

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 30, 2013

Call to Order.

The Allenstown Select Board Meeting for December 30, 2013 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 Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; and Diane Demers, Finance Director.

Citizens Comments:

N/A

Public Hearing to accept unanticipated funds in the amount of \$17,163.00 from the NH Department of Safety in the form of an EMPG to purchase and install a generator at the Highway Department Facility.

The Chair stated that it is a matching funds grant.

The Chair opened the hearing to the public.

Discussion Warrant Articles and changes to proposed warrant articles

The Board reviewed the changes to the Treasurer's Warrant Article.

Motion. Mr. Gryval made a motion to accept Article XIII for the Treasurer's position as written. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that he sent out a draft of the Ordinance and included the Warrant Article XI for the MS-4.

Mr. Mulholland stated that there is Petition Warrant Article XIV which he has scheduled for the January 6, 2014 meeting. Mrs. McKenney stated that he said the petition was not right and asked if they can change it if needed. Mr. Mulholland stated that it needs to specifically state when it expires and that it doesn't actually ask for money which is what they are doing. He stated that they can either fix it and repetition it or have someone vote to change it at the deliberative session. There was further discussion of the petition warrant article and what other towns are doing about it. There was also discussion of how this would affect the budget.

Discuss the changes to Payroll involving electronic timesheets

Mr. Mulholland stated that it will streamline the process significantly and should reduce the errors they have been having. He explained that right now payroll is 80% in errors. He stated that the employee will be responsible for putting in their own time and the supervisors will verify the timesheets before processing.

Mrs. McKenney asked how they are going to know that the employee actually worked the hours they are putting in for. Mrs. Demers stated that there is no difference between employees putting it in on paper versus putting it in online. Mrs. McKenney expressed further concern for the supervisor knowing the correct amount of hours an employee works. Chief Paquette stated that this eliminates the need for multiple people to process payroll. There was further discussion of the current errors and how the change will reduce them.

Close Public Hearing

Motion. Mr. Gryval made a motion to accept \$17,163 from the NH Department of Safety. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Re-Appoint Michael Phelps to the Tri-Town Joint Board

Motion. Mr. Gryval made a motion to appoint Michael Phelps to the Tri-Town Joint Board with an expiration date December 31, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Abatement of Suncook Valley Gun Club

Mr. Mulholland explained that the Assessors looked at the use of the property and determined that it does not fit current use. He stated that they agreed upon half of the assessed value and that last year they were charged \$19.10. He stated that the Select Board can abate the taxes down to current portion tax. He also explained that the Police Department uses the gun range a lot and that the property is just a dirt road and open field.

Motion. Mr. Gryval made a motion to abate the taxes of Map 410 Lot 9 for the Suncook Valley Gun Club to the amount of \$19.10. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Discuss Purchase Orders to Encumber Funds

Mr. Mulholland distributed the Expenditure Sheets for the year. He also distributed a memo that shows which lines they have a significant amount of funds left in them.

Mr. Mulholland stated that there are a number of purchase orders with several funds to be encumbered. He stated that if they pay of the Police Department Bond now, the town would be completely debt free and that they would save \$4,000 in interest. He explained what each purchase order was for and the amount that would need to be encumbered.

Mr. Mulholland stated that if they approve all of the purchase orders they would total \$293,281 and that it would leave them with a \$46,795 budget surplus.

The Chair asked what portion of Granite Street they would be paving. Mr. Mulholland stated that they would be paving from Allenstown Aggregate to HK Auto. Mr. Anderson stated that he is speaking to the Sewer Department about doing work on that road at the same time.

Mr. Gryval stated that there is no money to pave in 2014 so by encumbering the funds they are taking care of one of the worst roads in town. Mrs. McKenney asked about the other bids that they should have from the Road Agent. Mr. Mulholland stated that he has not seen the other bids.

Mrs. McKenney stated that she is not comfortable spending all this money when there is going to be an increase to the tax rate. She asked how much money they will have to put down towards the tax rate. Mr. Gryval stated that if they do that the tax rate artificially decrease and then the next year when they increase it people will be complaining.

Mr. Gryval stated that he spent a lot of time to look at ways to fund the police officer's position that is open without raising taxes. He explained that by encumbering funds in 2013 to pay some of the expenses in 2014, they would be able to fund the police officer position without raises taxes. Mrs. McKenney asked if they are going to change the budget to reflect that. Mr. Gryval stated that they will need to do that at some point but that they need to decide tonight because it's almost the end of the year.

Mrs. McKenney expressed concern of using this process and not telling the residents while funding the position. Mr. Gryval explained that they are going to tell the Budget Committee and the residents. Mrs. McKenney stated that it won't be reflected in the budget. Mr. Gryval stated that they will move the budget around to reflect the change. Mr. Mulholland stated that they just finished crunching the numbers to see if they could do this which is why they didn't present it to them sooner.

The Chair asked what happens to the money if they don't use the leftover funds before the end of the year. Mr. Mulholland explained that it goes into the Unreserved Fund Balance. He stated that they can only use those funds for in case of an emergency but that they have to ask the courts to take money out of there and have approval of the voters. He stated that they would have to do a Warrant Article or a Special town meeting to get money out of the Unreserved Fund Balance account.

Mr. Gryval stated that they had put extra money in the Police Department's overtime budget so that the Chief could cover the Old Home Day and Halloween but that if they are going to cover the tenth police officer, they won't need that. There was further discussion of funding the police officer position for 2014.

Mrs. McKenney stated that with the way the budget is structured right now, it will not reflect in the budget this year. Mr. Mulholland stated that if they sign off on these purchase orders, he will have to change the default budget because if they eliminate this debt it cannot go into the default. He also stated that they will have to notify people at the deliberative session of the change in numbers for the budget.

Motion. Mr. Gryval to pay the Police Department Bond in the amount of \$124,317.00. Mrs. McKenney seconded motion.

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

Motion. Mr. Gryval made a motion to encumber \$15,000 for the DCT Lawyers for the appraisal of property and legal services. Mrs. McKenney seconded motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval – Yes; and Mrs. McKenney-No. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to encumber \$31,668 for advanced paving on Granite Street. Mrs. McKenney seconded motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval – Yes; and Mrs. McKenney-No. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to encumber \$15,830 for repair of windows in Town Hall. Mrs. McKenney seconded motion. There was no additional discussion.

Mr. Gryval stated that the purchase order states that it is for the generator grant. Mr. Mulholland stated that they can change the wording as it is supposed to be for the windows.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval – Yes; and Mrs. McKenney-No. The Chair declared the Motion passed.

Chief Paquette stated that they have two light bars down and that it is contributing to other problems with the other vehicles. He stated that it is the circuit boards that are the problem as the parts are very old. He stated that the new light bars will last a long time.

Motion. Mr. Gryval made a motion to encumber \$9,088 for Ossipee Mountain Electronics. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval – Yes; and Mrs. McKenney-No. The Chair declared the Motion passed.

Town Administrator's Report

Mr. Mulholland stated that the Tri-Town Joint Board switched from CAG to Constar for billing services.

Mr. Mulholland stated that the Comcast rate increase is in their folder.

Mr. Mulholland stated that the DES letter from Commissioner Burack is also in the folder. Mr. Gryval stated that he would like to send a thank you letter to them for writing the letter.

Mr. Mulholland stated that the proof of the advertisement for the property they are selling in in the folder. Mrs. McKenney asked if they are going right out to the location. Mr. Mulholland stated that they will do a brief, go look at it, and then come back and bid on it. He stated that it is a difficult property to get out to and that the Road Agent will plow it before the auction. He stated that it will be posted on the town website, in the newspaper and on the auctioneer's website.

Other Business

The Select Board gave Chief Paquette the authority to begin the hiring process for the police officer position. Mr. Mulholland cautioned him about not losing anyone else from the police force.

Mr. Gryval stated that there is a budget committee meeting on January 9th but that he doesn't think they will reopen any of the budgets. Mr. Anderson stated that everyone seemed pretty happy with the bottom line.

Mrs. McKenney stated that on the payroll that they did last week, there was a lot of overtime for the Highway Department. She asked if the Highway Department employees slept overnight at the department and what days that storm covered. Mr. Mulholland stated that he believes that they did because they requested cots. Mrs. McKenney stated that they had a total of 45 hours of overtime which seemed like a lot of hours. Mr. Gryval stated that in that pay period they had two storms.

Mrs. McKenney asked if there were any money figures on the abatements in the consent calendar. Mr. Gryval stated that there are three to four pages for each abatement but that the amounts are there.

Mr. Gryval informed Mr. Anderson that the Planning Board has determined to allow residents to have chickens. He stated that there are a lot of residents are interested in having chickens and some that already do. He stated that the Warrant Article will allow for a certain amount of chickens as long as they are not free ranging chickens.

Ratify the Consent Calendar

Motion. Mrs. McKenney made a motion to approve the Consent Calendar for the Selectmen for December 30, 2013. There was no additional discussion. Mr. Gryval seconded the Motion.

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

Review and Approve Minutes

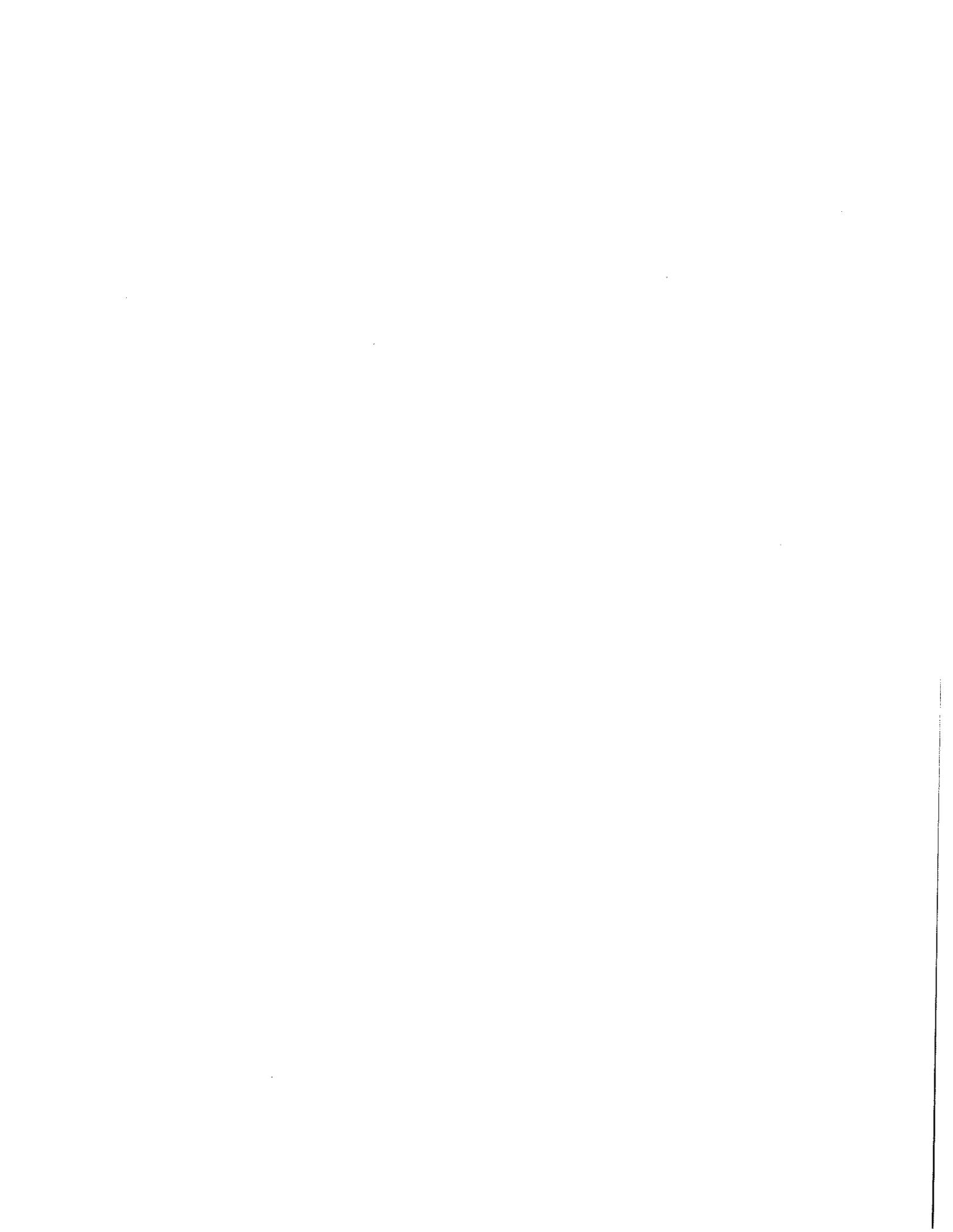
Motion. Mrs. McKenney made a motion to approve the non-public session one minutes for December 16, 2013. There was no additional discussion. Mr. Gryval seconded the Motion.

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

Motion. Mrs. McKenney made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

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

The Chair adjourned the meeting at 7:17pm.



TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 30th , 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	2.24.14 DATE
 JEFFREY GRYVAL, Member	DATE
 SANDRA MCKENNEY, Member	022414 DATE

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

