

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
December 9, 2013

**Call to Order.**

The Allenstown Select Board Meeting for December 9, 2013 was called to order by Mr. Gryval at 6:17p.m.

**Roll Call.**

Present on the Board: Jeff Gryval and Sandy McKenney.

**Excused Absence:** Jason Tardiff

**Others Present.**

Residents of Allenstown:

Others Present: Matt Gagne, Pembroke Water Commission; Kevin Brasley, Pembroke Water Commission; and Chris Culberson, Pembroke Water Commission.

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Finance Director; and Ron Pelissier, Road Agent.

**Citizens Comments:**

N/A

**Open Public Hearings**

**Public Hearing on petition for pole licenses and utility agreements**

Mr. Gryval asked Mr. Mulholland to give a brief history on the matter. Mr. Mulholland stated that the town's attorney advised them to do this in regards the to the Fairpoint litigation that is going on and that these are the procedures and agreements that they should be following.

Mr. Mulholland stated that they have a written testimony from the petitioner which is in compliance with the law. He also stated that there is a letter from PSNH that was sent to the Select Board as well.

Mr. Brasley stated that they are not clear on what the petition is all about and wants to know what Allenstown is looking from them. Mr. ? stated that by the petition, it appears that the town is creating an avenue for the potential to build the utilities by right of way as written in the statutes. Mr. Mulholland stated that they already have the authority to do that and it is not properly registered. He stated that this petition requires that within ninety days, the town is notified who is on the pole. He stated that they are also supposed to have agreements with the different utilities that lay within the right of way.

Mr. Culberson asked if the authority already granted allow the town to bill for utilities based upon what's there. Mr. Mulholland stated that the statute is already there. He stated that this requires them to tell the town what is there for the purpose of the license.

Mr. Culberson asked if the end result could be that they could potentially see a tax for their utility that exists within the town of Allenstown. Mr. Mulholland stated that he is researching that further as he is not too familiar with the statutes. There was further discussion of the possibility of Pembroke being taxed on Allenstown property.

Mr. Anderson asked what the problem with Fairpoint is. Mr. Mulholland stated that Fairpoint is saying that they are being unfairly taxed by the town.

Mr. Mulholland explained to the Pembroke Water Work representatives that the Board will vote to amend the petition and once that's done Allenstown will notify them of it and what Pembroke will need to do.

Mr. Anderson stated that when the Sewer Department did their GSI with the interns, they offered to map out things for Pembroke Water Works and that they didn't want to. Mrs. McKenney stated that it seems strange that they would admit that they haven't done anything yet. Mr. Mulholland stated that they know that he knows the answer to that.

Mr. Gryval asked why the Allenstown infrastructure is treated differently than the Pembroke infrastructure. He also asked why Allenstown would do Pembroke's mapping. Mr. Mulholland stated that they are a department of the town of Pembroke. He also stated that Pembroke would have had to pay their share of the cost for mapping. Mr. Gryval asked why Pembroke paid for the mapping in Pembroke but they didn't do any of the mapping for Allenstown that they own. Mr. Mulholland stated that is the point he is trying to make and that it appears that Allenstown is second fiddle.

Mrs. McKenney asked Mr. Anderson if the Sewer Department has any dealings with them. Mr. Anderson stated that they don't really have any issues over here. Mrs. Demers asked if they have any issues when they dig up water lines in town that are theirs. Mr. Anderson stated that they work together with them and Pembroke does their portion before Allenstown left. Mr.

Mulholland suggested that they ask Pembroke what plans they have to upgrade things or fix current issues of water pipes in Allenstown.

#### **Public Hearing on amendments to the Purchasing Policy**

Mr. Gryval stated that he has spoken to the Department Heads on the Purchasing Policy amendments to make sure that they are all set with it and understand the changes. Mr. Pelissier stated that they are all set with it. He also stated that that they would like Mr. Mulholland to come out and discuss it further with all the employees.

#### **Public Hearing to accept a grant from NH Highway Safety Agency for DUI patrols in the amount of \$6,864.00.**

Mr. Gryval asked if there were any questions on this grant. There were no questions for the grant.

#### **Department Head Monthly Status Reports**

Mr. Gryval stated that he had questions for the Highway Department and Fire Department. He stated that he spoke with the Fire Chief regarding some equipment that they have in regards to safety of usage. He also stated that he spoke to Mr. Pelissier about his question and got that answered.

#### **Discuss and approve amendments to the Intermunicipal Agreement for the ambulance service**

Mr. Gryval stated that the two town administrators have come up with some verbiage on the changes they discussed making. Mrs. McKenney asked Mr. Mulholland if it has gotten approved with the Attorney General's office. Mr. Mulholland stated that the AG office has to approve the changes made so that the two boards have to agree on them first.

Mr. Gryval explained to the audience that the changes discussed were the terms of some of the board members. He gave the example of the fire chief and town administrators. Mr. Mulholland stated that the changes allow them to serve indefinitely. Mr. Gryval explained that they made stipulations on who could serve and had difficulty finding volunteers. He also stated that there was wording about where the meetings would be held and that they updated it to meeting in Pembroke. There was further discussion of the suggested changes to the agreement.

Motion. Mr. Gryval made a motion to approve the amendments Intermunicipal Agreement for the ambulance service. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

## **Close Public Hearings**

Motion. Mrs. McKenney made a motion to approve the amendment to the pole and conduit licenses. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the amendments to the purchasing policy. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

Motion. Mr. Gryval made a motion to accept \$6,864 for the DWI patrols. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

## **Town Administrator Report**

### **Purchase Orders, Abatements and other legal business**

The Select Board signed the contract for Cardiographics or the online tax cards.

Mr. Mulholland explained to them that if they don't make the auctioneers fee within the sale of the property, the town will have to pay it. There was discussion of making sure that the road would be plowed for the auctioned property.

Mr. Gryval asked if it would be worth it for them to contract someone to do some logging on the property. Mr. Mulholland stated that if they look at what the State's getting for trees on their land and what they are paying tax on, it's not that much money.

Mr. Mulholland stated that there was a complaint that came in today and that he put it in the consent calendar for next week.

### **Bill for Master Plan**

Mr. Mulholland stated that he received a bill for the services that have been completed this year in the amount of \$2,000 and the rest of it needs to be encumbered into 2014 for the Master Plan.

Motion. Mr. Gryval made a motion to encumber \$7,000 into 2014 for payment of the Master Plan for 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

#### **Discussion of Encumbering Highway Department funds for paving project**

Mr. Pelissier stated that he had gotten three bids this summer for paving to finish between Fort Mountain and Howard Comps. He stated that the Water Works wants to tie in the water surface so they have been working with them to finish it. He stated that Pembroke will be getting approval to put it in their budget for next year so they need to encumber the money for the paving. There was further discussion of the three bids that the Road Agent got for the job. There was also further discussion of the work that Pembroke Water wants to do.

Mrs. McKenney asked if the Highway Department does traffic control for paving jobs. Mr. Pelissier stated that they like to do the traffic control themselves to keep the cost down. He stated that in this case, they will close off one end of the road and have a flagger on the other end of the road.

There was discussion of the fact that they told the Budget Committee that they would not be paving next year because of the cuts to the budget. Mr. Pelissier stated that is why they want to encumber the funds now. Mr. Gryval stated that he would like to hold off on this and find out if it is a legal document before acting on it.

Mr. Mulholland stated that they are going to get approved for the generator grant for the Highway garage. He stated that they need to encumber the town's portion of the generator's cost. He suggested that they encumber the money now because they won't get the funds for the grant until next year.

Mrs. McKenney asked the Road Agent if there will be enough money in his budget for this because he has been spending a lot of money lately. Mr. Gryval stated that he has reviewed the Highway Department's budget and that there is enough money in his budget for it. He also stated that they knew that if they received this grant, they would have to come up with half of the cost of the generator.

#### **Discussion of HealthTrust Nomination**

Mr. Mulholland stated that there was an email regarding the HealthTrust and the vote that they are having tomorrow. He stated that the people on that executive board choose whom they are going to nominate. He stated that is fine if the nominate agrees with what they are doing. He stated that there have been some problems with money that has been lent to the property liability

portion of LGC. He suggested that there be someone whom is circumspect on that Board of Directors to make sure that doesn't happen again.

Mrs. McKenney asked if there is anyone else who would like to be nominated. Mr. Mulholland stated that there is a list of nominees that the committee has come up with. He further explained the stipulations of who can be nominees. He stated that the Select Board has to determine if they want to vote and if so, who they would vote for. The Select Board authorized Mr. Mulholland to vote on their behalf.

#### **RFP for Exercise Grant**

Mr. Mulholland stated that they always submitted a sole source justification letter and now he is being told that they need to do RFP. He stated that he sent the RFP to Emergency Management and will see if they accept it. He stated that they also want him to do an RFP process for the evaluators that are being hired by the contractors. He stated that they are doing this because the State continues to be dinged in audits for not doing things properly.

#### **File Conditions**

Mr. Mulholland stated that they shredded 1,200 pounds of files last Saturday and cleaned up a lot of space upstairs. He also stated that the conditions of the records for pole licenses are deplorable. He stated that it will take a lot of work of getting it back to how it is supposed to be according the statute. He further explained the requirements of the poles and how they did not meet the statutes.

#### **Review and Approve Minutes**

Mrs. McKenney stated that she had made notes regarding comments that she thought should be added into the minutes for November 18, 2013. Mr. Gryval stated that he has not seen the minutes for November 4<sup>th</sup> or December 2<sup>nd</sup>. The Board determined to wait and approve the minutes at the next meeting.

#### **Furnace Repair**

Mr. Mulholland stated that the heat should be fixed tomorrow but that there is no guarantee. He stated that the pump broke and that it is under warranty. Mrs. McKenney asked why they couldn't fix it today. Mr. Mulholland stated that the type of furnace they have is commercial and the parts are not readily available. He stated that there are kerosene and space heaters around the building to keep the pipes from freezing.

#### **Moving Town Car**

Mr. Mulholland stated that he is having the town car moved over to the Fire Station so that they can plow the area by the dumpster.

#### **Ratify the Consent Calendar**

Motion. Mrs. McKenney made a motion to approve the Consent Calendar for December 9, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

### **Joint Christmas Party**

Mr. Mulholland stated that he called and left a message for Mr. Jodoin to see if they need to bring anything to the Christmas Party on December 16, 2013.

### **Meetings Schedule**

Mrs. McKenney asked what the schedule was for meetings for the rest of the year. Mr. Mulholland stated that right now they only have a meeting scheduled for December 16, 2013. He stated that they need to see what happens and if they have to encumber the grant money.

### **Employee Appreciation Day**

Mrs. McKenney asked if they were going to do an Employee Appreciation Day. Mr. Gryval stated that he thinks that the employees had already determined to do something on December 19, 2013. Mrs. Demers suggested that they check with Mrs. Baird to see what is needed for the potluck.

### **Letter from Chief Gilman**

Mrs. McKenney asked if they could discuss Chief Gilman's letter and if it was going to be brought up to the Budget Committee. Mr. Mulholland stated that Chief Paquette showed him that there was a letter but that he hasn't even read it.

Mrs. McKenney stated that she read it and that it was given to the Budget Committee but that they haven't read it. She suggested that it at least be brought up at the meeting on Thursday. Mr. Mulholland stated that they need to speak to Chief Paquette regarding communication of the information received. There was further discussion on rather or not the Budget Committee knew what the letter was about.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91a Section E. at 7:56pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

Motion. Mrs. McKenney made a motion to go back into public session. Mr. Gryval seconded the Motion.

~~A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.~~

~~Motion. Mr. Gryval made a motion to seal the previous non-public session. Mrs. McKenney seconded the Motion. There was no additional discussion.~~

~~A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.~~

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

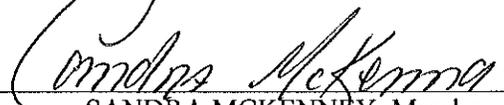
~~A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.~~

~~Mr. Gryval adjourned the meeting at 8:10pm.~~

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

December 9th , 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	2.3.14 DATE
 JEFFREY GRYVAL, Member	2-3-14 DATE
 SANDRA MCKENNEY, Member	0203-14 DATE

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

