

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

Call to Order.

The Allenstown Select Board Meeting for June 16, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval and Kate Walker.

Others Present.

Residents of Allenstown: Karen LeBlanc, Donna Merrill, Sylvia Bartlett, Bob Bartlett, Harold Wood, Betty St. Germain, and Bob St. Germain.

Others Present: Simon Tripp of Casella Waste, David Allen of Casella Waste, Joan Mannon, Kevin Mannon, Robert Mannon, Travis Mannon, Kimberly Capen, Dan Goonan, and Denise Goonan.

Other Public Officials: Larry Anderson, Sewer Commission; Carl Caporale, Sewer Commission;

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Tax Collector; Michael Stark, APD; Paul Paquette, APD; Joyce Welch, Health Officer; and Ron Pelissier, Road Agent.

Citizens Comments:

N/A

Public Hearing I: To amend the fees of the Earth Excavation Ordinance per the request of the Planning Board

The Chair opened the hearing to the public.

Public Hearing II: To review and approve Procedural Directives 14-1 Citizens Inquiries and Complaints

The Chair opened the hearing to the public.

Appoint Police Officer Travis Mannon

Chief Paquette introduced Police Officer candidate Travis Mannon to the Select Board for the open police officer position.

Mr. Mannon gave the Select Board a brief history of his work background which included some time with the Manchester Police Department and his graduation from the Police Academy. He stated that he enjoys working with people and dealing with the public. He also explained that his parent's home was broken into a few years ago and that it made him want to make sure that his family and friends are safe.

Mr. Gryval asked Mr. Mannon why he chose working in Allentown. Mr. Mannon stated that there is a higher sense of community here in Allentown. He stated that in Manchester he did not get the opportunity to get to know people and that he is looking forward to doing that here.

Ms. Walker asked what his number one goal is after he becomes an officer. Mr. Mannon stated that he wants to get involved in community policing as he is big on community.

Motion. Mr. Gryval made a motion to appoint Travis Mannon a full-time patrolman with the Allentown Police Department with a pay rate of \$19.39 an hour with an effective date of June 16, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Ms. Rogers swore Mr. Mannon in as an Allentown patrol officer.

Status of the Railroad Bed Sewer Linage

Mr. Mulholland stated that he received a letter from the Sewer Department today that stated that they would not be able to assist the town with the sewer issue for a number of legal options. He stated that they have looked into the ability of the Highway Department to do the job. He stated that the Road Agent thinks that they can do it themselves but that they need to find the money to do the work. He explained that the Highway Department doing the work would be much less expensive than contracting it out. He stated that they would need the Sewer Department to take custody of the sewer line once the work is done but that the Sewer Department doesn't believe that they are in the position to be able to do that.

Mr. Mulholland explained that the only other option, not a pleasant one, would be to force the property owners to fix the issue themselves. He stated that they would have to determine how to

split up the costs of fixing it and would have to form some sort of entity to pay for the work to be done. He further explained that they would have to get an easement from the School for the sewer line to go through the school property.

Mr. Mulholland stated that according to the statutes, if the homeowners don't fix the issue, they would have to fine them for not complying. He stated that usually they issue fines to punish someone for doing something wrong but the property owners haven't done anything wrong. He stated that they should give them as much time as they can to have the property owners fix the line before having to fine them.

A resident asked why the Sewer Commission isn't willing to assist them. Mr. Mulholland stated that they would have to ask the Sewer Commission that. The Chair suggested that the residents go before the Sewer Commission to discuss why they won't assist them. Mr. Mulholland explained that the Sewer Commission gave the town four options to fix it but that the town felt that they were impossible options.

Mr. Wood asked if the school is not willing to allow the line to be in their property. Mr. Mulholland stated that the school is in agreement and will allow the line to be in there. He stated that the Sewer Commission believes that only a town meeting can issue an easement but that the Town and the School disagree with that. He stated that the Sewer Commission is trying to do what they think is right and the town is trying to do what they think is right.

Mr. Wood asked if the town meeting action would dictate to the Sewer Commission if they were at the town meeting. Mr. Mulholland stated that it would not because they are a separate entity. He stated that a town meeting is limited on what they can do but that they can't do anything for the Sewer Commission.

Mr. St. Germain asked if the school has a problem if they were to upgrade the existing line to a properly constructed line. Mr. Mulholland stated that the school wants to know who is going to own the line. Mr. St. Germain asked why the Sewer Commission won't own the line if it is brought up to code. Mr. Mulholland stated that they would have to ask the Sewer Commission about that. The residents further discussed their frustrations with the options available to fix the issue and the Sewer Commission not being willing to help. There was also discussion of how the sewer line was done several years ago and the issues it's causing now.

A resident asked what kind of costs they would be responsible for. Mr. Mulholland stated that there would be some engineering, legal, and labor costs. The residents discussed about the fact that the real estate agents who sold them the homes did not notify them that the sewer line went through the properties and no easements on the deeds.

The Chair stated that they are not in the place to do anything and that he would suggest that the residents speak to the Sewer Commission about their position. Mr. Mulholland suggested that the residents write a letter to the Sewer Commissioner and their attorney of what they want to do to solve the problem before they meet with the Sewer Commission.

Review and Approve the Casella Contract Proposal

Mr. Tripp introduced Mr. Allen to the Select Board and explained that he is the new manager in the market area for Casella Waste Management and that he has been with Casella for 17 years. Mr. Allen stated that when he started with Casella 17 years ago, he worked with Allenstown managing the new facility for a while.

Mr. Gryval asked if they foresee any problems with any of the roads that they have in town. Mr. Tripp stated that he doesn't see any problems with the roads. He stated that there are some roads where they are going to need to work with the residents so that all of the containers are on the same side of the street as the arm for the truck would be. He explained that it would be just for streets that there is no way to back out.

The Chair asked if they will give anything to the residents so that they know what needs to be done for pickup. Mr. Tripp stated that they will send out literature to the residents.

Mr. Tripp stated that they are looking to change the containers at the transfer station from rear load to a front load container. Mr. Mulholland stated that Casella is willing to buy the containers that they have there now.

The Chair asked if the Solid Waste Study Committee was in agreement that this is the direction that they should go. Mr. Mulholland stated that he, the Road Agent and Mr. Gryval all agreed that this is how they should go. Road Agent Ronnie Pelissier agreed that the contract with Casella was the appropriate course of action to take.

The Chair asked what they would do if there is a major snow storm and how they notify the residents. Mr. Tripp stated that if there is a major storm, they would pull their trucks and delay pickup to another day. He stated that they have an automated message that they can send out to resident's phones letting them know that pickup has been cancelled.

Motion. Mr. Gryval made a motion to accept the Solid Waste and Recyclables Collection Contract with Casella Waste. Ms. Walker seconded the Motion. There was no additional discussion.

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

Close Public Hearing I

Mr. Mulholland stated that there are certain fees that the Select Board doesn't have the authority to change. He recommended that the Select Board reference certain lines for the fees that they do have the authority to change.

Motion. Mr. Gryval made a motion to amend the fees for the Earth Excavation Ordinance per the request of the Planning Board in the regulation section D under fees, sections 1, 2, 3 and 5. Ms. Walker seconded the Motion. There was no additional discussion.

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

Close Public Hearing II

The Chair stated that he had a question about the time to respond to the residents and that Mr. Mulholland cleared it up for him. He explained to the Road Agent that he doesn't expect him to come in on a non-business day but to at least respond to the resident within twenty-four hours.

The Road Agent stated that they have had issues with anonymous calls so they cannot contact the resident to respond to the inquiry. Mr. Mulholland stated that the revised procedures require them to document that it was an anonymous call and what they did in response. He stated that they can enter the inquiry and response into VUEWorks to track the status of the issue.

Mr. Gryval asked how the other departments will track their responses. Mr. Mulholland stated that the Police Department and Fire Department both have their own software that allows them to track the inquiries. He stated that everyone at the town hall has a login and can put in the calls that they take.

Mr. Gryval asked if there is one place that they can go to see all the calls and what the status is on them. Mr. Mulholland stated that each department is responsible for their own calls. He stated that if a citizen notifies him that they called about the issue and it wasn't handled, he will follow up with the department to see what happened.

Mr. Gryval asked if the department heads have any questions on this procedure. Mr. Mulholland stated that they all know that they are going to be doing the tracking of calls with VUEWorks but that no one had any questions. He stated that the problem with tracking calls is in the town hall departments because there is no good way to track calls.

Motion. Mr. Gryval made a motion to approve Procedural Directive 14-1 on Citizens Inquiries and Complaints with an effective date of July 16, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Acceptance of Tax Deed property

Mr. Mulholland stated that the Tax Collector has forwarded a tax deed for 15 Pinewood Road. He stated that there is no structure on the property which is 13.7 acres of land. He stated that they have not paid taxes, respond to lien letters, or asked for a payment plan.

Motion. Mr. Gryval made a motion to accept the tax deed from the Tax Collector for Map 109 Lot 17. Ms. Walker seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that the Tax Collector has forwarded a tax deed for 42 Riverside Drive. He stated that it is in the flood plain. He stated that there are a number of tax liens on the property as well as a lien for cleaning up the property. He stated that the property owner came in on Thursday at closing time with a request for a tax payment plan.

Motion. Mr. Gryval made a motion to accept the tax deed for 42 Riverside Drive Map 103 Lot 7 Sub II. Ms. Walker seconded the Motion. There was no additional discussion.

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

Review and Discuss May Department Status Reports

Mr. Gryval asked if the new truck was still coming as scheduled. Mr. Pelissier stated that it is still on schedule and that everything has worked out very well with the truck.

Mr. Gryval asked about the problem with the roof for the Fire Station. The Chair stated that he doesn't know because he hasn't looked at it yet.

Mr. Mulholland stated that the Road Agent submitted an RFP for road work for sections on River Road. He stated that it was sent out to three different companies and put on the website. He stated that they only received one response.

Ms. Walker opened the sealed bid from for road work on River Road. Mr. Mulholland stated that the bid from Advance Paving that covers two areas of River Road. He stated that Area I covers 562 square feet for the amount of \$9,483 and Area II covers 295 square feet in the amount of \$5,842.50. He stated that all other required paperwork is present with the bid. The Board awarded the bid to Advanced Paving.

Consent Calendar

Mr. Gryval stated that he thinks that they need to consider doing away with the merit increases next year because it doesn't seem to be working out. He explained that it seems as though they have gotten off track from what they intended and that people are getting higher raises than maybe they should. He expressed concern that all employees are being treated fairly through the process.

Mr. Mulholland stated that the Rod & Gun Club would be coming before the Select Board on the July 12, 2014. He explained to Ms. Walker that current use status is when a property is put into current use with 10 or more acres, can be used for hunting, and have forestry. He explained that property owners who have current use status only pay 10% of the normal taxes. However, if it is taken out of current use, there is a fine for doing so.

Mr. Mulholland stated that the town's new assessing firm determined that it doesn't meet the current use requirement. He explained that the property owner thinks that the land should be in current use and wants to come before the Select Board to discuss the matter. He stated that the Select Board doesn't need to act on it yet but that he wanted to make them aware of it.

Motion. Mr. Gryval made a motion to approve the Consent Calendar of June 16, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Review and Approve Minutes

Motion. Mr. Gryval made a motion to approve the minutes of May 19, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated that there are minutes from May 5, 2014 in which a vote was already made; however, there was a section missing so he had to amend them.

Motion. Ms. Walker made a motion to approve the amended minutes for May 5, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the non-public minutes of June 2, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. MS. Walker made a motion to accept the non-public minutes of June 4, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the non-public minutes session one of June 12, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Town Administrator's Report

Discuss the status of the status of the Employee Benefit Study Committee with Suncook Valley Regional Towns Association (SVRTA)

Mr. Mulholland stated that they have a meeting scheduled for June 24, 2014. He stated that the SVRTA would like to have a joint meeting with all the Select Boards for each town sometime in August.

Mr. Gryval asked how that jives with the schedule that they have for getting their employees up to speed and submit the report in October. Mr. Mulholland stated that they will still be ahead of schedule.

Discuss status of Boys & Girls Club facility at the Whitten St property

Mr. Mulholland stated that their application is in and that there is a public hearing next week to modernize their Housing and Community Development Plan. He also stated that there is a public hearing on July 14, 2014 for the grant itself.

Mr. Mulholland stated that he is meeting with Mrs. Houlis, Mr. Pelissier, Chris Emonds , and Angela Boyd in regards to the proposed new access road off of Ferry Street. Mr. Gryval asked if they still want to do that if the land is going to be rearranged. Mr. Mulholland stated that they want to do it because they want access to Ferry Street. He stated that he was thinking about bike access for kids for the old entrance off of Whitten St.

Hiring process for the Director's position for Tri-Town Ambulance

Mr. Mulholland stated that they have narrowed the candidates down to three and will be doing interviews on Wednesday. He stated that he is hoping that someone will have an initial offer of employment by the end of that meeting. He stated that the regular meeting is scheduled for tomorrow and then a non-public meeting.

Mr. Gryval asked what they pay the Director for salary. Mr. Mulholland stated that they pay the Director \$60,000 a year.

Planning Board

Mr. Mulholland stated that Chairman Roy signed the affidavit to move forward in regards to the injunction against Allenstown Aggregate.

19 Fanny Dr. (Town owned property)

He stated that he sent the Lyfords a copy of the proposal for the surveying which is around \$4,000. He stated that he has received a response stating that they would not be able to do that at this time.

MS-4 Storm Water Project

Mr. Mulholland stated that he met with three engineers from Hoyle and Tanner and the Highway Department crew to discuss the plan for the water testing.

Library Issues

Mr. Mulholland stated that he thinks that they have all the issues resolved with the Library in regards to the audit. He also stated that they met with the Library Trustees regarding the payroll manifest and that they will be creating one for the Library.

Reconstruction of Playground

Mr. Mulholland stated that ARD is looking to reconstruct the playground and asked the town assistance with that. He stated that there is not much that the town can do especially in the time frame that they want to get it done. However the Highway Dept. would do what they can.

Status of Bond Issue

Mr. Mulholland stated that Mrs. Demers is doing a lot of work as far as getting the basic bond information. He stated that the Sewer Department and Water Works are thinking about what they are going to do with their infrastructure under those roadways.

Right to Know Policies development

Mr. Mulholland stated that he has pushed that off because there are a lot of other projects that need to be worked on.

Status of new Accounts Payable Process

Mr. Mulholland stated that they will have that fully running starting in July. He stated that he wanted to discuss whether or not they want to continue signing vouchers as they are not required to do so. He stated that if they want to continue doing so, then they need to discuss the process on June 30, 2014. The Chair stated that he thought they already discussed that.

Mr. Gryval stated that he thinks it would be easiest having Mr. Mulholland sign the checks but that politically the residents would probably want the Select Board to sign it. Mr. Mulholland stated that even if they authorize him to sign the checks, they still have to sign off on the manifest before he can sign them.

Mr. Gryval asked what the Select Board is doing to delay the checks. Mr. Mulholland stated that sometimes they have a backup of checks because they are not always signed right away. There was further discussion of whether or not the Select Board wants to sign the vouchers and checks or to authorize Mr. Mulholland to do so.

Gun Free School Zone

Mr. Mulholland stated that they have been working with the School in regards to guns in the school zone. He stated that the school wants to put up signs that say "This is a Gun Free School Zone". He stated that he warned them about the appropriate statutes regarding that. The Chair asked why they want to do that. Mr. Mulholland stated that he thinks that most everyone thinks that there are no guns allowed on the school property but that there is no law in the state that says that. He suggested to the School Board that they contact the School Board Association on the risk involved with it and how they would go about it.

50 Pinewood Road

Mr. Mulholland stated that the individual paid the taxes necessary to keep him from facing a tax deed however, the condominium association is taking legal action against him. He stated that the association wants to foreclose on the property and take it but that they can't do it if the town keeps the tax lien on the property. The Chair stated that it seems to be in the town's interest to remove the tax lien from the property.

Staff Meeting

Mr. Mulholland stated that he discussed his concern with the way the staff raise increases were handled this year with the Department Heads. He stated that he also reminded them that the budgets are due July 31, 2014 and that the narratives need to be as detailed as possible.

Mr. Mulholland stated that he asked the Department Heads about warrant articles and reminded them that they are due in October.

Realignment for Chester Turnpike

Mr. Mulholland stated that he sent the Select Board information regarding realignment for Chester Turnpike by Granite Street. He stated that there is a piece of land to make the radius larger to allow trucks to have an easier time turning. He stated that the property owner has no problem giving them that piece of land but that they have to have a town meeting to do so which may delay that process until next year. He stated that this is not covered by the grant so they would be responsible for paying for it.

Other Business

Mr. Mulholland stated that he thinks it would be appropriate that they send Senator Reagan a letter thanking him for his help with Senate Bill 236 as well as the Sewer Bill.

Mr. Mulholland stated that the Emergency Management Exercise has been posted on the website and the property owners have been notified.

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

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

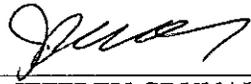
The Chair declared the meeting adjourned at 8:42pm.



TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 16th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	6-30-14 DATE
 JEFFREY GRYVAL, Member	6-30-14 DATE
 KATE WALKER, Member	6-30-2014 DATE

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

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