

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
June 30, 2014

Call to Order.

The Allenstown Select Board Meeting for June 30, 2014 was called to order by The Chair at 6:00p.m.at the Pembroke Town Hall.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present: Justine Courtemanche, David Sheldon, Fred Kline, Vincent Greco, Michael Crockwell

Other Public Officials: Larry Anderson, Sewer Commission; Pauline Boutin, Allenstown Library Trustee; and Amber Cushing, Allenstown Library Director.

Allenstown Staff: Shaun Mulholland, Town Administrator; and Ron Pelissier, Road Agent.

Citizens Comments:

N/A

The Allenstown Board of Selectmen discussed some preliminary issues until the joint board meeting began at 6:30 pm.

Town Administrator's Report

Discussion of Cemetery Trustees meeting

Mr. Anderson stated that he went to DRED (Department of Resources and Economic Development) to find out what he needs to do to get a cemetery set up for the town. He stated that they told him that when the town took over the Old Meetinghouse, they did not take over the cemetery. He stated that the town has to send a letter to DRED to start the process to allow the town to take the piece of land for the cemetery. Mr. Mulholland stated that Mr. Anderson is trying to obtain some state owned land for the cemetery.

Mr. Anderson stated that he needs to find out how many residents have passed away each year to determine how big of a plot the town would need to obtain. Mr. Mulholland stated that the Select Board will probably want to know where the land is that he is looking at, how big the piece of land would be, and the cost to maintain it.

Playground at the Armand DuPont School

Mr. Mulholland stated that the Highway Department went there and cut the fence down per the school's request. He stated that the School is planning on putting a track in there within the next couple of weeks. He stated that they want to paint the metal fence down there that belongs to the town. He stated that the Road Agent will be helping the school with repairing some steps.

Railroad Bed Sewer Line Issue

Mr. Mulholland stated that there is nothing new to report on that. He stated that they are waiting to hear back on the Notice of Violation letters.

Boys and Girls Club Public Hearing

Mr. Mulholland stated that there is a public hearing on July 14th for the Boys and Girls Club facility.

Tri-Town Ambulance Director's Position

Mr. Mulholland stated that they are trying to fill the position for the Tri-Town Ambulance Director's position. He stated that the background has been completed on the prospective applicant and that he is trying to schedule a meeting next week to get him hired.

Allenstown Aggregate Court Hearing

Mr. Mulholland stated that the Allenstown Aggregate hearing has been continued.

MS-4 Storm Water Testing

Mr. Mulholland stated that they will begin the storm water testing for the MS-4 next week.

Road Bond Issue

Mr. Mulholland stated that he spoke with the Pembroke Water Works today. He stated that Mr. Gagne who is not sure that they can do all the work under the roads but that he has been tasked to make a list of the streets that are a priority to get those done next year. He also spoke to Mr. Gagne about the fire hydrant that they need moved at the corner of Granite St and Chester Turnpike for the sidewalks.

Mr. Mulholland stated that he also told Mr. Gagne that the taxation issue is not an issue now and that both the Town Assessor and the law firm agree that it is not an issue any longer.

The Chair asked if they were going to put purchasing of town land in the warrant. He explained that it would give the Select Board the authority to purchase town land. Mr. Gryval and Ms. Walker stated that they were in favor of putting that in the warrant.

Joint Meeting with Pembroke Select Board

Pembroke Chairperson stated that they would like to explore how they can get the two towns work together. Mr. Gryval stated that Allenstown has been trying to formulate a better relationship with Pembroke for several years now.

Chief Paulsen stated that this all started because of the Pembroke's need to hire full-time fire fighters. He stated that at the time, he met with Chief Pendergast and Deputy Chief St. Germain to discuss ideas of how to solve their towns' needs. He stated that now he is at the point of needing to hire one full-time fire fighter. He stated that they don't have the staff that they had before and that they need to have someone to be on staff during the day Monday thru Friday. He also stated that they have been working with Allenstown to obtain the help that they need but that he doesn't want to have to fully rely on Allenstown to meet their needs.

Chief Pendergast stated that they have been working with Pembroke to give mutual aid when they can and that they are more than happy to do so.

Mr. Sheldon stated that he thinks that the towns need to start working together more. He stated that he has tossed around the idea of merging the fire departments but that he doesn't know how they would go about doing that.

The Chair stated that he was a little confused and that it sounds like the towns are going to keep the current mutual aid in place and that Pembroke wants to hire a full-time person on their side and that it doesn't sound like anything would be changing. Mr. Sheldon stated that he doesn't think that it's the mutual aid. He thinks that at some point the full-time fire fighter(s) may impact Tri-Town because it might make more sense to use the fire fighters for the ambulance services.

Mr. Kline stated that everyone says that he hears nothing but great things about the service from Tri-Town but that when it comes to the budget, the numbers keep increasing. He stated he wonders why they have two or three people running an ambulance when each town has three fire fighters on their own. He stated that his only issue with the ambulance service with Tri-Town is the budget amounts increasing and that he wonders if they keep paramedic services or not.

The Chair asked if the Pembroke firemen are all EMTs or paramedics. Chief Paulsen stated that they have a mixture of EMTs or paramedics but that they don't require their fire fighters to do so. Chief Pendergast stated that most of Allenstown's fire fighters are EMTs or paramedics as they respond to all medical calls.

Mr. Grecko expressed concern on the two towns trying to merge services because , like with businesses, when merging services one will always prevail over the other which doesn't benefit the communities overall. He stated that there is potential for tension between the two towns when they don't agree on something for the services that they try to combine. He stated that he thinks that they are all looking for the best solution but wanted to caution everyone on combining services.

Ms. Walker stated that the Select Boards serve the taxpayers and that they are the ones benefiting from the services. She stated that she thinks that they owe it to the taxpayers to at least try to combine the services and give them the best services possible.

Mr. Sheldon stated that he thinks that the two towns should come up with some ideas of how they can work together to provide their taxpayers with better services.

Mr. Grecko stated that there were many of them that worked on the Intermunicipal Agreement to bring together their towns for the ambulance services and that he thought it worked out very well.

The Pembroke Chairperson stated that she thinks there has to be a way that the two towns can work together to offer better services that are less costly to the taxpayers. She stated that they had an exercise the other day where both fire departments and police departments worked very well together. She stated that she thinks that if the departments can work together than the two Select Boards should be able to work together on offering the services.

Mr. Gryval stated that he thinks both Allenstown and Pembroke have very professional fire departments. He stated that he looks at the concerns as obstacles and that it is time for the towns to start working together. He stated that it seems like they have started doing things and just need to bring it to a higher level.

Mr. Crockwell stated that he agrees and he thinks that it is time that they start working on combining their services for the betterment of the taxpayers in the towns.

Ms. Walker asked the Town Administrators if they should create some form of committee, made up of both Select Boards, to research how they go about sharing services. Mr. Mulholland stated that it might be wise to have the Fire Chief from each town and a Selectman from each town to research that and present it back to the respective towns.

Mr. Sheldon asked Mr. Jodoin where they would go to get the information on this stuff. Mr. Jodoin stated that there would be information with the Fire Marshalls. He also stated that they could use Scott Wheaton from the Municipal Association as a resource as he helped them with the InterMunicipal Agreement. He agreed that the Fire Department and Select Board to research

this information. Mr. Gryval stated that as the committee moves forward, he thinks that the Town Administrators need to be involved to help with the administrative side of things.

Mr. Gryval asked what they would like the Committee to work on. Mr. Sheldon stated that they should work on the Fire Department and look at things like equipment, training, shift coverage, etc. He stated that he thinks that it should be a year process to look into all of this.

The Pembroke Chairperson stated that they should start with the Fire Department because that process has started. She agreed with Mr. Sheldon that they should find a couple of groups that did this and determine what their pros and cons of it were.

Chief Paulson stated that he thinks that it is going to be difficult for the two Fire Departments to work on this even though they may want to. He stated that they need to be sure to preserve what they have at the Fire Departments now while working on the possibility of combining the two fire departments. The Chair stated that they need to be ready for the fallout even through the exploration process because of possible rumors that could come about.

Mr. Sheldon suggested that may they should have the committee get together with the two departments and let them know that they are looking for the towns to work together for the betterment of the taxpayers and not destroy the two departments.

The Select Boards determined that they would put together a committee consisting of a Fire Chief from each town and a Selectman from each town.

The Select Board recessed to return back to the Town Hall for the remainder of their meeting.

Status Reports

Mr. Mulholland stated that the SVRTA Committee has come up with the recommendation to stay with HealthTrust. He stated that there are a few changes to the plans that could save the town some money on the plans while in essence keeping the same benefits for the employees. He stated that they will have a full report for their review before the end of the month.

Public Hearing to Amend the Housing and Committee Development Plan

Mr. Mulholland stated that they already have a plan for this in effect as well as the Relocation Plan which both has to be updated for the pending CDBG requirement for the Whitten St Park. He stated that they are minor changes to the plans and will be posted on the website.

Hunt Foundation Grant

Library Director Amber Cushing stated that she applied for the Hunt Foundation Grant which gives grants to public libraries in NH for construction and expansion of libraries. She stated that the foundation was in favor of the project. She explained that the project would include prepping

the building for any future work that could be done on it such as a boundary survey, abating asbestos, installation, and architectural plans for possible expansions.

Ms. Cushing stated that the Foundation was concerned that the town wasn't more invested in this project. She stated that the entire project would cost \$25,000 and that the Foundation was willing to give the grant for \$20,000 and ask that the town pay the remaining \$4,904 for the project.

The Road Agent asked Ms. Cushing who she got the quote from for the architectural work because there is someone in town that is much lower than her quote. Ms. Cushing stated that she received three estimates for this but that she would like to get that person's quote for the work as well.

Ms. Cushing stated that the project would not be affected by her departure as this process will have been started. She stated that the only thing that would be residual would be a one year grant write up which the trustees could hire her for consulting services or have the new Director do it.

Mr. Gryval asked if the asbestos is a health hazard at this point. Ms. Cushing stated that the carpet is starting to wear which is what is making her nervous because the children are crawling on it. She stated that the asbestos abatement would include environmental testing.

Mr. Gryval asked if everything complies with the Historical Commission. Ms. Cushing stated that all of the vendors are okay with the Historical Commission and that the architecture company is highly recommended by the Historical Commission.

Ms. Cushing stated that without the entire amount, it is hard to meet the Foundation grant requirements. She stated that this is in their best interest to do the grant for future projects.

Mr. Mulholland asked Ms. Cushing if she has a project budget for the addition to the library. Ms. Cushing stated that she does and that it is out to the Gladys Brooks Foundation right now. She stated that it is approximately \$120,000.

Mr. Mulholland asked if the heating plant has enough capacity to cover the additional room. Ms. Cushing stated that it does. She stated that they will receive a 75% rebate from Liberty Utilities if the energy efficiency work is done by the end of the year.

Ms. Cushing stated that they have a Moose Plate Grant application in to replace their four bay windows.

Mrs. Boutin stated that she thinks that in good faith, they needed to come before the town so that they know what is going on and ask for assistance. She stated that she feels that it is important

that they have the support from the town because the Foundation has made it clear that they want the support from the town as well.

Mr. Mulholland stated that the Select Board has to determine which budget they would take it from because of other expenditures that have come.

Ms. Walker stated that they should explore other options to see if they can get other quotes for the architectural work.

Mr. Gryval stated that it sounds like they don't have the funds in their budget for the \$5,000. Ms. Cushing stated that there is very little funds in the budget and cannot cover it. Mr. Gryval expressed concern in that if they give them the funds, they will be taking it from another department. Mrs. Boutin stated that they are just asking for some support from the town in some way.

The Chair asked if all of the asbestos needs to be removed. Ms. Cushing stated that at this point, if anything major were to happen to the building, the asbestos needs to be removed. She stated that they are trying to be pre-emptive because she sees the potential problem. She stated that a couple of the vendors didn't want to quote the furnace because of the asbestos around it.

Mr. Mulholland stated that there is usually a process with the asbestos removal. He stated that they start with the testing of it and finding out the options of what they need to do. The Chair stated that he thinks that it is worth the \$300 for the testing to find out what asbestos needs to be removed.

Ms. Cushing stated that the construction company told her that an addition cannot be done without the removal of all the asbestos which is how she presented it in the grant application.

Mr. Mulholland asked if there a boundary question or what they are looking into it for. Ms. Cushing stated that there is a question on the boundary lines. She stated that there is also a question of the plants and who is responsible for maintaining that.

There was further discussion of the necessity of the asbestos removal and how the grant application was written.

The Chair thanked Ms. Cushing for her efforts for getting this money for the library. He also stated that he agrees with Ms. Walker and Mr. Gryval that it's a great idea but that they have to see if they have the funds to do this. The Select Board asked Ms. Cushing to continue looking into this and keep them posted on it.

Close Public Hearing on Housing and Community Development Plan

Motion. Mr. Gryval made a motion to approve the amended Housing and Community Development Plan. 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. Ms. Walker made a motion to accept the amended Residential Anti-displacement and Relocation Assistance Plan. 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.

Accept the LCHIP grant funds in the amount of \$200 for the Old Allenstown Meetinghouse
Mr. Verville stated that the grant for doing a good job with complying with the LCHIP regulations in submitting an annually report on time each year.

Motion. Ms. Walker made a motion to accept the LCHIP grant funds in the amount of \$200 for the Old Allenstown Meetinghouse.

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

Set Public Hearings Date for proposed 2015 Road Projects

Mr. Mulholland stated that he has the public hearings scheduled for two Tuesday nights, July 15th and 22nd, 2014. He stated that he thinks that it is important that they get input from all residents that are impacted.

He stated that they want to discuss eliminating a stretch of road from Webster Street, at the end Reynolds Ave., which goes down to Canal Street because they get complaints of people speeding done there. He stated that they are also looking at whether or not to replace sidewalks at Whitten Street, Reynolds and Webster Street.

The Road Agent stated that Whitten Street is very narrow and that they feel that taking away the sidewalks would make it easier to maintain and for safety vehicle access. The Chair asked if they would have ballpark numbers if the residents want the work done.

Mr. Mulholland stated that drainage in the roadways also needs to be updated. He stated that the entire project totals approximately \$2 million for all of the roadways in the project. The Road Agent stated that this project will be a one-time deal and will not catch them up to where they are supposed to be. Mr. Mulholland stated that it will take care of some of the major problems that they have with the roads.

Mr. Gryval asked if any of the streets in this project are part of the Safe Routes to School projects. Mr. Mulholland stated that they don't have any other roads budgeted for Safe Routes to School and that once they are done with Granite Street, they are done the project with SRTS. There is no more federal funding for this SRTS project.

Mr. Mulholland also stated that the Sewer Department is considering what they are going to do under the roadways. He stated that Mr. Gagne from Pembroke Water Works has been tasked with determining what streets are priorities to be worked on by the Pembroke Water Works Commission. He stated that they spoke with Liberty Utilities which will be notifying their customers along these roads that if they want natural gas, now is the time to do so. The Chair asked the Road Agent to get them a list of the worst roads in town so that they know what roads should be priority to fix. Mr. Pelissier stated that a lot of the roads are in bad shape but that he can get them a list.

There was further discussion of the public hearings and the roads they were planning to do with this project.

Victor Martin's drainage issue

Mr. Mulholland stated that Mr. Martin came to speak to him today about a drainage system issue on Hamel Ave. He stated that he informed him that there is nothing that the Select Board can do until he makes a formal request. He explained to the Select Board that the drainage ties into the sewer system which is illegal. The Chair stated Mr. Martin spoke with him as well regarding the matter. Mr. Pelissier stated that he informed Mr. Martin that he needs to write a letter to the town to address the issue.

Discussion of policy position from the NH Municipal Association

Mr. Gryval asked if a lot of the ones on the original list have changed. Mr. Mulholland stated that the initial list was just one of the committees and that there are three committees that have a list of policy changes. He stated that he was assuming that they would want to vote on all of these and send someone to vote on their behalf.

Thank You Letter

Mr. Mulholland stated that they have a thank you letter from Debra Pendergast, the Director of NH Fire Standards and Training for allowing them to use the generator.

Diane Ave Petition

Mr. Mulholland stated that he received a petition to make a portion of the roadway a town road. He stated that they are looking into the cost for that to determine if it is something that the property owner wants to pursue.

Radios for the AMS

Mr. Mulholland stated that the school principals have asked if the town could provide them with radios which would allow them to communicate with town staff and other school staff if needed. He stated that they have their own channel and only a town repeater channel because they are not allowed to have a town safety channel.

Motion. Mr. Gryval made a motion to transfer the radios from the Fire Department to the school. 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.

Exercise Update

Mr. Mulholland stated that the Exercise went very well on Thursday and that the After Action Review has not been scheduled yet.

Budget Process

Mr. Mulholland stated that he reminded the Department Heads that the Budgets are due at the end of July. He briefly explained the budget process to Ms. Walker as she has not seen it from their prospective before.

Highway Department Position

The Chair asked Mr. Pelissier to fill them in on the position at the highway department that he Board is considering to eliminate. Mr. Pelissier stated that he sent them a memo regarding the position. He stated that he thinks that they are looking at losing a position because of the Solid Waste Contract and now not having funds to fill that position. He stated that he thinks that they can't afford to lose the position as they have plenty of work to use that position. He expressed further concern of losing the position and the importance of keeping that 16 hour position.

Ms. Walker stated that she was under the impression that the position was full-time not 16 hours. Mr. Pelissier explained that the position is full-time and is split between Solid Waste and the Highway Department. He stated that they will lose the position for 16 hours because of part of it being for picking up solid waste instead working with the Highway Department.

The Chair asked what the position covers when it is for the Highway Department. Mr. Pelissier explained that the position completes tasks such as mowing, trimming trees, picking up leaves, weedwacking corners, pick up trash from sides of roads, fill pot holes, and other various tasks.

The Chair stated that he wants to know what that position does for 40 hours a week so that they can see what services the loss of that position would affect.

Ms. Walker explained that the residents knew that they would be losing the position on the front end. She asked the Road Agent why he did not realize how much they needed the position until the point of eliminating the position. Mr. Pelissier stated that he always knew that they would need the position and that they were going to lose the position if they could not afford to keep the position. Ms. Walker stated that they cannot afford to keep him. She explained that while the Highway Department budget can afford him, the overall town budget cannot.

Ms. Walker asked Mr. Pelissier to put it in writing as to why they need this position because the townspeople voted to eliminate the position and he is trying to create a position.

Mr. Gryval asked what has changed as they looked into this option and that they knew that they would be losing a position. Mr. Pelissier stated that he sees that they have the money to pay for the Solid Waste without having to eliminate the position.

Mr. Gryval stated that when they were looking into this, they determined that they spend over 40 hours a week on solid waste collection and that eliminating the position would save the taxpayers money.

Mr. Pelissier stated that Allan Turcotte is running for re-election and that he would like to hire a part-time temporary person for the day of election. He stated that the pay would come out of the part-time pay line for the day Allan doesn't work. He stated that they have a person in mind that works well with the customers and has worked at the transfer station before. He stated that he feels that the person would be able to handle the job for the day.

The Chair stated that he would have to hire him as a part-time temporary and go through the normal hiring process. He asked the Road Agent if the person has to be certified to run the transfer station. Mr. Pelissier stated that the supervisor has to be certified but that this person does not have to be. The Chair stated that if he can meet the legal requirements, complete paperwork and stay within the budget then he doesn't have a problem with it.

The Select Board determined that the Road Agent needs to put in letter format how many hours each tasks takes each week and how many people they need to fill the positions to do the work.

Discuss Comstar Report for Tri-Town Ambulance Service

Mr. Gryval asked Mr. Mulholland to go over the Comstar Report. He stated that he doesn't understand from the report how they are doing. Mr. Mulholland stated that they are in good shape with Comstar. He stated that they are in good shape because of the infusion of revenue from tax dollars. He explained that they switched billing services companies and are starting to receive more money now. He stated that they cannot determine at this point if the numbers will get better on the Balance Sheet. He stated that they should have a surplus at the end of the year and that they are hoping to not have a major increase next year.

Mr. Gryval stated that the new Director coming in should be able to keep a better eye on these things moving forward. Mr. Mulholland stated that the goal of the board was to get someone in with administrative skills to handle such matters and that they feel that it will be resolved with the new Director.

Mr. Gryval stated that Mr. Mulholland had told him at one time that a problem that they have with collecting money because people don't pay the bill after the insurance has paid their portion. He asked if there is something they can do to change the legislature to mandate it so that the check gets cut to the ambulance service instead of the taxpayer. Mr. Mulholland stated that it is a Federal level issue so he would have to contact the Obama Administration.

Review and Approve Minutes

Motion. Ms. Walker made a motion to accept the meeting minutes from June 2, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the meeting minutes from June 16, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Consent Calendar

Motion. Mr. Gryval made a motion to approve the consent calendar June 30, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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 9:20pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 30th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	7-14-14 DATE
 JEFFREY GRYVAL, Member	7-14-14 DATE
 KATE WALKER, Member	7-14-2014 DATE

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

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