

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

Minutes of Regular Meeting  
April 29, 2013

**Call to Order.**

The Allenstown Select Board Meeting for April 29, 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: James Rodger

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Ron Pelissier, Road Agent; Chad Pelissier, Highway Department; and Shaun Mulholland, Interim Town Administrator.

**Citizens Comments:**

Mr. Rodger asked what the status on the Main Street sidewalk. The Chair stated that there are no dates as far as any work being done at this point. Mr. Mulholland stated that he got a call over the weekend from Mr. Haze and that DOT has agreed to the amount of hours for the engineer so that the proposal will be submitted which will allow the town to go out to bid.

Mr. Anderson asked about the Town Administrator's position and what had happened with that. Mrs. McKenney stated that it was discussed in non-public so that no one would know anything about that yet.

**Discuss with the Road Agent the railroad bed on Ferry Street to the rear of AES fields and access way from West Street.**

The Chair asked the Road Agent to update everyone on what his plan was for the upgrade to that area. Mr. Pelissier stated that he was approached by the Principal of the school regarding cleaning up the back road and make it presentable. He stated that they want to make the end of the road an access way because if a child gets hurt on the fields it would be a good access way for an ambulance. He also stated that they wanted to have the end of West Street turn onto the dirt road, keep it a no thru traffic street and keep it for the Highway Department's use of trash pickup and plowing.

Mrs. McKenney asked if the railroad bed is used in the winter time. Mr. Pelissier stated that it is only used at the front entrance for the mobile homes but that they would not have to maintain it during the wintertime. Mrs. McKenney asked Mr. Pelissier about making the end of the road a turnaround and if that is the Town's property or the school's property. Mr. Pelissier stated that it would be at the end of the railroad bed and that all the property is the town's property. There was further discussion of the change in the road layout.

Mr. Gryval asked the Road Agent what they would need to do and what would the cost be to bring the railroad bed up to the standards he is discussing. The Road Agent stated that they have cleaned it up before but that they have never brought material in. He stated that they need to widen and smooth the road out because it is very rough. Mr. Chad Pelissier stated that it would probably cost about \$1,000 for a couple loads of gravel. The Road Agent stated that it should only take them about a day to get it done.

The Chair asked what the downside of doing this would be. The Road stated that he doesn't think that there is a downside for this. He stated that it is a good idea for them to have better access down there should a child get hurt and they need to get an ambulance down there. Mr. Gryval asked Mr. Mulholland if it would cause more issues with having children down there or would it be good to have more access. Mr. Mulholland stated that he thinks it would be better to have better access down there for their vehicles.

Mr. Gryval stated that he is fine with fixing up the railroad bed and getting better access down there but that he would like to get the input of the residents on West Street before they do anything. The Chair stated that he would agree with Mr. Gryval and asked Mr. Rodger if he had any comments or questions on it.

Mr. Rodger stated that there is a sign that says Handicap Access and he wonders what the liability is for the railroad bed if it is in bad shape. He stated that some people have referred to the road as the school access road. He stated that there is some confusion because on the corner of the road, the town has posted a street sign saying Rodger Road and that they still see some vehicles trying to go down there.

Mr. Gryval asked Mr. Rodger if he would think that not having a named street there would be less confusing. Mr. Rodger stated that the Select Board from before had it put there and that he thinks it is in the wrong spot. The Chair asked the Road Agent to look into the signage on that road.

Mr. Rodger stated that there have been questions in his mind as to where the property lines are. He stated that there are two lots with fencing and he questions rather or not the fences are on the correct property lines. The Select Board clarified that the land belongs to the town.

Mrs. McKenney stated that she is okay with going the railroad bed part but that she thinks that they need to address West Street further. Mr. Mulholland stated that there is a third issue of encroachment issues on town property that they need to address as well. He stated that the School is on the Town's property which needs to be worked out.

Mr. Mulholland stated that they need to go out and place some markers to determine if there needs to be some land adjustments. He also stated that they need to determine what type of road they are going to call it because it is not a driveway. He stated that there will be a cost to doing all this so that they need to determine who is responsible to pay for all that.

The Road Agent stated that he spoke to Mr. St. Germain and that he was interested in having a survey done because he believes the last two trailers in his park are on the town's property and that there would be issues if he were to try to sell it.

Mr. Rodger stated that the person on the corner of Ferry Street and the railroad bed was told that they could put the fence on the property because the selectman at the time told him that he could but that was just a rumor. Mr. Mulholland stated that is what they are going to determine.

Mr. Rodger stated that there are residents outside of that area that are dumping junk and trash in that area. The Chair stated that hopefully with the work being done there, that will change and that the Road Agent will be able to address that.

The Select Board gave the Road Agent permission to grade the road and clean up the sides of the road. They also gave Mr. Mulholland permission to go ahead and have the survey work done as long as it stays under \$2,000. The Board also asked that they write a letter to the school letting them know about the work that will be done on that road. Mrs. McKenney stated she'd like this project done properly with the items of concern.

The Road Agent asked Mr. Rodger if there is a light pole on the end of the road. Mr. Rodger stated that there is a light on his property and that it is like a street light. He stated that he is paying for that light. Mr. Gryval asked what it would take to put a street light down there. The Road Agent stated that it costs about \$3,500 for a pole. The Board gave the Road Agent

permission to contact Public Service and see what it would take to put a pole on the road. There was further discussion of the road and the property lines.

#### **Discussion of Assessing Contract**

Mr. Mulholland stated that he spoke with Mr. Corcoran on Friday. He stated that Mr. Corcoran has some concern with switching software programs and that he told Mr. Corcoran that they will have a meeting regarding the software that he can discuss with them.

The Chair asked if Mr. Corcoran has signed a contract yet. Mr. Mulholland stated Mr. Corcoran has not signed the contract and that he wants to wait to see what the Town decides to use for a software program. The Chair stated that in his opinion, if Mr. Corcoran doesn't sign the contract by next Monday they should go with someone else because it seems as though he is playing games.

Mrs. McKenney stated that it would be a shame to have to bring someone new in at this time because of the evaluation. Mr. Mulholland stated that he doesn't think that it will hurt them to stay with Mr. Corcoran until the end of May but that it is up to them. Mr. Gryval stated that he is fine with waiting another month and that if it is possible to stay with him that they should. The Board gave Mr. Mulholland the authority to tell Mr. Corcoran that they are only willing to go with the contract that has been presented and at the end of May they will reassess where they are at.

#### **Discussion of Public Service Shore Land Regulations**

Mr. Mulholland stated that he got a visit from PSNH regarding the regulatory authority that they have for property within 200 feet of the water. He stated that if they do anything on that property, they have to get approval from PSNH for it. He stated that there is nothing in any of the plans that indicate this regulatory authority.

Mr. Mulholland stated that this is a Planning Board issue but that the Town owns property down there. The Chair stated that the Planning Board needs to put something in place for this. Mr. Mulholland stated that it is his understanding that it will be brought up at the Planning Board meeting on Wednesday. Mr. Anderson stated that the Sewer Department was not notified of this.

#### **Discussion of Process of Potential Opening of Police Chief**

The Chair asked everyone if they have read the memo and if there were any questions on it. He also stated that he has read the memo and that he is not ready to discuss it tonight. Mrs. McKenney stated that she will not be at the meeting next week and thought that they were going to discuss it tonight. Mr. Gryval suggested that they finish their meeting and at the end go into non-public if necessary.

Mr. Gryval stated that one of the things that he wanted to discuss was teleconferencing in to a meeting or voting by proxy. He stated that if they are going to vote on this topic next Monday night, they should know if they can have Mrs. McKenney call in her vote if needed. Mrs. McKenney stated that they need to have a discussion first before they make any decisions.

### **Committee Updates**

#### **Planning Board**

Mr. Gryval stated that they will be meeting on Wednesday.

#### **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 they met last week. She stated that they are going to send out RFPs for the printing of town reports. The Chair stated that they already did this once before. Mrs. McKenney stated that she wasn't on the board then. She also stated that they are still working on the equipment and that she got them hourly rates for that. She stated that they will be meeting on May 15, 2013 at the Police Department.

The Chair asked if they have looked into Trade Schools that do printing. Mrs. McKenney stated that she would be concerned that they couldn't keep up on that.

#### **Old Allenstown Meetinghouse**

Mr. Gryval stated that there is nothing new to report. Mr. Mulholland stated that there will be funds for them to accept next week for the check they received from the State of New Hampshire.

#### **Tri-Town Joint Board**

Mr. Mulholland stated that there was nothing new to report.

#### **E-Board**

Mrs. McKenney stated that she sent out an email asking to set up a meeting. She stated that Ms. Booker sent out an email asking everyone when they could have a meeting and that Ms. Booker came back with Mother's Day which she informed her it would not work. Mrs. McKenney stated that it is still up in the air and that she is waiting to hear back from them.

#### **Record Retention**

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

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

Mr. Mulholland stated DOT has approved them that they could go out to bid in May but that they did not state which year that could do that.

#### **Shelter Committee**

Mrs. McKenney stated that all of the members were able to meet at the shelter except one who wasn't feeling well. She stated that they took an inventory of everything they have and made a list of things that they need. She also stated that one of the members works at the Goodwill store and that they sometimes get baby things in that they can't sell and that they were considering giving them to the Shelter. Mrs. McKenney stated that she didn't know if that was something that they would want to get into.

Mr. Mulholland stated that almost every car seat and device has been recalled because of safety issue. Mrs. McKenney stated that there may be less of an issue if they have some versus not having anything for babies. She stated that there next meeting is May 9, 2013.

#### **MS-4 Project**

Mr. Mulholland stated that there is a new list of the committees that are signing onto it. He also stated that more communities are signing on and that the town's cost is \$840 right now. He stated that it looks like they will get the extension.

Mr. Mulholland stated that he signed a purchase order for the street sweeping so that the Road Agent will get that done. The Road Agent stated that they are going to hire someone to come down and sweep and vacuum the streets.

Mr. Mulholland stated that the Water Department has backed out of the agreement that they had with the Sewer Department for the intern so that it is just the Town and Sewer Department doing that. He stated that the Water Department will be paying full price for that.

Mr. Mulholland stated that the proposals are in and that they are going to review those next week. Mrs. McKenney stated that she will not be here next week. The Board determined to put that on the agenda for May 13, 2013.

#### **Website Update**

Mr. Mulholland stated that they are looking at May 9, 2013 for training. He stated that they have made some serious progress over the last couple of days so that is on schedule to be ready for May 15, 2013. Mrs. McKenney asked if the Select Board needs to get involved in the training. Mr. Mulholland stated that if they are going to be adding or changing anything then they should but if not than that they don't need to.

Mrs. McKenney stated that last week she had asked that the Shelter Committee and the Suncook Valley Regional Town Association on their page and that hadn't gotten done. The Chair stated

that he doesn't remember her asking that but that he doesn't have a problem with the Shelter Committee being on their. Mr. Mulholland stated that they have to be careful because they don't technically have a shelter committee. Mrs. McKenney stated that she feels it is important that they have that committee on there and that these people be recognized.

The Chair asked Mr. Mulholland if they could put it under the Welfare Department. Mr. Mulholland stated that the committees that are created by the Board of Selectman are Selectman's committee otherwise they are committees that advise the Board. The Chair asked if they can have a spot for the Selectman's committees. Mr. Mulholland stated that the selectmen do not have a committee right now. He stated that if they want to establish it as a Shelter Committee then they could put it under the Shelter Department. He also suggested that they could leave things as is and put them as volunteers under the Welfare Department as Shelter Volunteers.

Mrs. McKenney stated that she knows that the Suncook Valley Regional Town Association is not a town board but that they have a Chair and minutes. Mr. Gryval asked what they would put for that committee on the webpage. Mrs. McKenney stated that they could have the minutes and any projects that they are working on. She also stated that they could include the purpose of the committee.

The Chair stated that he doesn't see any benefit to having it on there. He stated that the committee hasn't had a lot of meetings over the last several months. Mr. Gryval stated that the only problem that he would have with it going on the website is if the information didn't change because everything else on the website will be getting updated constantly. He suggested that they hold off on putting this committee on right away and revisit it in a few months when they may have more information.

Mrs. McKenney asked if the Record Retention Committee is on the website. Mr. Mulholland stated that it is not on there. He stated that the purpose of the website is to give the residents information about something such as how to get permits and such.

### **Recycling Committee**

Mr. Gryval stated that they met today and discussed a vision for the future and is getting prices for some of these ideas. He stated that they want to have some options available for where they are going to take their trash in 2014 after they are out of the Co-op.

### **Town Administrator's Report**

Mr. Mulholland stated that they were scheduled to do the Personnel Evaluations on May 13<sup>th</sup> however; they have to do a public hearing to accept the \$96,000 and the hiring of a police officer. He also stated that he would like to add Budget Guidance to the May 20, 2013 agenda.

Mr. Mulholland also stated that they need to draft a resolution granting authority to the Parks & Recreation Department with what they can't and can do. Mrs. McKenney stated that she did send an email in response to Mr. Schaffer's email. The Chair stated that the contract and lease agreement never changed. Mr. Mulholland stated that he wants the Select Board to know what he is doing with other Boards and Committees because he works for them.

### **Legal Training**

Mr. Mulholland stated that the Legal Training is tomorrow. Mrs. McKenney stated that she will be going to the training. She asked the Board if there were any more questions that they wanted asked. The Board didn't have any other questions.

### **Town Administrator Agreement**

Mr. Mulholland stated that they need to decide if they want to send out the Town Administrator Agreement to the Legal Department for review. The Board determined to have it sent out for review.

### **Ratify the Manifests**

Motion. Mr. Gryval made a motion to ratify the manifest of April 25, 2013 in the amount of \$46,150.78. 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.

Motion. Mr. Gryval made a motion to ratify the consent calendar of April 29, 2013. 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 about a payment schedule for 50 Pinewood Road. She asked Mr. Mulholland if he knows if the resident has been in arrears. Mr. Mulholland stated that he would have to look into it. The Chair stated that this is the first business that they have had asked for the payment schedule and that he is not inclined to doing it. The Board determined to decline the payment schedule.

### **Review and Approve Minutes**

Motion. Mr. Gryval made a motion to accept the April 15, 2013 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 stated that she did not get a chance to review the April 22, 2013 minutes.

Motion. Mrs. McKenney made a motion to accept the non-public minutes 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 Mr. Mulholland if he has heard anything from the School Board on the Resource Officer. Mr. Mulholland stated that he hasn't heard from them and that he doesn't know when their next meeting is.

### **Other Business**

Mrs. McKenney stated that she spoke with Mrs. Demers about the welfare liens that they had discussed last week and the process for the liens. She stated that she suggested to Mrs. Demers that they send out a letter once a year reminding them that way they can't say that they didn't know about it.

Mrs. McKenney asked if they were going to discuss the Welfare Work Program. The Chair stated that he doesn't think there is anything to discuss. The Board instructed Mr. Mulholland to tell them to look into it and see what can and can't be done.

### **Non-public Session**

Motion. Mrs. McKenney made a motion to go into non-public under RSA 91A:III Para. 2a at 7:38pm. 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 go back into public at 8:25 pm. 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 minutes because it will adversely affect someone other than a member of the Board. 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 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 8:27pm.

TOWN OF ALLENSTOWN  
SELECT BOARD  
MEETING MINUTES  
April 29, 2013

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**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

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