

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

Minutes of Regular Meeting
December 10, 2012

Call to Order.

The Allenstown Select Board Meeting for December 10, 2012 was called to order by The Chair at 6:02p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Geraldine Bournival

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner/Trustee of Trust Funds/Budget Committee; Carol Merrill, Budget Committee; Richard Merrill, Sr., Planning Board.

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

Citizens Comments:

N/A

Public Hearing pursuant to RSA 31:95-b:3a To accept unanticipated funds from Donigian Property, said funds presenting a settlement in the matter of Donigian Property versus Allenstown in the amount of \$6,000.

Mrs. McKenney stated that she read the information that was received from Attorney Bernard and asked that Mr. Apple explain it so that it is in the minutes. Mr. Apple stated that this is a dispute between a developer and the town with respect to the condition of a road constructed pursuant to a subdivision approval. He stated that this action arose from the developer's petition for a Writ of Mandamus that would have required the Town to accept the road. He explained that the case was heard and dismissed and was returned to the Planning Board for action.

Mr. Apple stated that this is the result of a negotiated settlement between the applicant and the Planning Board. He stated that the terms of the negotiation, upon acceptance of the money, will be filed with the Town Clerk. He stated that the \$6,000 is for future road maintenance on Chestnut Drive and that they anticipate that the Planning Board will either recommend or not recommend approval of that road to the Select Board in the coming year.

Mrs. McKenney asked if the Planning Board has voted to accept this and if they have anything from the Planning Board regarding this matter. The Chair stated that they have voted on it but that they are waiting on a petition from the applicant. Mr. Apple stated that the Road Agent has proposed that they buy some additional crack sealant. He stated that there would be two motions, the first to accept the funds and then the second to appropriate the funds. Mr. Gryval asked the Chair that he let the Planning Board know that he is happy this is finally done.

The Chair opened it to the public and asked them if they had any questions. Mr. Anderson asked how long the funds would take care of that road. The Chair stated that it depends on what needs to be done on the road but that there should be enough to do the crack sealing three or four times. The Chair stated that part of the road is four years old and part of it is eight years old. He stated that the road is up to regulations.

Mrs. McKenney asked about the statement in the settlement about the funds being returned if the Select Board does not approve it. The Chair stated that they would be the ones not to approve it and that he doesn't have a reason not to approve it. He stated that all they are waiting for is the applicant to petition the Board.

Mrs. Merrill asked if they need to leave some money on the bond for that. The Chair stated that that is a separate thing and that there is \$100,000 for the next year from the time that the Board of Selectman approves it.

Mr. Pelissier asked if the money had to be spent this year. Mr. Apple stated that they would either need to spend it or encumber it for next year. Mr. Pelissier stated that if they need to spend it for the year, they can purchase supplies now and store it for later.

Public Hearing #2: To Review and take input on changes to Town Personnel Policy, said changes to include clarification of definition of personal time and vacation time.

Mr. Apple explained that those proposed changes are in their materials and that they change the definition of vacation and personal time from days to hours. Mr. Gryval asked if they could table this until sometime in the beginning of next year because this is not as simple as he thought it would be and is not sure they can make it fair to everybody without looking into it more.

Mrs. McKenney stated that this is the first she has looked at it and asked for clarification of what they do now for personal or vacation time. Mr. Apple explained that what they have been doing

is whatever the work day is the vacation day is the same. There was discussion of the different workdays through the departments. The Chair asked Chief Mulholland and Chief Martin if they could explain their work day's hours in an email to the Board.

Meet with Geraldine Bournival regarding Tax abatement

Mr. Apple stated that the materials relating to the property are reproduced in their packets. He explained that the Assessing Clerk sent the renewal for the Elderly Exemption and that those certified letters were not responded to. He stated that Ms. Bournival spoke to both the Assessing Clerk and himself explaining that she had not received a notice that she needed to pick it up. He stated that she asked to be heard on whether or not to abate her taxes. He stated that the tax to abate is in the amount of \$585.57 which is both the first and second tax bills.

The Chair asked if the resident has been given the Elderly Exemption before. Mr. Apple stated that she has had the exemption for a period of time and that the Town would not suffer a loss if the abatement was granted because had she applied she would not have been paying any taxes.

Ms. Bournival said that she assumed she was applying for permanent status and had no idea that there would be a request for reapplication later on. She explained that she does not have a lockbox at Holiday Acres and that she was not able to get mail during the time the letters were sent and that someone was bringing her the mail but that she did not get it.

Motion. Mr. Gryval made a motion to abate the taxes for 7 Emile Drive in the amount of \$585.57. 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 contract for Audit Services

Mr. Apple explained that there is a memo from Mr. Smith included in their materials about the audit contract. He stated that the three year contract with Plodzick and Sanderson has expired. He stated that there are two options, the first is a three year agreement and the second is a one year agreement. He stated that Mr. Smith and he are recommending that they stick with them and that they do the three year contract. He stated that they have moved from 3 out of 10 to 8 out of 10 with their services.

Mr. Gryval asked if there would be any benefit to going with another company just to get another angle on it. Mr. Apple stated that he had discussed that with Mr. Smith and that they determined that once everything is perfect then perhaps they could go to an RFP for a different perspective. The Chair asked if there was any reason not to stay with them.

Motion. Mrs. McKenney made a motion to start a contract with Plodzick and Sanders for a three year term and authorize Paul Apple to sign on the Town's behalf. 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.

Review and Discussion Purchasing Policy Revisions

Mrs. McKenney stated that the things that are circled in Hooksett's policy are things that she would like to add into the Town's policy. Mr. Apple explained where in the materials Hooksett's policy and the current town's policy were located. Mr. Gryval asked if they could have a little time to review the proposed changes.

The Chair stated that he doesn't like item D from Hooksett's policy. Mrs. McKenney stated that it states that they would award the bid to the lowest bidder that meets the requirements and doesn't mean that they are going to give it to the lowest bidder. The Chair stated that this limits on the projects they are going for and expressed concern about the bonds.

The Chair stated that item C section B would require them to have a list of vendors they send out bids to and that would be it. Mr. Apple stated that sometimes they put out ads looking for bids but that other times they have contractors that they know to have bid on the projects. The Board determined to table this for further discussion and allow Mr. Gryval and Mrs. McKenney to get together to review it better. The Chair asked Mr. Apple to put it on the agenda for January 14th.

Complete Discussion of Year End Purchases including the boiler, the new tablets for Fire Department and Police Department

Mr. Apple stated that the materials are reproduced in their packets which include the tablet purchase orders. He also stated that the Financial Report says that there are about \$470,000 left however, there are two payrolls and two weeks of payables that have to come out of that. He stated that the estimate of surplus continues to be about \$130,000.

The Chair asked if everyone got a chance to read the information of the tablets and if they needed an explanation from the Chief. Chief Mulholland stated that they are looking at solutions to replace their laptops. He stated they were looking for options that would be less expensive and would catch up to new technology. He explained that a company in NH has developed a product that allows the Police and Fire Department to bridge the records and management system they have while on the road and download it at the end of the shift at the station. He explained that it allows them to share information in real time with other Police and Fire Departments.

The Chair asked how the information would be put in the tablets. Chief Mulholland stated that the information is downloaded from their systems in the station. Chief Martin stated that dispatch

can send it to them as they are responding to a call. Chief Mulholland explained that the cost of an iPad is about \$779 and a laptop is \$5,000. He further explained that it would allow them to have access to people's medical information before they arrive on scene. Chief Mulholland stated that he would like to replace his video cameras and the computers in the station with the iPads which would be replacing \$70,000 worth of equipment with \$8,000 worth of equipment. He explained that he needs it to be encumbered because the software hasn't finished getting all the bugs worked out of it yet and that they are going to let them field test all of it before he purchases it. Chief Mulholland further explained the benefits of the iPads over laptops.

Mr. Gryval asked Mr. Apple if they encumber the funds and they have to have a contract in place, how they would handle it if it doesn't meet Chief Mulholland's specifications and he decides not to purchase it. Mr. Apple stated that the money would stay encumbered until the end of next year in which then it would lapse into the General Fund. He further explained that the contract that Chief Mulholland is entering into has an opt out clause if he so chooses to.

Chief Mulholland stated that they have three quotes for the hardware and that Small Dog came in the lowest at \$779 per tablet. Mrs. McKenney asked what the total cost would be. Chief Mulholland stated that the cost is \$34,891. Mr. Apple stated that they should vote to expend and then encumber each voucher if they choose to do so.

Motion. Mr. Gryval made a motion to expend \$1,960 to Northeast Custom Creations. 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 encumber \$1,960 for the contract with Northeast Custom Creation. 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 expend \$2,031.68 to Small Dog Electronics. 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 encumber \$2,031.68 for the contract with Small Dog Electronics. 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 expend \$23,300 with Zico Corporation. 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 encumber \$23,300 for the contract with Zico Corporation. 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 expend 7599.68 to Small Dog Electronics. 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 encumber \$7,599.68 for the contract with Small Dog Electronics. 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 they did get their third estimate which is reproduced in their materials with the other two estimates. Mrs. McKenney stated that G&O has been doing plumbing work with the Town and would recommend using them. Mr. Gryval asked which one of the boilers is better than the other. Mr. Apple stated that G&O gave them a couple of options in which one unit is a high efficiency unit and one is a standard unit.

Mr. Apple recommended that they go with the high efficiency unit because of the amount of money they could save in the long run. The Chair stated that G&O notified them of potential rebates and quoted in replacing the thermostats. Mr. Gryval stated that he would go with their advice on that and would input that they should go with the high efficiency unit.

Motion. Mrs. McKenney made a motion to contract G&O Heating and Air Conditioning to install the high efficiency boiler in the amount of \$19,790.75. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to encumber \$19,790.75 for G&O Heating and Air Conditioning. 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.

Mr. Apple stated that there will be one aspect of the Town Hall Renovations that cannot be completed by the end of the year which is the security cards for the door upstairs and relocating the card waiver. He stated that there is a card estimate in their materials and that they need to move to expend and then encumber.

Motion. Mr. Gryval made a motion to expend \$2,139 to Northeast Security Agency. 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 encumber \$2,139 for the contract with Northeast Security Agency. 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.

Mrs. McKenney asked when they will be done with the renovations. Mr. Apple stated that there are a few punch list items but that they should be done shortly with all the work. Mrs. McKenney asked about Mrs. Rogers having to almost yell to speak to the residents and if Mr. Apple could keep an eye on that. Mr. Apple stated that he has already spoken to her about how to fix that.

Close Public Hearing #1: To accept unanticipated funds from Dunagan Property, said funds presenting a settlement in the matter of Donigian Property versus Allenstown in the amount of \$6,000.

The Chair asked if there were any questions from the public. The public had no questions. The Chair closed the public hearing.

Motion. Mr. Gryval made a motion to accept \$6,000 from Dunagan Properties for the sealing of Chestnut 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.

The Board authorized the Road Agent to purchase the \$6,000 worth of tar before the end of the year so that it does not need to be encumbered.

Purchase Orders, Abatements, and Other Business

Mr. Apple stated that there are no purchase orders or abatement other than what they have already acted on.

Committee Updates and Projects

Planning Board

The Chair stated that there is a meeting this week.

Budget Committee

Mr. Gryval stated that they had a meeting last week and the only budget they entertained was the School Board's budget. He stated that there is a workshop this coming Thursday to discuss the School Board's budget.

SVRTA

Mrs. McKenney stated that their meeting is scheduled for January 9, 2013.

Old Allenstown Meetinghouse

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

Tri-Town Ambulance

Mr. Apple stated that the Joint Board meets tomorrow. Mrs. McKenney stated that she did find a person that is interested in being the Joint Board member for Allenstown. She stated that Katie Walker has been involved with the town in the past but is not active with any board at the moment. Mr. Apple suggested that they meet with her and appoint her before the end of the year. The Board determined to have Ms. Walker come in to interview her.

Mrs. McKenney stated that they had a meeting last Thursday. She stated that they were all handed new paperwork to be signed. She asked where the personnel records will be maintained. Mr. Apple stated that they will go to Pembroke because they are now Pembroke's employees. There was further discussion of maintaining the paperwork and how to properly do so.

Record Retention Committee

Mrs. McKenney stated that she is waiting to hear from Mrs. Rogers but that she is hoping to meet with her in the first week of January.

Safe Routes to School

Mr. Apple stated that there is nothing new to report since last time.

Economic Development Committee

Mr. Apple stated that they have not been able to schedule a meeting yet but are looking to do so for the first of the year.

Town Hall Renovations

The Chair stated that they already discussed this. Mr. Apple stated that they are almost completed.

Shelter Committee

Mrs. McKenney stated that she spoke with Ms. O'Callaghan and that they are going to meet on January 7th to go over the paperwork and the volunteers that she has. She also stated that they are going to send out an email to the volunteers about having a meeting at the end of January. Mrs. McKenney stated that there is the training that Chief Mulholland was talking about. She also stated that they are going to try to have a meeting every month if not every other month.

Manifests

Motion. Mr. Gryval made a motion to ratify the December 3, 2012 manifest in the amount of \$85,106.75. Mrs. McKenney seconded the Motion. There was no additional discussion.

Minutes

Mr. Apple stated that he sent them draft copies via email because they are a little bit behind. He stated that they have all three drafts and asks that they look for substitutive errors and he will pretty them up and resend them.

Other Business

Mr. Gryval asked if they remembered to invite the Pembroke Fire and Police Chiefs. Mr. Apple stated that they did invite them. He also stated that he would like to invite Shannon Mulholland as they are appreciating employees and she was working here this summer.

Mr. Gryval asked Chief Mulholland about the State Bid List he had sent them and if there was anything in particular he was looking at. Chief Mulholland stated that he sent them out for their review because they are allowed to participate in those things and can choose to get the State price for items. He stated that he sent it out to all the department heads as a tool.

The Chair asked if everyone got the email about the telephone poles. The Board stated that they had. Mr. Gryval thanked Mr. Pelissier for sending the email. Mr. Apple stated that they are moving some poles on Deerfield Road and that he needed signatures to approve that.

Mr. Pelissier stated that he has been looking at some of the quantic tents like Pembroke has that would hold about twice the amount they currently hold. He stated that with the blocks they are looking at \$2,250 and with the tents they are looking at \$5,000 on the high end and \$3,450 on the low end. He stated that there is a 10z that is for the \$3,450 that seems to be a pretty good buy and will last about 10 or 12 years. The Road Agent explained where they would put the tent. Mr. Gryval asked him to narrow down exactly what he wants and bring it to them at next week's meeting.

Mrs. McKenney informed the Board that Jon Richardson resigned from the Budget Committee. Mr. Apple stated that Lisa Komm also resigned from the Budget Committee today. The Chair asked if they needed to accept their resignations. Mr. Apple stated that they did not because the Budget Committee already accepted their resignations.

Mrs. McKenney asked Mr. Apple about the elections supplies line and his response that that was for Mrs. Demers' audit for when she left. She stated that it should be in the audit line because that is what it is.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A II Section 2a at 7:28pm. 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 at 7:35pm. 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 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.

Mrs. McKenney asked if the Budget Committee was receptive to the Resource Officer. Chief Mulholland stated that they asked a few questions about it but that they were more focused on the School Board Budget. Mr. Gryval stated that the members on the Budget Committee would have said something if they were opposed to it. He also stated that he let them know that the Select Board is in favor of working with the School Board to see this through.

Mrs. McKenney stated that they got a letter about the Warrant Article from the Sewer Commission and asked if they should discuss this so they know what their options are. Mr. Apple stated that he received a revised warrant article that put a default number in there that he will send around to them for them to decide what they want to do.

Mr. Gryval asked if they have plenty of time for the Warrant Article for the Elderly Exemption. Mr. Apple stated that they do and that he has that on the agenda for January 14th. He also stated that they have issues that arise, they need to take care of them on January 7th because the last day they can post them is January 28th and the Public Hearing is the 12th. Mrs. McKenney suggested that they discuss it on January 7th to give them plenty of time.

Mr. Gryval asked if there was anything new to report on the Allenstown Aggregate. Mr. Apple stated that there is a copy of the press release in their materials. The Board agreed that they are fine with it.


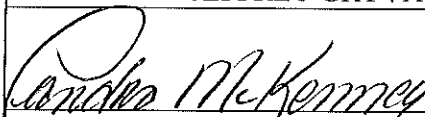
Motion. Mr. Gryval moved to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.

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 7:40pm.

TOWN OF ALLENTOWN
SELECT BOARD
MEETING MINUTES
December 10, 2012

Signature Page

Original Approval:	
JASON TARDIFF	DATE
 JEFFREY GRYVAL	1-28-2012 DATE
 SANDRA MCKENNEY	01-28-13 DATE

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