

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

Minutes of Regular Meeting
July 1, 2013

Call to Order.

The Allenstown Select Board Meeting for July 1, 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: Robert Marier

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Diane Demers, Office Manager; Ron Pelissier, Road Agent; Kathleen Rogers; Town Clerk/Tax Collector; Sgt. Michael Stark, APD; and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

Mr. Marier stated that he was there to speak to them about the condition of some of the roads in Allenstown. He stated that there are parts of Granite St down to Allenstown Aggregate in very bad shape and asked that the Board do something about it or see what can be done about it. Mrs. McKenney stated that she thought that road was just done. The Chair stated that it was done up to the part of the road that Mr. Marier is speaking of.

Mr. Pelissier stated that they were looking at doing that part of the road toward the end of the year if they have money to encumber. He stated that the only issue is that the Water Department can't do their part until next year. Mr. Marier stated that they need to take care of the road and let the Water Department repair it if they have to tear it up to do their work. The Chair stated that

the Roadway permit would require the Water Department to pave the entire road if they did it that way. There was further discussion of the water line and how to run it.

Mr. Marier stated that Library Street is also in poor condition especially down by the library. The Chair stated that there are a half of dozen roads that need to be repaired. Mrs. McKenney stated that one of the problems with that is that there is a sewer line there. Mr. Anderson explained that they need to put a new sewer line on Library Street and that they don't have the money at this moment to repair the sewer line. The Chair stated that part of the issue with all the road repairs is finding the money to do the repairs.

Mr. Marier asked The Chair what he is building on the lot he owns on Bunny Lane and Granite Street and if he got a building permit for it. The Chair stated that he is building an office there and that he did get a building permit for it. Mr. Marier asked about the solid wood fence that is on the property and explained that they cannot see when a driver comes up to the corner and that he wants the fence removed. The Chair stated that the Building Inspector looked at the fence and determined that it is not blocking view of traffic and that the fence will not be coming down. There was further discussion of the location of the fence.

Mr. Marier asked why the Town purchased a new loader. The Chair stated that they purchased a new loader because the loader they had was broken, unsafe to use, costly to repair and a vital piece of equipment that they needed to have. Mr. Pelissier stated that they use the loader for any emergency weather situations, during the winter to load the trucks, pushing back snow during major storms and much more. He also explained that with the new MS-4 requirements they have to put in new catch basins and they cannot move the basins without a loader.

Mr. Marier stated that he has lived in the town many years and that he has not seen the town using a loader. Mr. Gryval stated that the loader that they had was unable to pass inspection which is why they purchased the new loader. He stated that the Highway Department uses it every day and that it is important for use during emergency situations. He also explained the cost effectiveness of the purchase of the new loader versus paying for the repairs to the old one. There was further discussion of the sale of the old loader and how much they received for it.

Mr. Pelissier stated that they are working on a plan for River Road and that area, but it is very expensive. He explained to Mr. Marier that they are putting together a plan and that it took him two years to do Cross Street so it may be a bit for River Road. Mr. Pelissier stated that he agrees with Mr. Marier that Granite Street is in poor condition but that they don't have the means to do it right now.

Mr. Marier stated that he heard that the Police Department bought a new cruiser and where the money came from. Mr. Mulholland stated that it was in the budget that was voted on last year.

The Chair stated that every year a new cruiser is purchased and it is in the budget and that they look for people to ask their questions are the town meeting.

Mr. Marier asked how much the new cruiser cost. Mr. Gryval stated that they don't know at the moment but that they can get him the amount. Mr. Marier asked what happened to the old cruiser. Mr. Gryval stated that each year the old cruisers go to another department and that last year it went to the Highway Department. Mr. Marier asked why the Highway Department needs a cruiser. Mr. Gryval explained that the Highway Department needed an adequate vehicle to pick up volunteers for help with the Highway Department.

Mr. Marier stated that as he understands it, the vote for the new loader was turned down. The Chair stated that it was two years ago and that it was a split decision.

Public Hearing on the Adoption of the Tax Payment Policy

Mr. Gryval stated that it is a fairly short policy and suggested that they recess so that Mrs. McKenney can read it quickly.

Motion. Mr. Gryval made a motion to go to a short recess. 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 declared the meeting back from recess at 6:32pm.

The Chair asked if there were any questions regarding the policy. Mrs. McKenney stated that there is no form number on page one. Mr. Mulholland stated that he didn't expect them to pass it tonight but that they will put in the form number.

Mrs. McKenney asked if it can be all family members even if they are not on the tax deed. Mr. Mulholland stated that if they are living there and paying part of the rent. Mr. Gryval explained that if the resident is having financial issues then it would be up to the family to take care of it before it is up to the town.

Mrs. McKenney stated that there was a thing in there about twelve percent and if it is twelve percent or eighteen percent. Mr. Mulholland stated that it is twelve percent and then it goes to eighteen percent after that. He stated that those percentages don't go into the policy. Mr. Gryval stated that the purpose of the policy is to see if the people requesting the payment plan are eligible for the payment plan.

Mrs. McKenney asked if there should be something in the policy saying that there are not going to be second chances and that if they don't do the payments the first time they can't come back and try again. The Chair stated that if someone has a policy and then they have a health issue or are out of work they don't want to keep them from being able to do the policy. Mr. Gryval stated that there are some cases where the Town may not want to tax deed a property and it would be better to do the payment plan. There was further discussion on rather or not to allow residents multiple chances on a payment plan.

Motion. Mr. Gryval made a motion to accept the Delinquent Tax Payment Policy as written with the proper form number that goes with it, adopted now, effective now. Mrs. McKenney seconded the Motion.

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

Mr. Mulholland explained that they may not have form numbers for a while. Mrs. McKenney asked that they take the "x's" out and put "associated forms". Mr. Mulholland stated that he can do that.

The Chair asked the audience if they had any questions on the Delinquent Policy. Mr. Anderson asked if a resident didn't pay their taxes when the deeding process would start. Mr. Gryval stated that it would start before the end of the second year that they didn't pay. Mr. Mulholland explained that as soon as a resident didn't pay taxes, they would be eligible for the Delinquent Policy.

Public Hearing to accept and expend unanticipated funds in the amount of \$9,477.36 for the sale of the 1991 Wheel Loader.

Mr. Gryval asked if anyone found out how the sale amount was come up with. Mr. Pelissier stated that he spoke to the bidder's father and that they wanted to pick an odd number to better there odds.

Mr. Anderson asked where they are going to put the money that they received. The Chair stated that they need to determine that and that they can put it wherever they want to.

Motion. Mr. Gryval made a motion to accept \$9,477.36 in unanticipated funds. 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 expend \$9,477.36 towards the principle of the loader that they just purchased. Mrs. McKenney seconded the Motion.

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

Adoption of a Hiring Policy

The Chair asked if everyone had a chance to read it. Mrs. McKenney stated that she didn't have a chance to read it because her computer has been acting up. Mr. Gryval stated that the hiring policy is the one that they have already had.

Motion. Mr. Gryval made a motion to adopt the Hiring Policy as written. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Consider options for the Storm Water Plan

Mr. Mulholland stated that they are at the stage where they need to make some decisions because the budget is due by the end of the month. He stated that they have about three different options. He stated that they have one from Central NH Regional Planning, one from Mike Trainque or the other option of hiring someone to do that work.

Mr. Mulholland stated that it is something that an intern could do but that it is quite a bit of work to do and high intensity. He also stated that whoever writes the plan should be the same person who would do the annual reports. He stated that going with Central NH Regional Planning or Mike Trainque they would have continuity. There was further discussion of whether to have an intern or company do the necessary work.

Mr. Gryval asked Mr. Mulholland which way he recommends they go. Mr. Mulholland recommended that they use Central NH Regional Planning. He stated that they will be the least expensive and that they won't have to worry about costs of equipment and labor hours if they hire a company. The Board determined to wait until they get the numbers from Mike Trainque and see if they get any other quotes in the meantime. The Board tabled this until July 29th meeting.

Consider a Budget Review Schedule

Mrs. McKenney stated that she will not be able to attend the September 9th meeting. The Chair asked if she could get them a list of potential questions before then.

Mr. Mulholland explained that the budgets are due in from the department heads by the end of the month. He stated that they don't always get all of the budgets in on time. He also stated that he is a little concerned that the Ambulance budget won't come in on time.

Mr. Mulholland suggested that the Board doesn't approve the budgets until the end of the process and vote to approve them all at once. He stated that he already warned the Department Heads that they will need to all be present on October 7, 2013.

The Board determined that they would start the budget process on August 26th and that they won't do the budgets on September 9th and work the budgets around the time period. The Board further discussed which budgets would be discussed on what nights.

Committee and Project Updates

Planning Board

Mr. Gryval stated that the Planning Board is moving forward with Allenstown Aggregate and that they are also looking at options in order to bring some of this to a close.

SVRTA

Mrs. McKenney stated that they had a meeting and that they will be submitting RFPs for the printing to towns to see if they are interested in joining in on that.

Old Allenstown Meetinghouse

Mr. Gryval stated that the ceiling is complete at the meetinghouse. He stated that they will be having the antique car show on August 10, 2013 and a bake sale this weekend.

Solid Waste

Mr. Gryval stated that Mr. Mulholland, Mr. Pelissier and himself went to a meeting last week with the Concord Co-op. He stated that more towns are dropping out so it looks like they are heading in the right direction by pulling out. He stated that they are still looking into other options for the town.

Review of Chief of Police Hiring Process

Mr. Mulholland stated that July 9th they will be doing the Chief of Police hiring process. The Board discussed where each committee will be meeting and which committees will meet. Mrs. McKenney asked who gets to recommend the candidate at the end of the process and if they get to collaborate between themselves. Mr. Mulholland stated that the candidates are scored and they will not be able to discuss the candidates with each other. Mr. Gryval explained that Mr. Mulholland will be more like a moderator and will be tallying the scores however; he will not be on any of the committees.

Mr. Mulholland stated that they have thirteen candidates at this point. He stated that they sent out the essays to the candidates that are due on July 22nd. He explained that there are three essays which ask how would they implement strategic planning in the Allenstown Police Department, what policing is and how would they implement it the Allenstown Police Department and how they would implement accreditation in the police department. He stated that they will narrow it down to six candidates from that essay process. He stated that the next step would be to invite the six candidates to meet with the three committees. He explained that the Selectmen will have the essays, written materials from the candidates, and a media interview to review on the candidates. The Chair suggested that they schedule an off night meeting to review all the videos and documentation.

Mr. Mulholland stated that they need to determine a tentative date to meet with the final four candidates. The Chair stated that phone interviews by Skype would be a good way to go about it since they have some candidates from quite a distance away. He stated that if they do Skype they need to do it for all the candidates. The Board determined to meet to watch the videos on August 19th at 4pm.

Mr. Mulholland asked the Select Board when they will want to meet with the four candidates after they review all the documentation. The Board determined to meet with the candidates on Thursday, August 22nd at 4pm and then present their decision on the following Monday.

Joint Letter between the School Board and the Town of Allenstown

The Board reviewed the letter from the School Board and their suggested corrections. Mr. Gryval expressed concern for blaming mobile homeowners for most of their problems and that they need to be careful of the wording in the letter. The Chair stated that he feels that some of the wording is overcomplicating what the letter about. The Board determined to have the Chair and the School Board's Chair meet and work out the wording.

Update on Black Hall Road

Mr. Pelissier stated that by tomorrow or Wednesday Mr. Ellis will have a complete plan for the Select Board. He stated that the bridge has been inspected and that they are planning on the project taking four days. Mr. Mulholland stated that Mr. Ellis is going to do the bridge report and that Mr. Pelissier will draft a letter stating that the road is clear for traffic. Mr. Pelissier stated that Epsom will be trimming back some trees, bring in gravel, and put up signs. He stated that Epsom will be paying for all that. There was further discussion of which Towns and Department of Transportation owns certain parts of the road. The Board instructed Mr. Pelissier to inform Mr. Ellis that they need his report by July 10th.

Safe Routes to School

The Chair asked how they are doing with the sidewalks. Mr. Pelissier stated that the bids go out on the July 16th. He stated that there is one more person that he wants to go out and walk the area so that he can bid it too.

Mr. Pelissier stated that he has spoken to most of the residents but that he has been waiting until he had more to tell them. He stated that he is going to start talking to them about it going out to bid and the timeframe they are looking at. He stated that he has packets for all the residents to give out. Mr. Mulholland stated that he wants to make sure that all the residents know exactly what they are doing so that there is no surprise of what is going on. Mr. Pelissier stated that he can do a letter and add it to his packets.

Mr. Mulholland stated that it is to start in September and should take about three weeks.

Mr. Gryval asked if now that they have this going, it will help them get things going on for any other projects. Mr. Mulholland stated that he has asked about that and he hasn't gotten any responses from the State. He stated that he was asked about the non-info structure and he told them to keep the money for that.

Town Administrator's Report

Purchase Orders, Abatements, and Other Business

Mr. Mulholland stated that they have some payment plan requests for taxes. Mr. Gryval suggested that they have them go through the process and send them a letter regarding the new process. The Board discussed rather to put them through the newly voted on process or to look at rather to tax deed them or not. The Board determined to have Mr. Mulholland inform those people that they need to make a good faith payment while the Board determines rather or not to approve the payment plan.

Mr. Mulholland stated that he had another company look at the chimney for the town hall so now he has two proposals for that. He stated that he is having a hard time getting another one because people are not getting back to him.

Mr. Mulholland stated that Ms. Rogers wanted to take the center wall down in the town hall lobby. He stated that he got two different contractors to come in and that one of them never gave him a price and that the other said he doesn't want to mess with the setup. The Board determined to table this discussion until a later date.

Review and Approve Minutes

Motion. Mr. Gryval made a motion to accept the minutes of May 20, 2013 as corrected. Mrs. McKenney seconded the Motion.

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 accept the minutes of June 3, 2013 as corrected. Mrs. McKenney seconded the Motion.

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 hasn't been able to pull the minutes for June 17, 2013 yet.

Motion. Mrs. McKenney made a motion to accept the non-public minutes session two for June 17, 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.

Motion. Mrs. McKenney made a motion to accept the non-public minutes session one for June 17, 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.

Ratify the Manifest

Motion. Mr. Tardiff made a motion to ratify the manifest from June 20, 2013 in the amount of \$25,334.28. 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. Tardiff made a motion to ratify the manifest from June 28, 2013 in the amount of \$4,123.43. 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. Tardiff made a motion to ratify the manifest for June 27, 2013 in the amount of \$8,358.84. 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.

Ratify the Consent Calendar

Mrs. McKenney asked about the Conservation line only having \$9.00 and where they spent the \$1100 that was in there on. She also asked about \$11700 spent from Highway Department. Mr. Mulholland stated that he doesn't know but that he can ask the auditors.

Motion. Mr. Tardiff made a motion to ratify the consent calendar for July 1, 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.

Other Business

Mr. Mulholland stated that the new email addresses will take effect August 1, 2013 for the ".gov" web address. Mrs. McKenney stated that she hasn't been using the town email address because her computer is old and has been locking her out. Mr. Gryval asked if they have an extra laptop in the town that Mrs. McKenney could use. Mr. Mulholland stated that they do have one.

Mrs. McKenney also expressed concern for not being able to see things on the computer which is why she likes to have a hardcopy. Mr. Gryval suggested that whatever himself and Mr. Tardiff get electronically, they can have Mrs. Baird make her copies on Wednesday afternoons. There was further discussion of how to be able to get Mrs. McKenney the information that she needs in an effective way. The Board determined to have a laptop available for Mrs. McKenney use to print out any information she needs.

Mr. Mulholland stated that the IT Contract is coming before them on July 15th meeting. He stated that the contract is quite complicated. He stated that they need to think about it because there are two options which are a cloud based system or to maintain the systems that they have now. He stated that the entire town will be on one system and under the same contract. Mr. Mulholland suggested having the IT Consultant come in and explain things to the Board. Mr. Gryval explained how the cloud-based system works. There was also discussion of what types of access different departments would have to other departments.

Mr. Mulholland stated that in terms of breaking down the budget, he is stuck on the IT line. He stated that right now in the Executive budget, there is software for the tax collector and BSI which shouldn't be in there. He stated that he has moved those to the proper lines and once the Board has approved an IT contract he will put that in there. He stated that each department will have a separate line on the Capital Item budget.

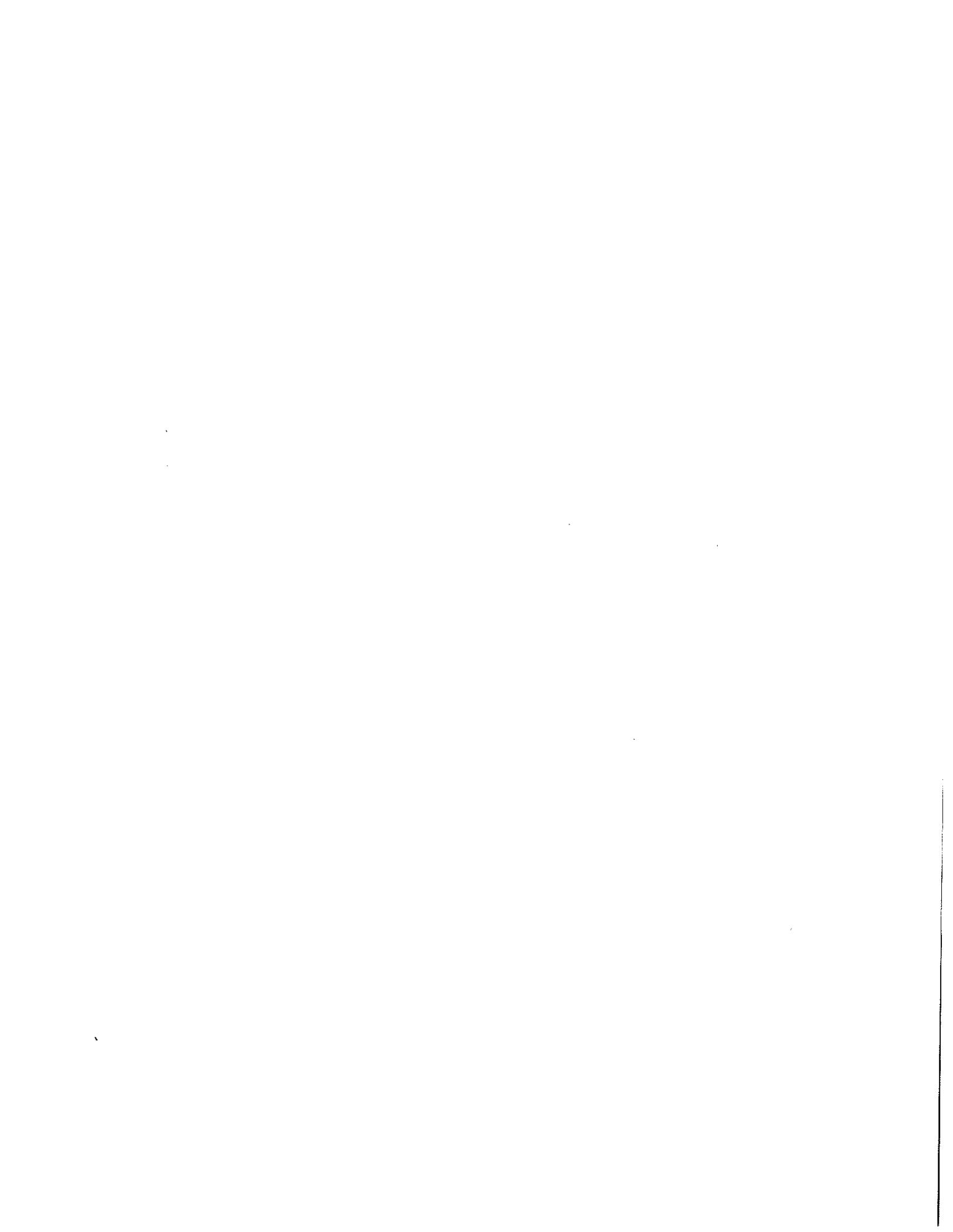
Mr. Gryval asked Mr. Mulholland about the brand of the computers that the Sewer Department is going to swap out their computers with. Mr. Mulholland stated that it is Lenovo and that it is an Eastern Europe brand. Mr. Gryval asked what CCS swaps the computers out with. Mr. Mulholland stated that they usually use their own computers but that he doesn't usually buy computers from them.

Mr. Gryval asked how this will affect things will Comcast. Mr. Mulholland stated that it won't change anything. He stated that they won't need the email addresses after August 1st but that the business contract allows them to have five email addresses anyways. He stated that they will still be using Comcast to log onto the internet with.

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

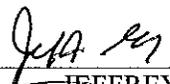
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:47pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 July 1, 2013

Signature Page

Original Approval:	
 JASON TARDIFF	7.15.13 DATE
 JEFFREY GRYVAL	7-15-13 DATE
 SANDRA MCKENNEY	07-15-13 DATE

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

