

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
March 17, 2014

Call to Order.

The Allenstown Select Board Meeting for March 17, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Kate Walker.

Excused: Jason Tardiff

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission and Chris Roy, Planning Board.

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; Ron Pelissier, Road Agent; Paul Paquette, APD; Jeff Gardner, AFD; Jeffrey King, APD; Casey McNeally, Tri-Town EMS; Dina Waldren, Tri-Town EMS; and Heather Hill, AFD.

Citizens Comments:

N/A

Awards Presentation for Police, Fire and Tri-Town

Chief Paquette stated that they had an incident on Deerfield Road about a month ago and due to their excellence and performance of the employees; they were able to save a life that night and that they would like to give awards for it tonight.

Sgt. Stark read a letter of commendation for Master Patrolman Jeffery King for his actions in this incident.

Chief Paquette stated that there was also a plaque that states "In appreciation and recognition of your actions on January 26, 2014 which aided in saving a life of one of our citizens."

Chief Paquette asked private citizens to come up. He explained that they were the first ones to the scene and assist the victim, aiding her and called 911. He stated that the plaque read "Presented March 17, 2014 by a grateful town in appreciation and recognition of your actions on January 26, 2014 which aided in the saving of life of one of our citizens of Allentown."

Chief Pendergast stated that the Fire Department and Tri-Town EMS also responded to this call. He stated that he wanted to recognize was Casey McNeally, Dina Waldren, Jeff Gardner, and Heather Hill. He read aloud the letter of commendation presenting them with the Allentown Life Saving bar. He stated that it was a phenomenal thing that the three units worked together that night to save the young girls life.

Mr. Gryval stated that on behalf of the Select Board and the town, he would like to thank everyone that was involved that night in saving the young girl's life. He stated that every citizen knows that they are a lot safer with them working in town.

Meet with the Planning Board Chairman to discuss funds for enforcement actions

Mr. Gryval stated to Mr. Roy that they understand that they have enforcement actions that they want to take and that he wants to speak to the Select Board about that.

Mr. Roy stated that the Planning Board meets Wednesday night and that they will be making their final decision of where they want to go with the gravel pits. He explained that there are four gravel pits that are operating without permits. He stated that they had gotten estimates of \$5,000 per case. He stated that he needs the okay to overspend their budget to do it.

Mr. Gryval asked Ms. Walker if she had any background on any of this. Ms. Walker stated that she had been brought up to speed on it.

Mr. Gryval asked if there was anything else that needed to be added to that. Mr. Mulholland stated that he suspects that some of those will probably comply when a more forceful letter is sent out. He stated that others may have to be brought to court and the cost may be more than \$5,000. He explained that the cost is to issue a notice of violation, to get a cease and desist order from Superior Court and then a court hearing to do that. He stated that the \$5,000 is a rough number and that it could be more. He stated that the Planning Board legal budget is only \$2,500.

Mr. Gryval stated that he serves as ex-official for the Planning Board so he doesn't have any questions for this. He asked Ms. Walker if she had any questions. Ms. Walker stated that she does not. Mr. Gryval asked what a reasonable amount to get that process started. Mr. Mulholland stated that \$10,000 would be a reasonable amount.

Motion. Mr. Gryval made a motion to allow the Planning Board to overspend the legal line of their budget by up to \$10,000 in order to enforce the ordinances involving gravel pits. Ms. Walker seconded the Motion. There was no additional discussion.

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

Elect Chairman of the Allenstown Select Board

Mr. Gryval stated that typically one of the first orders of the Board Selectman after an election is to appoint a new chairman or keep the same chairman. He also stated that the chairman determines which committees that they will be going on.

Motion. Mr. Gryval made a motion to appoint Jason Tardiff as Chairman of the Allenstown Board of Selectman. Ms. Walker seconded the Motion. There was no additional discussion.

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

Mr. Gryval stated that for the committees, there are three on the agenda; Budget Committee, Planning Board and SVRTA. He stated that the Chair expressed interest in remaining on the Planning Board and that he himself was interested in staying on the Budget Committee. He asked Ms. Walker if she was comfortable with the SVRTA.

Ms. Walker asked what the acronym stood for. Mr. Gryval stated that SVRTA stands for Suncook Valley Regional Town Association. He explained that the association is a group of towns along the Suncook River that meet once a month to discuss issues that are in common to all the towns. He stated that it is a good committee to be on because they would learn what other towns are having issues with. He stated that he believes that they are meeting this Wednesday night. Ms. Walker stated that she had already spoken with Mr. Mulholland about that.

Mr. Gryval stated that there is another committee that is not on the agenda. He stated that they have an ex-official on the Old Allenstown Meetinghouse Steering Committee. He stated that he has been on it for years but that if she would like to take a turn on that she can do so. He stated that they meet once a month typically on a Wednesday or Thursday. Ms. Walker stated that she is very interested in that. Mr. Gryval asked Mr. Mulholland to send Mr. Verville her information so that she gets the agendas for that.

The Select Board determined that the Chair would stay on the Planning Board, Mr. Gryval would stay on the Budget Committee and that Ms. Walker would be on the SVRTA and the Old Allenstown Meetinghouse Steering Committee.

Department Head February Status Reports

Mr. Gryval asked Ms. Walker if she has seen the reports yet. Ms. Walker stated that she has read every one of the reports. She stated that she did not have any questions because she met with the Department Heads earlier today and had them answered.

Mr. Gryval stated that both the Police and Highway had vehicles approved. He asked them what the status of the vehicles was. Mr. Pelissier stated that he is going to try and get more quotes from other vendors to get more than what they bargained for. He stated that they are going to meet with the truck manufacturer and with Fairfield to go over some of the specs on the vehicles. He stated that the truck that they got a quote for was a state bid truck.

Mr. Gryval asked about the size of the engine for the truck and if they were looking at things like that for the truck. Mr. Pelissier stated that they will have all of that included in the bid. He also stated that he thinks that the International truck is the best truck for them.

Ms. Walker asked Mr. Pelissier if this was going to be replacing one of the trucks. Mr. Pelissier stated that it will be replacing one of the trucks because that is the way the warrant is written. Ms. Walker asked if that truck is the one that is down right now. Mr. Pelissier stated that it is not down right now.

Mr. Mulholland clarified that Mr. Pelissier is going with the state bid and is not going with an outside bid. Mr. Gryval stated that he is fine with that but asked why he went that way. Mr. Pelissier stated that they originally choose to go with the International Truck and that they didn't know it was a State bid until after they made that decision. Mr. Mulholland clarified with the Select Board that they are allowing him to make an exception to policy not to get other bids for the truck. Mr. Gryval stated that he is fine with that because it is a State bid.

Mr. Gryval asked how they are doing on the Police cruiser. Chief Paquette stated that they are waiting on the financing and that he is hoping that comes in next week.

Review and Approve Minutes

The Board determined to wait until the next meeting to approve the minutes.

Check Run

Mr. Mulholland asked Mr. Gryval to sign the checks for this week's check run as the Chair is not here.

Mr. Pelissier informed the Select Board that he is getting prices for a paving proposal for part of River Road by the animal hospital. There was discussion as to the process the Road Agent should take for the proposals. Mr. Gryval told the Road Agent that the Board wants the project to go through the RFP process.

County Budget

Mr. Mulholland stated that the County is having their budget hearing on March 24, 2014. He stated that he put the posting out in the town hall. He also stated that their budget impacts the town's tax rate.

Mr. Gryval stated that he saw the budget for the County. He asked Mr. Mulholland if there was anything that they should be concerned about or that he thinks they should have an opinion on.

Lease Agreement for Police vehicle

Mr. Mulholland stated that if the Select Board wants, they can authorize him to sign on behalf of the board. Mr. Gryval explained to Ms. Walker that typically in this case, they authorize Mr. Mulholland to sign so that if anything happens with it during the day, Mr. Mulholland can take care of it.

Motion. Mr. Gryval made a motion to enter into a lease agreement for the 2014 Ford Interceptor and authorize Mr. Mulholland to sign in the town's place. Ms. Walker seconded the Motion. There was no additional discussion.

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

MS-2

Mr. Mulholland stated that the MS-2 needs to be signed by the Select Board within 20 days of the town meeting. He explained to Ms. Walker that the MS-2 is what actually was appropriated by the voters. He stated that the words at the top have changed and that it has the warrant articles in there as well. Mr. Gryval stated that was not the budget they worked with all year however the people spoke and wanted the default budget.

Town Administrator's Report

Budget Committee Member

Mr. Mulholland stated that the Budget Committee has determined that Keith Klawes would be the new two year member. Ms. Walker asked how the vote was determined. Mr. Mulholland stated that Moderator used the votes that were written in for the three year position and that it was agreed to by both parties.

Department Head Updates

Mr. Mulholland stated that the Department Heads were told to be at the March 31, 2014 meeting because they will be talking about the budget. He stated that he reminded them that Personnel Evaluations are due on April 30, 2014. He stated that he will be out of town starting on Sunday and flying back around midnight on Thursday.

Mr. Mulholland stated that they had made some progress with the timecards online. He stated that all the employees that work in the town hall are on the system. He stated that they are working on getting the other departments on the timecard system by the end of the month.

Mr. Mulholland stated that they will be attacking the accounts payable problem after the timecard system is done. He asked the Department Heads for feedback on that.

Mr. Mulholland stated that the check stub system allows for the emergency contact information for each person to be entered. He stated that the information will be cloud based allowing for retrieval from anywhere in the case of an emergency.

Employee Benefit Study Committee

Mr. Mulholland stated that the Employee Benefit Study Committee had a meeting on Tuesday. He stated that Barnstead and Pembroke were there but that other towns weren't able to make it. He explained that each town has to request that HealthTrust release the claim history to the SVRTA so that they can give it to the new company to get pricing. He stated that he sent out an email to each town asking for that and that he has gotten some letters back from some towns.

Mr. Mulholland stated that they have a meeting scheduled with HealthTrust on April 4th, NH Interlocal Trust on April 3rd, and they still have to find a date to meet with the School Care. He stated that those are the three major companies that provide healthcare to public entities in the state. He stated that once they meet with these companies they will look at the third party companies for quotes. He also stated that they need to get this process done by October 1, 2014. Mr. Gryval stated that they need to leave some time for the employees to get situated with the changes prior to January 1, 2015. Mr. Mulholland stated that they will get the employees switched over in December.

Exercise Schedules

Mr. Mulholland stated that the table top exercise at the school will be on April 23rd, the Functional Exercise at the Armond Dupont School will be June 26th and the EOC Exercise will be sometime in the fall.

Consent Calendar

Mr. Mulholland stated that there is a form for the newly elected official to sign included in the consent calendar.

Mr. Mulholland stated that the price for Nobis Engineering went down because there are certain things that they don't have to test for anymore. He stated that their situation at the landfill is better than it has been so DES is relaxing their requirements on the town.

Motion. Mr. Gryval made a motion to approve the Consent Calendar for March 17, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Non-public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(d) at 6:52pm. Ms. Walker seconded the Motion.

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

Motion. Mr. Gryval made a motion to go back into public session at 7:00pm. Ms. Walker seconded the Motion. There was no additional discussion.

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

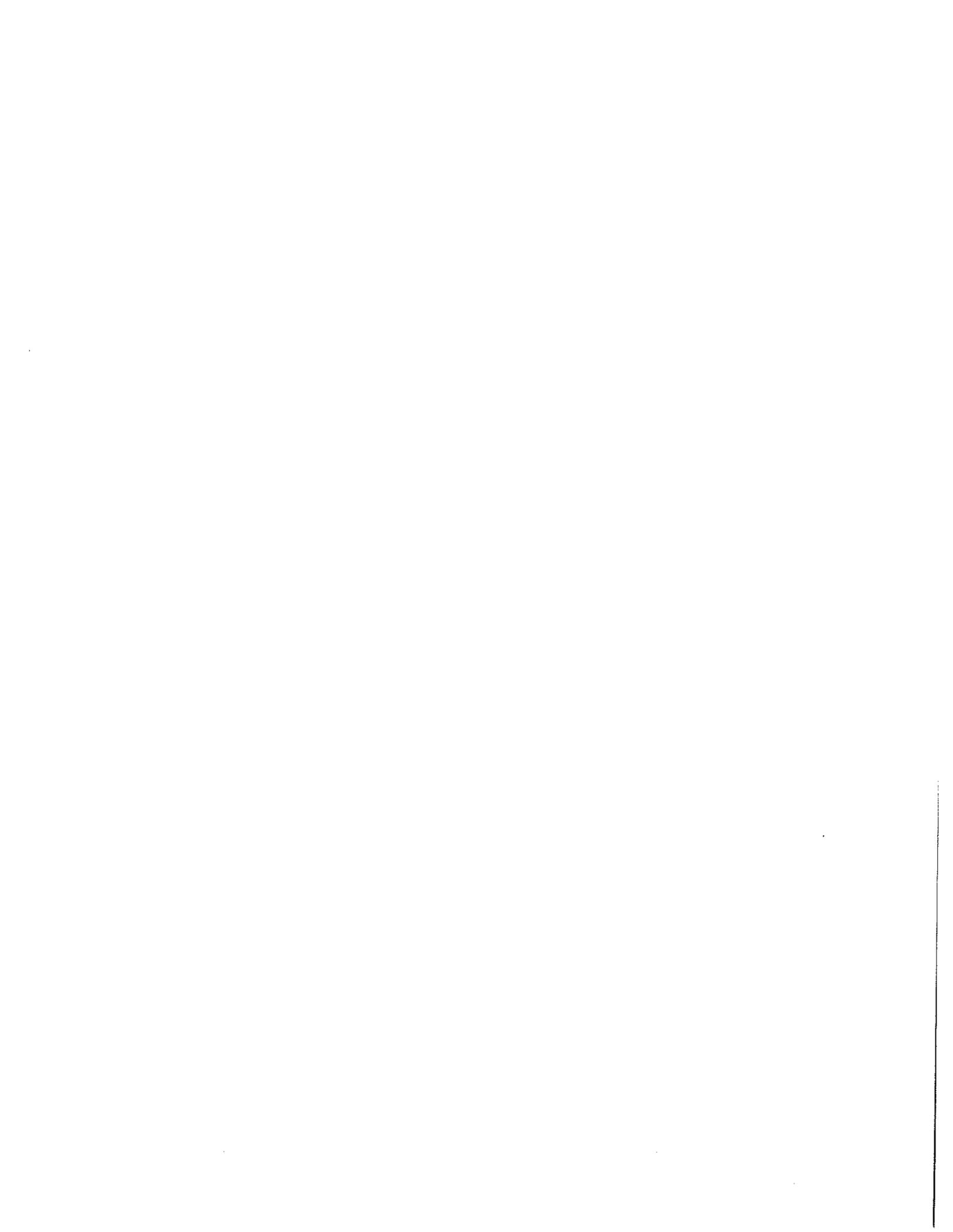
Other Business

Ms. Walker asked if there was a link to the RSAs and if so, could Mr. Mulholland send those to her. Mr. Mulholland stated that he would send those and some other information to her that she will want to read up on:

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. Gryval – Yes and Ms. Walker -Yes. Mr. Gryval declared the Motion passed.

Mr. Gryval adjourned the meeting at 6:07pm.



TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 17th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	4-7-14 DATE
 JEFFREY GRYVAL, Member	4-7-14 DATE
 KATE WALKER, Member	4-7-2014 DATE

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

