

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

Minutes of Regular Meeting
April 22, 2013

Call to Order.

The Allenstown Select Board Meeting for April 22, 2013 was called to order by The Chair at 6:03p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Pauline Boutin and Christine Frost

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Interim Town Administrator.

Citizens Comments:N/A

Meet with Library Trustees regarding Appointment

Ms. Boutin stated that she has a letter of resignation from Ms. Nickels that she has distributed to the Board. Ms. Boutin introduced Ms. Frost as the new library trustee. Mrs. McKenney asked Ms. Frost to tell the Board why she is interested in being a trustee. Ms. Frost stated that she has been going to the library since her son was younger for story time and that they had stopped going for a while but then started going again and met Ms. Cushing. She stated that Ms. Cushing informed her about the opening for the trustee's position. Ms. Frost stated that she has lived in Allenstown for six years.

Mr. Gryval asked Ms. Frost what she would like to see get done now that she is a trustee. Ms. Frost stated that she would like to see things get done as far as policies and getting things on the

books that should be there. She stated that it seemed as though there was some one-sidedness going on and that she's hoping that will change and people will be more open.

Ms. Boutin asked if Ms. Frost will have to run in March. Mr. Mulholland stated that she will have to run in March to finish out the rest of the term.

Motion. Mrs. McKenney made a motion to accept the resignation of Stasha Nickels effective immediately. 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 appoint Christine Frost as library trustee with an expiration date of March 11, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

Mr. Gryval explained that the library would like to apply for a Moose Plate grant in order to semi-restore and seal up the old tax records for prosperity. He stated that they also want to be able to scan them and put them on their website. Mr. Gryval stated that he spoke with Mr. and Mrs. Verville on this and that they have written a letter of support. He stated that Mrs. Cushing is looked for signatures from the Select Board and a letter of support for the grant.

The Chair stated that he is in supportive of doing this and asked why Mrs. Cushing took so long getting it done. Mr. Mulholland stated that she didn't and that she had spoken to the Record Retention Committee about this a while ago and has been working on it all this time.

Mr. Gryval asked Mrs. Boutin how things were going down at the library. Mrs. Boutin stated that things are going very well. She stated that Mrs. Cushing is doing a very good job and has cleaned things up very nicely. Mrs. Boutin discussed some of the changes at the library and how well things are running.

Mrs. Boutin informed the Board of a fundraiser they will be holding on May 18, 2013. She stated that they will be using the funds to redo the children section in the library. She stated that they have a donor that will match the funds raised up to \$500. She stated that there are flyers going around for the fundraiser.

Mr. Gryval stated that they had spoken to Mrs. Cushing about holding a selectman's meeting at the library. He suggested to Mrs. Boutin that if she coordinates with the Town Administrator,

they could schedule the meeting to be there when they will have a lot of people present for the meeting.

Appointment of the Building Inspector

Mr. Mulholland stated that he ran across an ordinance that stated "that the Building Inspector shall be appointment by the Board of Selectman". He stated that there is no set term so that the Board can choose how long the term will be.

The Chair stated that he thinks that they should put it as an article and then change it to employee position. Mr. Mulholland stated that if they do an article the term ends in March and then the Building Inspector is out of a job. He suggested that they do the appointment until June 1, 2014 and then work on the article and make him an employee.

Motion. Mr. Gryval made a motion to appointment Dana Pendergast as Building Inspector with an expiration date of June 1, 2014. 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 recommend the appointment of Dana Pendergast as Deputy Health Officer. 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 recommend the appointment Joyce Welch as the town's Health Officer. 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 there was an updated list of all the appointments. Mr. Mulholland stated that there is one in the town clerks office.

Mr. Gryval stated that he thinks they should have a contest for the students to create some colors for the town seal. He stated that he doesn't want to change it but that it would be nice to clean it up. Mr. Mulholland stated that they could do that.

Mr. Mulholland stated that the State approved the \$96,000 out of the State Capitol appropriation. He stated that each town is supposed to have three houses and that this will be the town's fifth house. He also stated that the money has to be sent by June 30, 2014 so they will need to submit the invoice and have a public hearing to accept the money.

The Chair asked how many houses they have left to do. Mr. Mulholland stated that they have one left. He stated that one of their neighbors is not going to use \$191,000 so he is trying to find someone else because he would hate to have to turn the money back.

Mr. Mulholland stated that they have a Fire Code violation for the town hall in which they have 30 days to rectify it. Mrs. McKenney asked if they know that the Town doesn't have the money for this. Mr. Mulholland stated that it is not their business to know. Mr. Gryval stated that they should have a blind eye as to the cost of repairs and if it doesn't meet code and is unsafe, and then they need to call it out. There was further discussion of the violation and the buildings that need the inspections done as well.

Mrs. McKenney expressed concern with spending so much money to get the town hall up to code and to meet safety requirements. She also expressed concern with how much money will need to be spent on other town buildings to get them up to code as well. Mr. Mulholland stated that when they go over purchase orders, they will discuss where the money is coming from. Mrs. McKenney stated that she wants to know what will be given up in order to get these other things done.

Mr. Mulholland distributed the electrical bids for the three companies. He stated that he is recommending the Granite State quote. He explained that it has an estimated cost which includes the estimated labor time so they should take into consideration extended labor time then quoted.

The Chair asked if there is any money left in the Town Hall. Mr. Mulholland stated that they have \$1,700 left in the Town Hall. He recommended that they take the money out of the Workmen's Compensation that they have the windfall of \$21,000 because they won't be spending that line. Mr. Gryval asked Mr. Mulholland if he made it clear to the electricians that the town is not exempt from code laws. Mr. Mulholland stated that he made it very clear to each of them about that.

Mr. Mulholland stated that with the list that the Building Inspector sent them a while ago, once the electrical is done that will cover a lot of the work that needs to be done. He stated that the lighting part of the electrical quote is not a code requirement but it is an efficiency issue. The Board executed the purchase order for electrical work to be done by Granite State.

Mr. Mulholland stated that he has the quotes for the glass and that he recommends that they not act on those. He stated that after speaking with the girls, they want to do something else out there

so that they have to rebid on them. Mr. Mulholland stated that they want to push the glass pieces in and to take out the middle section. He stated that with the middle section, they can't see people coming in.

Mr. Mulholland stated that they have a quote for two security cameras. Mrs. McKenney asked who would be monitoring the cameras. Mr. Mulholland stated that he will have it set up so that everyone can see it. Mr. Gryval asked where the computer is that was set up for the original security camera that is no longer there. Mr. Mulholland stated that he doesn't know. He also stated that if he cannot put it on the computers, he will probably have a monitor set up in his office.

Assessing Contract

Mr. Mulholland stated that Mr. Corcoran wants a two year contract and now is concerned that the Town will get rid of him after that. Mr. Mulholland told Mrs. Severance to find out what he wants because he doesn't know if they will want him in two years or if new selectmen will change the services. He expressed frustration in Mr. Corcoran's emails to Mrs. Severance and that they are waiting to see what he says in response.

Mr. Mulholland stated that Mr. Corcoran wants to meet with them. The Chair stated that he doesn't want to meet with him because he doesn't know what they would discuss. Mr. Mulholland stated that he bills them each time he comes and meets with them. Mr. Gryval stated that they should not be paying for him to come meet with them to negotiate the contract.

The Chair asked what Mr. Corcoran wants to discuss with them. Mr. Mulholland stated that he is going to want to know what they are going to do two years from now and that they don't know that right now. The Chair stated that this tells him that Mr. Corcoran is not going to give one hundred percent of his effort and work. Mr. Mulholland stated that Mrs. Severance sent him an email saying that the contract is what it is and that if there are any issues to address the Board in writing about them. Mr. Mulholland stated that he will forward Mr. Corcoran's response to the Board as soon as he gets it.

Committee Updates

Planning Board

Mr. Gryval stated that there hasn't been a meeting. He stated that he has spoken to two different Planning Board members and has gotten different times for the meeting. The Chair stated that the meeting is at 6:30pm on the first and third Wednesday of the month. He also stated that if there is nothing on the agenda for the second meeting they will not have it.

Budget Committee

Mr. Gryval stated that there is nothing new to report. He stated there is a meeting coming up on May 23, 2013.

SVRTA

Mrs. McKenney stated that there is a meeting scheduled April 24, 2013 in Chichester.

Old Allenstown Meetinghouse

Mr. Gryval stated that they are looking forward to removing the pews at the Old Allenstown Meetinghouse. He stated that he spoke with Mr. Verville and that they have volunteers to move them and store at a State facility.

The Chair asked if they are doing the archeological dig. Mr. Gryval stated that they want to do it but that a date hasn't been set yet.

Tri-Town Joint Board

Mr. Mulholland stated that there isn't a whole lot new there. He stated that there is still a degree of friction between the Fire Department as well as the ambulance employees. He stated that there are some issues with the second ambulance. He explained that right now they have one ambulance on and if a second crew isn't on, it is called Mutual Aid for the town. He stated that they wanted to do is if people were available in town and wanted to response, they could jump on the ambulance and go. He explained that there were some members who were opposed to that.

Mrs. McKenney asked if there was money in the budget to do that. Mr. Mulholland stated that that is one of the issues but that getting people that are ready to go from in town versus getting someone from Concord that is a lifesaving issue. Mr. Gryval stated that they have been pushing to get another ambulance available to both communities. Mr. Mulholland stated that it is more of an issue for Pembroke than Allenstown because Allenstown has a truck that is going to go even if there is a second call. There was further discussion of other issues between the Fire Department and the ambulance personnel.

Mr. Gryval stated that one of the things that Mr. Mulholland and he discussed the other day was getting more aggressive with the billing. He stated that Mr. Mulholland informed him that they are using a different billing company. Mr. Mulholland stated that so far they have not gotten anything except for a donation. He stated that he doesn't know how the Obamacare is going to affect things because he is not sure that this is something that is going to be covered by the insurance.

Mrs. McKenney asked Mr. Mulholland if Tri-Town has gotten their personnel and by-laws all squared away. Mr. Mulholland stated that they may not be able to pay all their bills and that they may have to default. Mrs. McKenney stated that she spoke with Mr. Jodin a while ago and that he had told her that there were a lot of bills that were coming in from 2012 that he kicked back

and that those were Tri-Town Ambulance bills from last year. Mr. Mulholland stated that it seems like there is a lot that is falling apart.

Mr. Gryval suggested that they give Pembroke their extra seat on that Tri-Town Ambulance Board. Mr. Mulholland stated that it would be wise to do so but that it is not going to alleviate the Town from their liability. The Board discussed having Mr. Mulholland write a letter of resignation and informing the Tri-Town Ambulance that they are no longer part of it. The Board determined that Mrs. McKenney will call for a meeting of the E-Board..

Record Retention

Mrs. McKenney stated that they haven't had a meeting.

Safe Routes to School

Mr. Mulholland stated that Mr. Hudson informed him that they were reviewing the last proposal.

Shelter Committee

Mrs. McKenney stated that they are meeting on Thursday to do inventory.

MS-4 Project

Mr. Mulholland stated that they got the QBS sheets to go over and that they are due on May 6, 2013. Mrs. McKenney stated that she looked over the sheets and it seems like it is going to be a bigger chore to get done than she thought.

Website Update

Mr. Mulholland stated that they have made process in several areas but that he has been doing the several of the Board's pages. He stated that Mr. Anderson handed him something photocopied out of a book and asked if those would work so he has done the Cemetery trustees, Trustees of Trust Funds and Zoning Board.

Mr. Mulholland stated that he has spoken with Parks & Recreation who will have it done by Tuesday. He stated that Old Allenstown Meetinghouse got theirs in today. He stated that Police Department and Fire Department are working on theirs but that they are still waiting on the Highway Department. He stated that the Road Agent assigned the task to Mr. Chad Pelissier. Mr. Gryval asked if Mr. Pelissier knows that it's due on Tuesday. Mr. Mulholland stated that he doesn't know and that no one showed up at the department head today.

Mrs. McKenney asked if they know who is going to the legal training next week. He stated that Mrs. Houllis, Mr. Anderson, Mr. Eaton, and Mr. Coolidge had told him they were going. Mrs. McKenney suggested that Ms. Welch and Mr. Pendergast also attend the meeting. Mr. Mulholland stated that he knows Ms. Welch wants to go and that Mr. Pendergast will be going as well.

Mr. Gryval asked Mr. Mulholland which Board hasn't gotten anything to him for the website. Mr. Mulholland stated that he hasn't gotten anything from the Board of Selectman. Mrs. McKenney stated that it was said last week that the selectmen shouldn't have much on their webpage but that she disagrees. She listed topics that should be on their webpage including the agenda, minutes, 2013 meeting schedule, mission statement, the town board committee vacancies, the master plan, the town reports, the audit reports, the assessing values, the personnel policy and the grants that are accepted for the previous year. She stated that she knows a lot of this will be on other department pages but that she thinks that it is important that it all shows up on their page.

The Chair stated that she is taking all kinds of things from different departments and bundling it on the Select Board page. Mrs. McKenney stated that the Select Board is responsible for everything and that all the things she listed are going to be approved by the selectmen.

Mrs. McKenney asked if they were going to work on Archives for minutes. Mr. Mulholland stated that they are going to have 2010-present on the website for minutes. He stated that Ms. Shannon Mulholland did all the Town Meeting minutes beginning in 1988. He stated that all the minutes that were on the website are on the computer.

Mrs. McKenney asked if they can technically borrow a mission statement from someone else or do they have to make up one of their own. Mr. Mulholland stated that what she is looking at is not a mission statement. He stated that what they need are a couple of paragraphs of how they are and what they do. The Chair stated that all of the Board of Selectman webpages he has viewed just have who they are, what time they meet and the minutes and agendas. There was further discussion of what to include on the Board of Selectmen webpage.

The Board determined to include links for agendas, minutes, the Select Board's mission statement, the auditor's report, and a list of the grants that have been accepted on their webpage.

Mrs. McKenney distributed some mission statements that she pulled from other towns. The Board determined to go with the first mission statement that Mrs. McKenney had distributed to them.

Town Administrator's Report **Ratify the Manifests**

Motion. Mr. Gryval made a motion to ratify the manifest of April 18, 2013 in the amount of \$36,092.78. 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 Approve Minutes

Mrs. McKenney stated that for April 8, 2013 minutes, there was an error on the voting on page five that she didn't put a change in for. The Chair stated that he didn't vote on that issue.

Mrs. McKenney asked why they are appointing elected officials for the Supervisory list. Mr. Mulholland stated that Ms. Rogers informed him that there was something new that came out stating that they need to be appointed. The Board asked Mr. Mulholland to look into that further and let them know what he finds.

Mr. Gryval stated that there was an abatement for 28 Fullam Circle that he did not sign. The Chair stated that he did not sign that as well. He stated that he doesn't think that it's a good deal but that the Town doesn't have an application process in place for the information needed. He suggested that they approve this abatement for a six month period so that they can get something going and in the meantime get the application process done and do it that way from then on.

Mr. Mulholland stated that he spoke to Ms. Rogers about the application process today and that he gave her ninety days to get it done. Mrs. McKenney asked if the resident is continuously in his arrears. Mr. Mulholland stated that he doesn't know about that and that is why he suggested the application process. The Board discussed their options for accepting the abatement.

Motion. Mrs. McKenney made a motion to accept the minutes of April 8, 2013 as amended. 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.

Mrs. McKenney stated that she spoke with Mrs. Hetu about retaining minutes. The Chair stated that the minutes do not need to be kept on Mrs. Hetu's computer once the minutes have been approved. Mrs. McKenney asked Mr. Mulholland if Mrs. Baird has removed the minutes as well. Mr. Mulholland stated that he already told Mrs. Baird to remove them.

Approve Consent Calendar

Motion. Mrs. McKenney made a motion to approve the Consent Calendar for April 22, 2013. 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.

School Resource Officer

Mrs. McKenney asked about the School Resource Officer and if everyone was good with the breakdown of the money. Mr. Mulholland stated that it was the same as they had before with a little more detail.

Discuss Lien Letters

Mrs. McKenney asked if this was something they need to sign off on. Mr. Mulholland stated that he knows they sign a tax warrant and to place a lien on a property, the Select Board has to be the ones to sign the lien. Mrs. McKenney asked if they got any calls on the liens. Mr. Mulholland stated that a lot of people have called and are coming in and paying the liens.

Other Business

Mrs. McKenney asked when they were going to start working on 2014 Budget Guideline discussion. The Chair stated that they have so much going on right now so that they need to wait on working on that. Mrs. McKenney stated that they need to work on this and come up with something because the departments are going to be working on their budgets soon. The Chair stated that they should wait until middle or end of May to begin that.

Mrs. McKenney stated that Mr. Gryval wanted to do the evaluations on a Monday and not have anything else on the agenda. Mr. Mulholland stated that it is schedule for May 13, 2013. Mrs. McKenney stated she may not be here for that meeting. Mr. Gryval stated that he doesn't have very many free nights so that is why he was hoping it would be on a Monday night. The Chair stated that they will have to wait until Mrs. McKenney gets her schedule and they will work out a meeting time then. The Board discussed possible meeting times to do the evaluations.

Mrs. McKenney asked about the memo they received from Ms. Andersen regarding Mrs. Demers. The Chair stated that the memo was an FYI and that it is for online banking. Mr. Mulholland stated that Mr. Gryval brought something up about that that he needs to research. He stated that he has access to the accounts and that he has a key thing that he has been issued that he doesn't know how to use. He stated that Ms. Rogers and Mrs. Demers both have one as well and he doesn't see why he should have one but that this is something he needs to look into.

Mrs. McKenney stated that last week they discussed the fact that the Town doesn't have a credit card. She stated that Mr. Mulholland had said that he and the Chair of the Select Board would be

on the credit card and she wonders if it should be the Town Administrator and some other employee because the person who is Chair changes.

Mr. Mulholland stated that Mr. Smith and he discussed the credit cards further last week. He stated that Mr. Smith wants to get rid of all the other cards and have just the one but that it isn't practical because he would have to go around and make the purchases for all of the departments. The Chair stated that they used to have a debit card for the employees with a small amount of money on it so that if they needed to purchase something they had the funds. Mr. Mulholland stated that they are looking into that. He also stated that none of the credit cards have been approved by the Board which needs to be done.

Non-public Session

Motion. Mrs. McKenney made a motion to go into non-public under RSA 91A:III A2 at 8:10pm. 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 go back into public at 9:02 pm. 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 seal the previous non-public session minutes because it will adversely affect someone other than a member of the Board. 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.

Mrs. McKenney thanked Mrs. Hetu for doing a good job on the minutes. She informed the Board that Mrs. Hetu likes when she hears her name on the recorder so to say hi every now and then.

Mr. Gryval stated that they have three reviews to do for Mr. Mulholland; one as Police Chief, one for EMD and one for Interim Town Administrator over the last four months. He stated that he would like to not do the EMD review because it will have no effect on the pay rate and they do not review any other volunteer positions. Mrs. McKenney stated that Mr. Mulholland does a lot of work on it and that they should do a review on it. Mr. Mulholland stated that if there are areas that need improvement then they should do the review but if not then he doesn't see a need for it.

Mrs. McKenney asked if they are going to do Mr. Apple's evaluation. Mr. Gryval stated that they should not do his review.



Motion. Mr. Gryval made a motion 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 9:05pm.

TOWN OF ALLENSTOWN
SELECT BOARD
MEETING MINUTES
April 22, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	5-6-13 DATE
 JEFFREY GRYVAL	5-6-13 DATE
 SANDRA MCKENNEY	 DATE

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

