

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
June 2, 2014

**Call to Order.**

The Allenstown Select Board Meeting for June 2, 2014 was called to order by The Chair at 6:36p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown:

Others Present:.

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Tax Collector; and Ron Pelissier, Road Agent.

**Citizens Comments:**

N/A

The Chair asked that they wish his daughter, Olivia Tardiff who is attending the meeting tonight, a happy birthday.

**Presentation of Preservation Achievement Award by NH's Preservation Alliance Representative Ken Viscarello**

Mr. Viscarello presented the Preservation Achievement Award to the Old Allenstown Meeting House Steering Committee, Town of Allenstown and The Allenstown Historical Society for the restoration of the Allenstown Meeting House. He explained the criteria of the award, who the award is typically given to, and the types of projects completed that they feel warrant the award. He thanked the Select Board, Armand Verville and all others who helped to complete the project in the restoration of the Old Meetinghouse.

Mr. Verville thanked the Select Board for having their meeting at the Old Meetinghouse. He stated that when the award was originally presented, the intent was to present it to Carol Martel to receive the award with him. He stated that without Mrs. Martel, none of the work would have been done to restore the meetinghouse. He stated that the committee consists of Mr. and Mrs. Martel, Mrs. Verville and himself, Mrs. McKenney, Mr. Garland, Ms. McKay, and representatives from the DAR who have been instrumental in completing this project.

#### **Discuss and approve the procedural directive in regards to inquiries and complaints**

Mr. Mulholland stated that the department heads have reviewed this and that there have not been any issues with it so far. He stated that he asked the department heads to look at the procedures from their own individual departments' point of view.

The Chair asked if the 24 hour response time is a little short. Mr. Mulholland stated that some department operate 24/7 while others don't. He stated that it depends on what the issue is as to whether the response needs to be handled during off hour times. The Select Board determined to put this on for a public hearing at their next meeting.

#### **Discuss the FEMA Corp Project**

Mr. Mulholland stated that FEMA Corp is very similar to AmeriCorps except that they work with FEMA. He stated that he was asked by them if they had any projects and that there are two projects that he would like their help on. He stated that there is no cost to the town and that they would have ten to twelve FEMA Corp volunteers come help with the projects.

Mr. Mulholland stated that he would like to have two volunteers, who would be here for eight weeks, to reformat the Disaster Recovery Plan to meet the federal standard. He stated that after they reformat the plan, he would fix the issues that they discovered in the last exercise that they did. He stated that the rest of the volunteers would be assigned to do outreach in the flood plain areas. He stated that this will help the town address the rest of the properties in the flood plain areas.

Mr. Gryval asked when they would be starting this. Mr. Mulholland stated that they would start in the fall. The Select Board gave Mr. Mulholland permission to go forward with the projects.

#### **Performance Evaluations**

Mr. Gryval stated that if they are fine with the format the evaluations are in, he had suggested that the Chairman deliver them personally to the respective department heads, review them and if there are any questions they can come before the Select Board to discuss them.

#### **Discussion of Staff Meeting**

Mr. Mulholland stated that they had a staff meeting today and wanted to update the Select Board on that. He stated that the online timesheets are coming along well and that the Police

Department is the only one to finish getting online. He stated that Budget Status 2014 is in good shape with 53% remaining. He stated that he informed the department heads about the website having an area for the 2015 Budget for residents to be updated on the process.

Mr. Mulholland stated that the Accounts Payable process has already begun and that they are looking to be finished before the end of the year. He stated that the big piece of this is SharePoint which may allow them to utilize a mechanism to deal with the Library, Sewer Department and selectmen's individual computers outside of the cloud. He stated that the SharePoint piece is still in the testing phase.

Mr. Mulholland stated that they have an Emergency Management exercise on June 26, 2014 that will involve an active shooter incident at the Armand Dupont School. He stated that police, fire and mutual aid from multiple jurisdictions will be involved in that. Ms. Walker asked if they need to be there. Mr. Mulholland stated that they don't need to be there but that he needs to know if they are going to be there. He stated that they will be sure to notify the residents in the area so that they are aware of what is going on.

Mr. Mulholland stated that all of the departments are on the cloud except for the Highway Department because of a glitch with a router and it should be up soon.

Mr. Mulholland stated that he is working on a right to know policy which will give clearer definitions and how to deal with inquiries for documents. He stated that he will have that for them in a few weeks.

Mr. Mulholland stated that they have been working with the Sewer Department to get VUEWorks running in the Highway Department. He stated that VUEWorks will be able to track how many calls have been coming in, what costs are associated with repairs, work orders and other information. He stated that he also wants to get the Building Inspector and Health Officer using the system once the Highway is up and running.

Mr. Mulholland stated that the file digitalization process is going well. He stated that they are still on budget with the process. He stated that documents for Planning Board, Zoning Board, and Building Inspector will be digitalized and that all new documents coming in are digitalized.

The Chair asked if the documents will be available for anyone who wants to view them. Mr. Mulholland stated that they are having a meeting on Wednesday to discuss that as there is a fee associated with that. He stated that the intent is to make it available to the public so that it can be accessed 24/7.

Mr. Gryval stated that the Planning Board is amending their regulations so that anytime something is coming before the board; they are going to require a digital copy of it as well. Mr. Mulholland explained that this will allow citizens to see the documents and form an intelligent position on the matter before going before the Planning Board. He stated that they hope to digitalize the Assessing Department next and then the Select Board minutes.

Mr. Mulholland stated that they discussed the vision for the future and digitalizing their work processes to provide faster and better customer service to the residents.

Mr. Mulholland stated that they created a new email address to receive electronic invoices. He stated that the email address [admin@allentownnh.gov](mailto:admin@allentownnh.gov) will allow the vendors to get the invoices to them faster and the town can pay the bills faster.

Mr. Mulholland stated that monthly status reports for May will be due on June 11, 2014 and that they will discuss those at the June 16, 2014 meeting.

The Chair asked if all the Department Heads are showing up to the staff meetings. Mr. Mulholland stated that the department heads have been represented at the meeting. He stated that the Sewer Department has also had a representative there.

#### **Update on Highway Truck**

Mr. Pelissier stated that the truck is in and is being retrofitted. He stated that it will be ready in about two to three weeks.

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

Motion. Ms. Walker made a motion to accept the non-public session I for May 19, 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 session II for May 19, 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.

#### **Recognition of Senator Reagan, Representative Carol Maguire and Representative Turcotte in attendance of meeting**

The Chair recognized Senator Reagan, Representative Carol Maguire and Representative Allen Turcotte for attending this meeting.

He explained that Senator Reagan and Rep. Maguire sponsored a bill, Senate Bill 236, in regards to fixing the unintended consequences in the statute. He stated that the issue of the statute was timing of when the warrant articles had to be due and that they couldn't comply with the law. He stated that they helped to generate the bill to fix that issue and that it looks like the bill is on track

to be passed. He stated that they also helped with getting the bill passed to separate the Sewer Department's budget separate from the town's budget.

### **Discussion and Approval of Tax Payment Plans**

Mr. Mulholland stated that there is a stack of Tax Payment Plans that meet the requirements that the Select Board set. Ms. Rogers stated that she notified the residents that didn't meet the requirements in that the amounts weren't acceptable and that they would need to make a higher payment. She stated that all but one applicant were able to meet the requirements.

Ms. Rogers stated that the green ones are the only ones that she would recommend that they deed. She stated that there is a folder on each property and that it includes a tax card and other information she felt was necessary for them to make their decisions.

Ms. Rogers stated that there is a tax payment plan that was submitted that she is not sure that they want to approve of. She explained that the resident was on the payment plan last year and that he was not able to honor the plan. She also explained that she feels this is a spiraling thing because he cannot get caught up and would again be on the property lien list next year. There was discussion of whether or not to approve the payment plan for the resident.

### **Non-public Session I**

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(a) at 7:30pm. 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.

Motion. Mr. Tardiff made a motion to go back into public session at 8:07pm. 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. Mr. Gryval made a motion to seal the previous set of non-public minutes because it may adversely affect a person other than a member of this board. 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.

Motion. Mr. Tardiff made a motion to recess to the Town Hall. 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 Select Board came back from recess at 8:25pm at the Town Hall.

Mr. Mulholland stated that the Department Heads submitted merit increases. He stated that he has not been able to calculate the total costs of those increases so they cannot make a decision tonight on issuing the merit increases. He stated that if they want to talk about the specifics of how the increases were generated then they need to discuss that in non-public.

### **Non-public Session II**

Motion. Mr. Tardiff made a motion to go into non-public session under RSA 91-A:3,II(a) at 8:26pm. 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. Mr. Tardiff made a motion to go back into public session at 9:17pm. 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. Mr. Gryval made a motion to seal the previous set of non-public minutes because it may adversely affect a person other than a member of this board. 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.

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 9:05pm.



TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

June 2nd , 2014

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	6-30-14 DATE
 JEFFREY GRYVAL, Member	6-30-14 DATE
 KATE WALKER, Member	6-30-2014. DATE

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

