her call. Mr. Gryval asked for clarification on what they are discussing. Mrs. McKenney explained that she received a call from the owner because he bought the house in an auction and is now selling the house but found out there's a lien on it. The Board determined that unless the Town has some position in the mortgage they should not get involved in it.

Mrs. McKenney asked if the School Board had sent them any money yet. Mr. Apple stated that he has not received anything yet.

Mrs. McKenney asked if they were going to go over the Personnel Policy that Mr. Apple had sent them. Mr. Apple stated that he just sent it to them for review. Mrs. McKenney asked what paragraph 5.13 that he suggested. Mr. Apple stated that was the paragraph designation in the policy. Mrs. McKenney asked if they ever did anything with the investigation policy. Mr. Apple stated that that is paragraph 5.13.

Mrs. McKenney asked about the Fire Department, building maintenance being over on Mr. Smith's reports and if that was because of the accident. Chief Martin stated that is most of the costs. Mrs. McKenney asked if they have heard anything back from USAA regarding the claim. Mr. Apple stated that he hasn't heard anything but that they are pursuing segregation and if they get anything back they will send the Town their deductible.

Mrs. McKenney stated that she wants to bring to the Board's attention some corrections that have been made to the payroll. She explained that they add in hours if someone is missing to the current payroll however, that she would like to see the correction be made on the appropriate payroll not the current one. Mr. Apple stated that once the payroll has gone out you cannot go back and add it on so you have to add it on to the current payroll. The Chair stated that it will be confusing that if they make the change for an earlier date and then pay the employee for a current period.

Mrs. McKenney stated that there should be something signed by the employee and the department head that the correction has been made. Chief Mulholland stated that the timesheets are signed off by the employees. Mrs. McKenney stated that she has no back up paperwork for the corrections. Mr. Apple stated that he is not sure there is additional paperwork for the corrections but that he thinks the corrections will be noted on the payroll sheet.

Chief Mulholland stated that the Police Department often has corrections they have to make because they work seven days a week and have to calculate overtime in. There was discussion of how the holidays effect the payroll day. Mr. Gryval asked if they have a clear enough paper trail that will satisfy the auditors. Mr. Apple stated that the auditors are happy and they meet all the statutory requirements. The Chair stated that if the auditors are happy with the paper trail they should leave it alone. There was further discussion on how the payroll paperwork is constructed.

Mrs. McKenney stated that there is another issue for payroll that they need to discuss in non-public. Mr. Apple stated that they would be talking about compensation of a public employee so that would be RSA 91-A:2 IIa.

Motion. Mrs. McKenney made a motion to go into non-public session under RSA 91-A:2 IIa at 6:59pm. Mr. Gryval seconded the Motion.

Chief Mulholland asked that if they are going to talk about one of his employees that they let him notify the employee first because they have a right to know about it and decide if it should be public or non-public. The Chair stated that goes for any town employee and he is not aware that this is what it is but if it is they will come right out of the non-public.

Mr. Apple asked Mrs. McKenney if she needs to go into non-public because he sent her a draft of what he thinks will solve it. He also stated that he was a little frustrated because he was not able to plan for this in the meeting. There was a further discussion of rather or not to go into non-public.

Mr. Gryval asked Mrs. McKenney to clarify what she wanted to go into non-public about. Mrs. McKenney stated that she can't because they are in public. The Chair suggested that they go into non-public and find out what Mrs. McKenney wants to talk about to determine if they should stay in non-public or not.

Motion: Mr. Gryval moved to go into non-public session pursuant to RSA 91-A:3, II(a) at 6:59 p.m.

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 session at 7:16pm. 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 seal the previous non-public session. 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 asked if they could get a brief update on the warrant that was served last week. Chief Mulholland stated that there was nothing that they needed to be informed of but it's up to them if they want to be informed of the updates.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:1 at 7:17pm. 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 go back into public session at 7:33pm. 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 seal the minutes of the previous non-public session. 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 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 7:33pm.



TOWN OF ALLENSTOWN  
SELECT BOARD  
MEETING MINUTES  
November 26, 2012

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**Signature Page**

Original Approval:	
 JASON TARDIFF	12-17-12 DATE
 JEFFREY GRYVAL	12-17-12 DATE
 SANDRA MCKENNEY	12-17-12 DATE

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