

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
April 14, 2014

**Call to Order.**

The Allenstown Select Board Meeting for April 14, 2014 was called to order by The Chair at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff and Kate Walker.

Excused: Jeff Gryval

**Others Present.**

Residents of Allenstown:

Others Present: Keith Gagnon, NH DRA and Terry Page, CAP

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Shaun Mulholland, Town Administrator; Donna Severance, Assessing Clerk; Dana Pendergast, AFD; Lt. Michael Stark, APD; and Ron Pelissier, Road Agent.

**Citizens Comments:**

N/A

**Discussion of Assessment Review with Keith Gagnon from DRA**

Mr. Gagnon stated that they are going through the assessment review this year which is a performance review of the Assessing Department. He explained that he will be looking at things like data accuracy on the property record cards as well as building permits. He stated that the DRA will send out postcards to the property owners which allows them to opt out of the review should they wish to.

Ms. Walker asked if they have already begun the field work. Mr. Gagnon stated that they haven't started anything and won't be starting for about a month.

The Chair asked Mrs. Severance if she had any questions for Mr. Gagnon. Mrs. Severance stated that she did not and that he had told her that she would get a copy of the list of homes they will be reviewing. She stated that this will allow her to see if there is anything that needs to be corrected before he begins the field work.

### **Community Action Program transportation presentation**

Ms. Page introduced herself to the Select Board and the audience. She explained that they trying to address transportation needs for people who don't have transportation within the region. She stated that she is speaking to all of the communities in the Belknap and Merrimack counties.

Ms. Page stated that in 2007 the NH Legislature passed RSA 239b which established a statewide coordinating council for transportation which is SCC. She stated that it was a Federal mandate that came to all the states mandating them to fix the transportation issues

Ms. Page stated that they started in 2007 to set statewide for community transportation, establish a framework for development of the regional coordinating councils, established 10 community transportation regions with each region created a coordinated transportation plan, facilitate the implementation of coordinated community transportation in the region, encourage the development of improved and expanded regional community transportation services and advise the SCC on the status on the community region transportation.

Ms. Page stated that they are in region 3 of the RCC regions which include all of Belknap and Merrimack counties, minus Hooksett, and Hillsborough County. She stated that the RCC is made up of a diverse group of 16 members.

Ms. Page stated that they are looking at trying to figure out what works best for this region for transportation needs. She stated that there is a need for greater coordination among transportation providers and an increase in demand for long and short distance transportation. She explained that the increase in demand for transportation is mostly for those who are trying to access medical care.

Ms. Pages stated that one of the regional challenges that the RCC came up with is the transportation issue in low population density in the region. She stated that they opted to look into volunteer driver programs. She stated that one of her tasks is notifying people of the resource directory that shows all of the transportation options in the region. She explained that they put together a volunteer driver provider network to try to connect the providers in the region.

Ms. Page explained that they were able to get some Federal funding which is designated specifically for seniors and those with disabilities. She stated that the primary focus is medical appointments, grocery shopping, and some errands. She stated that nothing is emergency transportation.

Ms. Pages explained that they have partnerships with existing services. She stated that they have a partnership with the Rural Transportation Service. She stated that sometimes they can only get a person one way so that CAP will get them setup with a volunteer driver to bring them home.

Ms. Page stated that they launched a pilot program for those who are disabled and under 60 years old which is working very well so they will be expanding that this year. She stated that they are looking to launch a taxi voucher program for the area for those who need to get prescriptions after 5pm or on the weekends.

Ms. Page explained the layout of the website and what type of content is on there. She presented a map of the routes for public transportation in Concord, the ADA para transit service, Winnepesaukee Transit System, the Blue Loon, and the Manchester Commuter Authority. She stated that there are also the intercity or national bus lines that provide transportation. She further discussed transportation providers in the area and the volunteers that they have.

Mr. Pelissier asked Ms. Page if the bus route from Concord to Manchester comes through Allenstown. Ms. Page stated that it doesn't and that it goes straight down route 93. Mr. Pelissier stated that he remembers someone coming before the Select Board about a bus route going through Allenstown. Ms. Page stated that there was a commuter study of the region to see what would be feasible and doable. She stated that the main purpose was initially started by the Legislature hearing complaints of needing a bus route to the Manchester Airport. She stated that they did look at coming through Allenstown but they concluded that the expense it was going to take was not going to support it.

The Chair asked if this is something that they can put on the website. Mr. Mulholland stated that he will put a link to the Midstate RCC website for transportation.

### **Non-public Session I**

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91a:3 Sect IIa at 6:31pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:15pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous set of non-public minutes due to the reputation of a person other than a member of the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

### **Street Sweeping Purchase Order**

Mr. Pelissier explained that the purchase order is for the MS-4 which requires that they do storm water testing in the spring. He stated that the street sweeping is a good maintenance tool before the testing. He stated that the purchase order would have someone come in and take two days to clean it up. He stated that it is budgeted in the MS-4 budget. The Board signed off on the purchase order for the street sweeping.

### **Non-public Session II**

Motion. Mr. Tardiff made a motion to go into non-public session under RSA III Section 2a at 7:18pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:35pm. Ms. Walker seconded the Motion. There was no additional discussion

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous non-public set of minutes because it may adversely affect a person other than a member of this Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to deny the appeal for service credits to Joe Kelly. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

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**Town Administrator's Report**  
**Consent Calendar**

Motion. Mr. Tardiff made a motion to authorize Mr. Mulholland to sign for the lease agreement for the 2015 International Dump Truck. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the Consent Calendar for April 14, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

**Personnel Plan Amendments**

Mr. Mulholland stated that he sent those out to the Department Heads for their review and they will be coming to the Select Board next week.

**NH Fishercats Game and Administrative Assistant's Day**

Mr. Mulholland asked if they were still interested in the NH Fishercats day and if they were going to the Administrative Professionals Day. The Chair and Ms. Walker stated that they are both going to both events.

**Personnel Evaluations**

Mr. Mulholland stated that they will get those next week and that he sent them the prior years' evaluations.

**Timesheet Process**

Mr. Mulholland stated that the process is coming along well and that they hope to have that completed by the end of the month.

**Roadway Projects**

Mr. Mulholland stated that he wanted them to be aware of the roadway projects status because there are a lot of projects and not enough money to do them all. He stated that there are no timelines or plans for the projects and that he wanted the Select Board to be aware of these before they commit to anything.

**Legal Issues**

Mr. Mulholland stated that he doesn't know what they would like for training this year. The Chair explained to Ms. Walker that they get a free training from the town council each year on any issue that they may need to know about.

#### **Library Issues**

Mr. Mulholland stated that the Library submitted a couple of things and some of those would be dealt with by the prosecutor.

#### **Fire Station Roof**

Mr. Mulholland stated that the roof needs to be replaced as some of the shingles are curling up. He stated that he has asked the Chief to come up with a number of options before they can determine a course of action.

#### **Cloud Server**

Mr. Mulholland stated that the Cloud Server is operational as of today. He stated that the Fire Station will be next and then the Police Department and the Highway.

#### **Town Hall Asbestos**

Mr. Mulholland stated that the town hall came up hot for asbestos and showed the Select Board the tiles that need to be replaced. He stated that he is getting quotes from companies on this. The Chair asked how big of an area do they have to do. Mr. Mulholland stated that the question is rather or not they want to cover it up or remove it. He stated that he doesn't think that they need to take it all up but that there is a significant area that they need to do.

#### **Table Top Exercise**

Mr. Mulholland stated that the Table Top Exercise is scheduled for April 23, 2014 at the Fire Station.

#### **Memo for Agenda Items**

Mr. Mulholland asked if he could send out the memo for agenda items that he drafted. The Board gave him permission to send out the memo.

#### **Allenstown Aggregate Update**

Mr. Mulholland stated that they went out with the appraiser today to look at the area where there is garbage under the ground for the current court case. He stated that they will be meeting with the Attorney General's officer, DES and Allenstown Aggregate next week.

#### **Other Business**

The Chair asked where the Police Chief was tonight. Mr. Mulholland stated that the Chief is supposed to be getting an award on the behalf of Mptl. Jeffrey King tonight as Mptl. King is unavailable to receive it.

Mr. Mulholland stated that they are working on a contingency plan if the four property owners do not resolve the sewer line issues within 30 days.

Mr. Mulholland stated that he will not be here the week of May 12<sup>th</sup> because he will be in training in Oregon and that Mrs. Demers will not be here as well. He stated that they may still need to have a meeting that week because of the tax bill and the 30 days are up around that time for the sewer line issue.

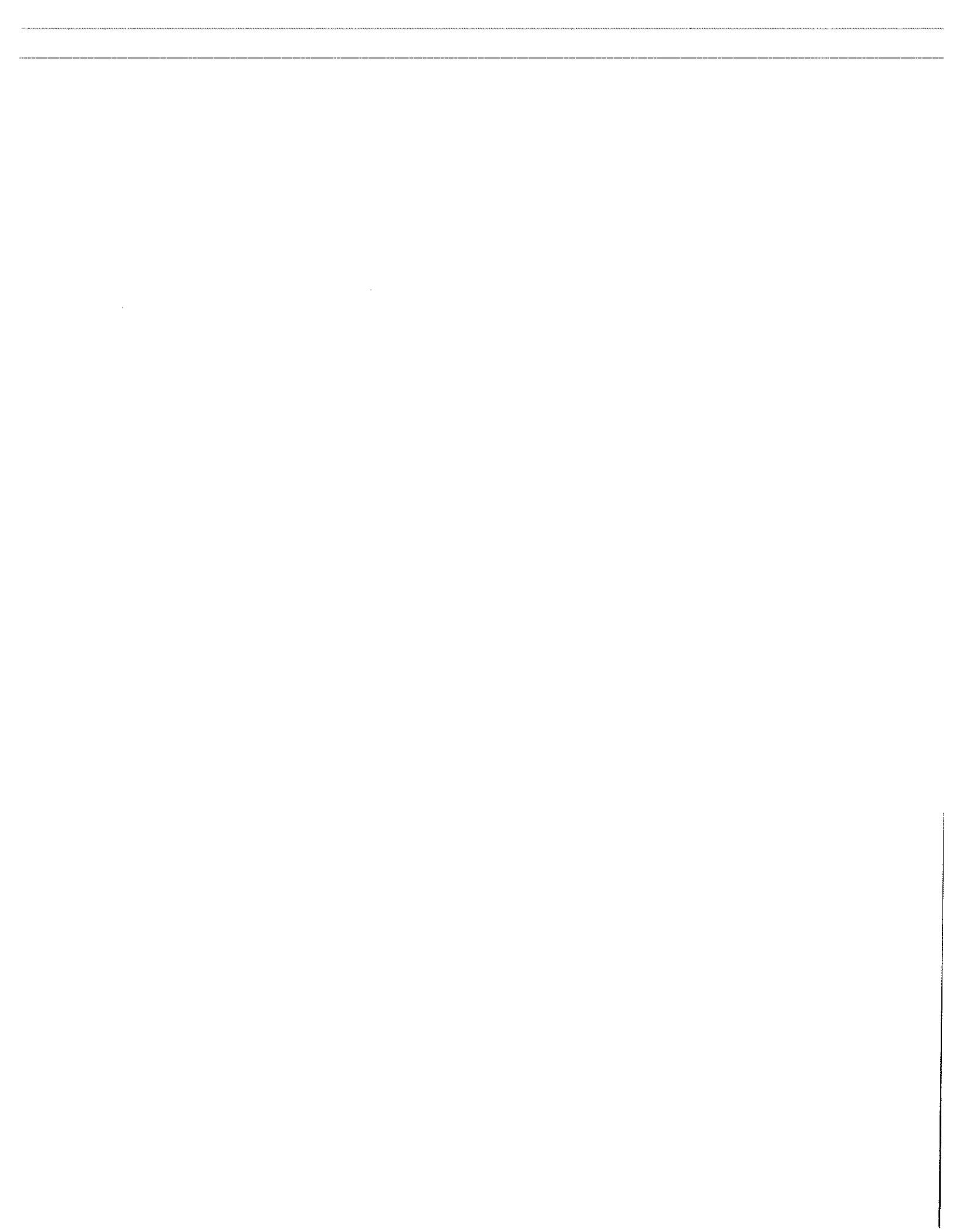
The Chair stated that they were going to switch over to their every other week schedule the beginning of May which would put them on not having a meeting on May 12, 2014. He stated that if they need to have a meeting in between scheduled meetings they can get together for a quick meeting.

Mr. Mulholland stated that the other thing that they need to do in May is issue out the guidance for the 2015 Budget because they are supposed to have those done in July. The Chair stated that they should put it on the agenda for May 5, 2014 to give guidance to the department heads for the 2015 budget. There was further discussion of what the budget guidance process entails.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes and Ms. Walker -Yes. The Chair declared the Motion passed.

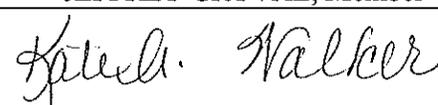
The Chair adjourned the meeting at 8:01pm.



TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

April 14th , 2014

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	5-5-14 DATE
 JEFFREY GRYVAL, Member	5-5-14 DATE
 KATE WALKER, Member	5-5-2014 DATE

<b>Amendment Approvals:</b>		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

