

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
January 13, 2014

**Call to Order.**

The Allenstown Select Board Meeting for January 13, 2014 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; and Ron Pelissier, Road Agent.

**Citizens Comments:**

N/A

**Review and Reapprove the Investment Policy**

Mrs. McKenney asked if there were any changes to the policy. Mr. Mulholland stated that there were not any changes to the policy.

Motion. Mrs. McKenney made a motion to approve the Investment and Cash Management Policy for 2014. Mr. Gryval seconded the Motion.

Mr. Mulholland stated that he spoke to Mrs. Anderson on this and that she reviewed it and didn't think that any changes were needed.

A roll call vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; and Mrs. McKenney-Yes. The Chair declared the Motion passed.

**Review Proposal for Collection and Disposal of Solid Waste**

Mrs. McKenney asked why Casella and Pinard have the same prices. Mr. Mulholland stated that they have been negotiating with both of them and they are competing for the town's service.

Mr. Pelissier stated that they are looking at their options and have done some research on the cost of doing it themselves or hiring out. He stated that right now, it looks more feasible to hire out. He explained that this will also help them maintain the usage of their trucks without working them too hard.

Mrs. McKenney asked if there would be any other charges than what is on the contracts. Mr. Mulholland stated that as of January 1, 2015 they have to have somewhere to bring their trash. Mr. Mulholland explained the current arrangement with Casella for trash and recyclables. He stated that there are other things like yard waste and batteries that are not on the contract but they would still be picking up. He stated that it would not be an extra cost for those types of pickup under the Casella contract. He stated that the residents would be issued trash and recycle bins for pickup. He explained the differences in the prices of the three proposed contracts.

Mrs. McKenney stated that Casella has been very good to them and asked if they would deal with them anymore if they go with one of the other companies. Mr. Pelissier stated that they probably wouldn't deal with Casella if they contracted with someone else. He also stated that if they continue to do trash pickup themselves, they may not deal with Casella for trash removal from the transfer station.

Mr. Gryval stated that there are two questions to be answered in regards to trash and recyclable removable. He stated that they need to decide if they want to continue pickup of trash within the town versus contracting out for the services. He stated that if they keep it in town, a disadvantage is that they don't have the resources to replace the packer.

Mr. Gryval stated that if the Road Agent doesn't have to spend time picking up trash, he can spend time on other town projects. He stated that it would free up the Highway Department staff to handling plowing without trying to keep up the pickup of trash. He stated that one of the higher costs of doing trash pickup is the cost of labor and that if they contracted out the services, they may reduce the amount of staff.

Mr. Gryval stated that if they continue to deal with trash removal the way they currently are, and then they need to discuss how they are going to go about purchasing a new packer. The Board agreed that they should look at using a third party for trash removal. There was discussion of the three proposed contracts. There was also discussion of the time that would be needed to pick up the trash.

Mr. Mulholland suggested that they tentatively approve Casella and then negotiate with them. Mr. Gryval stated that the recommendation of the committee was to go with Casella. Mr. Mulholland stated that Casella has contracts to dispose of their waste whereas Pinard does not.

He also stated that Casella is in the process of trying to get a transfer station built in Raymond. Mr. Gryval stated that the contract with Casella would include the municipal buildings and the schools in the town.

The Board determined to tentatively go with Casella and to authorize Mr. Mulholland and Mr. Pelissier to negotiate the contract terms with them.

Mrs. McKenney asked if the staff at the Highway Department is aware of the possibility of laying off someone if they go with a third party for trash removal services. Mr. Pelissier stated that he would like to see the transfer station open Tuesdays, Thursday, and Saturdays but that it is something for them to discuss further.

Mr. Gryval suggested that if they are going to be impacting a person at the Highway Department, he would like the Board to authorize Mr. Mulholland or Mr. Pelissier to assist that person with resume writing, career planning, and job application completion skills because it is not going to be an easy thing for someone to take on. Mr. Anderson stated that if they know who it could be, they may want to have them put an application down at the Sewer Department as they are hiring right now. There was further discussion of the impact to the staff at the Highway Department.

Mr. Gryval thanked Mr. Mulholland and Mr. Pelissier for all the work they put in to research on the trash removal options.

Mr. Pelissier stated that they will have a situation with the plow next year. The Chair stated that he thinks that there will be a committee established this year to look into the plowing needs for the town. Mr. Pelissier stated that he would like to keep the truck that they have a Warrant Article for because they use it for other purposes than plowing.

Mr. Gryval asked if they got a new truck and kept the 1990 truck, could they sell the plow and plow frame. Mr. Pelissier stated that they could but that he would want to keep it just in case something happens they will have a backup truck. There was discussion of rather or not they need to change the wording for the Warrant Article. The Board decided to leave it as currently written.

**Discuss and vote whether to or not to recommend the proposed 2014 Budget Committee Budget.**

Mrs. McKenney asked why they are doing this as they have never done this in the past. The Chair stated that the Select Board budget does not show up on the ballot and by voting, this shows the residents whether or not the Select Board recommends the Budget Committee's Budget. Mr. Mulholland stated that they have never had a budget that the Budget Committee hasn't approved.

Mr. Gryval stated that he is not happy with the cuts that the Budget Committee made to the Fire Department. He stated that the decision that the committee made came up with a number that was in between the Select Board's number and the higher proposed number without regard to the consequences of doing so. Mrs. McKenney stated that if they have issues with the numbers, the Deliberative Session is the place to discuss it.

Motion. Mr. Gryval made a motion to recommend the 2014 Proposed Budget Committee budget. Mrs. McKenney seconded the Motion.

Mrs. McKenney stated that she was not sure how to vote on this as they have never done it before and that she doesn't know if it is legal. Mr. Gryval stated that he knows that in the past the Select Board has been upset with the Budget Committee's budget and spoke against it but he's not sure if there was anything official. Mrs. McKenney stated that they voiced their opinion at the Deliberative Session. Mr. Mulholland stated that it is legal for them to vote on the Budget Committee's budget.

Mr. Gryval stated that they have worked hard to come up with the budget that they did and that he thinks that the town's people would want to know what they think about it. Mrs. McKenney stated that she thinks that that Budget Committee's budget is too high. Mr. Gryval further express concern for the residents not knowing that it is the Budget Committee's budget they are voting on and not the Select Board's budget.

Mr. Gryval stated that he spoke to the Chairman of the Budget Committee and that he knows that the Select Board will be voting on it and expressed that he would not be voting in favor of it. Mrs. McKenney stated that the Select Board budget and the Budget Committee's budget are too high. Mr. Gryval stated that if she votes no on this motion, she would be consistent on her vote against the Select Board's budget and now the Budget Committee's budget. Mr. Gryval stated that fundamentally they both agree that they are not in favor of the Budget Committee's budget but for different reasons.

Mrs. McKenney expressed further concern that the Budget Committee's budget is still too high for the residents that they have in this town. Mr. Gryval stated that he is not planning on discussing issues in length but stating that he does not agree with the Budget Committee's budget. Mr. Mulholland stated that it is the Budget Committee's budget and that it is their responsibility to explain why they came up with that budget number. There was further discussion of taking a vote on whether to recommend the budget or not and what will be discussed at the Deliberative Session.

Mrs. McKenney stated that she wants it on the record that she is not in favor of the Budget Committee's budget and that she thinks that it is too high.

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

The Select Board does not recommend the Budget Committee's 2014 proposed budget.

### **Approve and Sign the Default Budget**

Mrs. McKenney asked if all the changes to the department lines were due to the merit raise. Mr. Mulholland stated that it was not and that they took money out of Personnel and moved the money around the different lines. Mrs. McKenney asked about the advertising line for Central NH Region and why the default doesn't indicate the actual cost. Mr. Mulholland stated that they just got the actual cost a couple of weeks ago and if they change that, they would have to go over the budget process again.

Mrs. McKenney asked where the Storm Water under the Highway budget. Mr. Mulholland stated that it is under Highway and Streets code number 4312. Mrs. McKenney asked why hydrants is a new expense and not in the prior year budget. Mr. Mulholland stated that it was not in the budget last year. Mrs. McKenney asked for clarification on where other lines were moved to. Mr. Mulholland discussed the changes to lines and where the line items were moved.

Mrs. McKenney asked about the money for the bond and the interest and where it went. She further asked where they are going to get the money to pay for the additional police officer. Mr. Mulholland stated that it is in the proposed budget not in the default budget. The Chair stated that the default budget only includes what they are mandated to pay for.

Motion. Mrs. McKenney made a motion to approve the default budget in the amount of \$5,925,898. 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.

### **Ratify the Consent Calendar**

Motion. Mrs. McKenney made a motion to ratify the Selectman's Consent Calendar for January 13, 2014. 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.

## **Review and Approve Minutes**

Mrs. McKenney stated that when one of the Selectman is out, they should have a spot that states that they are excused. She stated that she has sent out all of the minutes. The Chair stated that they will table the minutes until the next meeting so that everyone else can review the minutes.

### **MS-737**

Mr. Mulholland stated that the Budget Committee has signed the MS-737. He stated that the MS-737 is supposed to be submitted 20 days after the Town Meeting and that Allenstown has always submitted it early which he thinks a good idea. He stated that it shows what the expenses and projected revenues are. He stated that there is a summary page that is very complicated and difficult to understand. The Chair stated that he is disappointed in the Budget Committee that only seven of them signed it. Mr. Mulholland stated that was all that was at the meeting.

Mr. Mulholland stated that they will post the Warrant Article on Thursday. He stated that there is a meeting scheduled for Wednesday in case of a Petition Warrant Article.

Mrs. McKenney asked if CFS is planning on attending the Deliberative Session to explain their Warrant Article and make amendments to it. Mr. Mulholland stated that a representative will be there to make amendments.

## **Town Administrator Report**

### **Town Report**

Mr. Mulholland stated that he sent out a document for them to work on for the Town Report. He stated that there will be a letter from himself as well as the Finance Director. The Chair asked what changes, if any, they would want to make to the draft that Mr. Mulholland created. Mr. Mulholland stated that it really should be written by a member of the Select Board. Mrs. McKenney stated that she agrees and that usually the Chair of the Select Board writes the letter. She asked The Chair to draft something and send it to Mr. Gryval and her for critique.

The Chair asked for suggestions as what they would like to have in the letter. Mrs. McKenney stated that she would like to focus on the Select Board's accomplishments such as the work that Mr. Gryval and Mr. Mulholland did with the recycling. She also suggested that they put something in the letter about the fact that they haven't had to borrow money.

## **Discussion of Liability Insurance Contract**

Mr. Mulholland stated that he sent an email about PLT and the judgment over liability. Mr. Mulholland stated that it is \$17.1 million that they have been ordered to pay back to Health Trust. Mr. Gryval asked how it is going to impact their rates. Mr. Mulholland stated that he asked the Board of Directors for PLT about the money that they are required to pay back and what they are going to do. He stated that they stated that they don't have the money but that they

thought they were going to win. He stated that they are good for the current contract with their rates but after 2016, he is not sure what is going to happen.

### **Elections**

Mr. Mulholland stated that he reminded the Department Heads that the beginning of elections is January 22<sup>nd</sup>. He stated that he also reminded them that they are not to get involved in the politics of who's running for various positions.

### **Purchasing Policy**

Mr. Mulholland stated that there are still some Department Heads who have not submitted copies of that.

### **Town Hall**

Mr. Mulholland stated that they are going to start work in the attic this week.

### **Grant from NH Highway and Safety Agency**

Mr. Mulholland stated that there will be a grant notification from the NH Highway and Safety Agency and that he will check with the Police Chief to get the paperwork done.

### **Time Cards**

Mr. Mulholland stated that they have training scheduled for the timecards and that they are making progress on that.

### **Discussion of Changes to the Personnel Policy**

Mrs. McKenney asked Mr. Mulholland about changes to the Personnel Policy and if he had sent those out yet. Mr. Mulholland stated that they are still making changes. He stated that they need to add language in there in regards to travel and mileage. He stated that there are issues of the rates for mileage and what the town will not reimburse. He stated that it will be spelled out in the policy.

Mr. Mulholland stated that Mr. Gryval asked about the insurance covering people traveling on town business. He stated that there are things that need to be checked driver's licenses, vehicles are inspected, and other issues. He stated that PLT will pay up to \$500 for an employee's vehicle should something happen.

Mrs. McKenney asked if they should vote on it now. Mr. Mulholland stated that they could but that he suggests that they wait and do it all at once which is why they had tabled it until February. There was also discussion of vacation time and when people usually take it.

**Other Business**

Mr. Gryval stated that the Assessing Clerk had to correct an Avatar database. He stated that she also had a lot of inquiries about clarification and detail of material not on the website cards. Mr. Mulholland explained that the cards only provide certain data and are only updated at certain times. He stated that they can minimize the amount of questions coming through.

Mr. Gryval asked about abatements and how many they are getting in. Mr. Mulholland stated that they are getting about right where they projected for abatements. He stated that some of the abatements that came in today are old abatements. The Chair asked if there has been a decrease in calls because people can get things online. Mr. Mulholland stated that there has been a decrease in call volume.

Mr. Gryval asked about the Health Officer's message about a false septic system. Mr. Mulholland stated that they are going to be checking into it.

Mr. Gryval stated that the oral boards for the Sergeant's position were complete. He asked when this process will be completed. The Chair stated that he will talk to the Chief tomorrow.

Motion. Mr. Tardiff 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 7:56pm.

*J. Tardiff* 1-27-14  
*J. Gryval* 1-27-14  
*Lorinda McKenney* 01-27-14