

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 10, 2014

Call to Order.

The Allenstown Select Board Meeting for November 10, 2014 was called to order by The Chair at 7:00p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Beverly Wasson

Others Present: Dawn Shea, Melinda Donahue, Kathryn Shea, Paul Shea, Annette Alley, Tiffany Alley, Amanda Alley, Harriet Cady.

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Travis Mannon, APD; and Ron Pelissier, Road Agent.

Citizens Comments:

N/A

Public Hearing-Safe Routes to Schools Grant Phase II, Granite St. sidewalk construction project (follow-up meeting to address concerns from the first meeting).

Mr. Townsend of Haight Engineering introduced himself to the Select Board and audience. He stated they are providing consulting services for the Safe Routes to School program. He explained they will be constructing new sidewalks from Parkwood Drive down Granite Street to the Rite Aid Plaza on the opposite side of Allenstown Road. He stated the three plans he has here show the three different sections.

Mr. Townsend stated in addition to the sidewalks they will be putting in a crosswalk as well as pedestrian signals and a shoulder going in with the sidewalk. He stated they began with proposing three different alternatives for a route of this sidewalk and after gathering input from

the town and the public the design shown today is the preferred alternative. He stated they have submitted the preliminary designs to the state and received comments back from them. He stated last week they had a meeting with the town to gather additional input from the town. He stated this meeting is to summarize some of and to go in depth of the schedule and the budget for the project.

Mr. Townsend stated their goal is to put the project out to bid in January and if they can they would like to start the project in the first or second week of June. He stated in order to do that they need to submit their final design to the state as soon as possible so they (the State) can finish their review and they can be a priority to receive funding to start this project.

Mr. Townsend stated their initial estimate of cost in order to do it from start to finish is \$186,000. He stated it includes everything from mobilization, the contractor, the materials, and everything that goes into the construction of the project. He stated in addition there is a budget for their engineering services to oversee the project. He stated as consultants to the town they would be onsite 100% of the time to oversee their work and make sure everything is done according to state regulations. He stated the number for budget is about \$60,000.

The Chair asked what the original estimate was for the project. Mr. Townsend stated they were looking at around \$200,000 not including engineering services and as they have gone into finer detail they were able to make it more accurate. He stated he thinks this pretty accurate as long as nothing major changes in the design and based on the State's comments he doesn't think there will be.

Hiring of personnel in the Police Department

Chief Paquette stated they went through a lengthy hiring process after Detective Baker left. He presented Dawn Shea as his candidate for the position. He stated she will be an excellent asset to the department.

Mr. Gryval asked Ms. Shea how familiar she is with Allentown because of her experience working in Pembroke and Bow. Ms. Shea stated she worked in Pembroke for 10 years and since they are close neighbors she is pretty familiar with the area and people.

Motion. Mr. Gryval made a motion to hire Dawn Shea to the position of Detective Sargent with a rate of pay of \$28.42 effective November 10, 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.

Meet with resident to discuss tax payments.

Mrs. Wasson stated she lives in east Allenstown and owns 65 acres of land. She stated 41 is in Deerfield and 24 is in Allenstown. She introduced Ms. Cady who is her real estate agent. She stated she physically and financially can't live there. She stated she had a buyer and a sale area and now her Deerfield neighbor is questioning the Deerfield land so now she can't sell.

Mrs. Wasson stated she can't do the taxes. She stated she became disabled and retired from the state with early retirement and only gets \$1,300 a month. She stated her father left her nothing but the land. She stated the taxes haven't been paid for 1 ½ years and there is 18% interest on the balance of the payment.

Mrs. Cady stated a lot of this was the fact that Mrs. Wasson's father required care and she was paying for it with credit card which put her in the hole. She explained she got a purchase and sales agreement on the property however; the Deerfield neighbors' children inherited the land. She stated Mrs. Wasson's father had a sandpit and farm stand and the neighbors never complained it was not his land however, the children had a survey done and the surveyor feels there is a question of ownership. She stated the Deerfield neighbors feel as though the 40 acres is their property because. She stated Mrs. Wasson is going to have to go through court to buy the case out and it takes time to do so.

Mrs. Wasson stated she is looking to the town for help with the tax situation and inform them of the hardship she is having. Mrs. Cady stated the Selectmen have the right to abate all or any portion of taxes based on the person's ability. She stated she has questions on the value put on the property and the current use portion.

Mr. Mulholland stated they usually receive a request for an abatement of taxes and they also have a payment plan available. He stated they don't have either of those. He stated if there is an issue with the assessing is something to discuss with the Assessing Clerk. There was discussion of the proper forms needing to be completed.

Mrs. Cady stated they came in a couple of weeks ago to discuss a payment plan and they were told Mrs. Wasson would have to pay \$750 a month and with what she has for income and her mortgage payment she cannot afford. She stated they are trying to stall until they can at least get through court and have this done to have some reasonableness to the whole situation.

Mr. Mulholland stated they can agree to whatever they choose to on the payment plan but in order to get people whole and able to pay off their taxes, they have to pay the minimum amount. The Chair stated they need to start the process with the tax collector. Mr. Mulholland stated they need to pick which process they wish to go through and fill out the appropriate paperwork. He

stated if it is an assessing issue then they need to speak to Mrs. Severance and if it's a payment plan they need to fill out the form which Ms. Rogers has.

Mrs. Cady stated they spoke to Ms. Rogers who told them it will have to be \$750. She also stated they spoke to Mrs. Severance who looked at the assessment card and they will do a 7216 application for abatement. She stated the situation is when she is 1 ½ years behind and another tax bill coming in, after 6 months it goes to 18% on taxes. She stated after three years she can sell it for the taxes. She stated if they can't close on the house they will be going to court and it takes a while. She stated it is not fair, Mrs. Wasson lose what little she has left. The Chair stated they have to get the paperwork going before they can make a decision.

Mr. Mulholland stated he was told by Ms. Rogers she did offer for them to fill out the paperwork which they have not done at this time. Mrs. Wasson stated she was hoping to go down south for the winter but she doesn't know how she is going to be able to do and wintertime is physically difficult for her. Mr. Mulholland stated he can get those papers to Mrs. Wasson on Wednesday nights.

Mr. Gryval stated if they meet with Mrs. Severance and get it to them, the town has a good history of trying to work with people to do what they can to help them out.

Highway Purchase Orders

Mr. Pelissier stated he got prices for the salt shelter. He stated they received money from the insurance last year when it collapsed. He stated they can't put up a wood structure so they will have to go back to the tent. He stated the price is \$6,900 and they got \$3,000 or so from the insurance company. He stated he is going to get a purchase order together for them. He stated the rain is getting into the salt shed and then going into the stream which is a MS4 problem.

Mr. Pelissier stated the 2001 Dump Truck dump mechanism has torn away from the truck. He stated everything is pretty good on it so he would like to have the body removed and have a flatbed on it. He stated the cost for is \$2,750.

The Chair asked Mr. Pelissier if he is going to do a separate purchase order for the boxes. Mr. Pelissier stated Mr. Mulholland can take care of the purchase orders for the other boxes. He stated he will go to Tractor Supply or Berube's to price them out.

Mr. Pelissier stated he is going to turn the dump truck into an emergency service type of vehicle. He stated they will use the plow and sander on it and will be able to load it up with equipment when the weather's coming.

Mr. Gryval asked about the tent for the salt shelter and what they are going to do differently this time so it doesn't fall down. Mr. Pelissier stated the bracing were 5 feet apart and the ones they

are getting are 2 ½ feet apart. He stated all they have extra pipes and its more heavy duty this time. Mr. Gryval asked if this is something they install or his guys will install. Mr. Pelissier stated he will install it.

Mr. Gryval stated they put a lot of money into the truck and it's falling apart. He asked what kind of maintenance plan he has so the next time they have a major malfunction they don't sink a ton of money into a vehicle is going to fall apart on the other end. Mr. Pelissier stated they are well maintained. He stated instead of spraying them they are going to be using a fluid film.

Mr. Gryval asked if he had known it was rusted back when the transmission went would he have had them spend the money on the truck. Mr. Pelissier stated even then the truck can still plow and salt because everything else runs well on the truck. He stated the tailgate doesn't work but it doesn't need to in order to put the sander in. He stated if they didn't do a new flatbed on it, they could still use it the way it is but he thinks it is better to repurpose it.

Mr. Pelissier stated they took care of Mt. Delight. He explained in the wintertime the snow plow would build up snow banks and they would freeze and then when they melted the bridge would flood. He stated they put a catch basin on the bridge and took all the approaches to the bridge away and paved the entrance to the bridge. He stated they will still have puddles on the bridge because they didn't repay it but it shouldn't flood.

TOWN ADMINISTRATOR'S REPORT.

Status of RR bed sewer line issue.

Mr. Mulholland stated they met with the School Board and it appears as though they are going to ask the residents to sign a hold harmless agreement and give an extension to December 15, 2014 to allow the work to be completed. He stated the property owners who do not sign an agreement, will have their line severed Monday according to the School Board.

Mr. Mulholland stated Mr. St. Germain expects to be done by the end of the week.

Mr. Mulholland stated they have taken court action against Mr. Rogers and they have a court hearing on Monday, November 17, 2014.

Status report proposed new Boys & Girls Club/Senior Center facility at the Whitten Street Park.

Mr. Mulholland stated they had a meeting with the engineers from Environmental Strategies Management which represents Oxy Petroleum and has the St. Germain property which had a gas tank leak into the area and has been in the mitigation process for years. He stated they were concerned about where the building is going and disturbing the soil and having to treat the water coming off the property.

Mr. Mulholland stated Oxy is suggesting constructing the building up on the other end of the property. He stated he told them if they are going to change their plans someone else has to be willing to pay for it and they seem willing to do so; however, he has concerns in regards to that option. He stated if they build up on the slope it is unusable property otherwise and the construction of the building works out well because they have entry on ground level. He stated he thinks the neighbors would have concerns with putting the building on the other part because it will be way up in the air. He stated another option is they could put a retaining wall off of Reynolds Ave and level out the property there but there would be limitations on the amount of property they could use.

Mr. Mulholland stated any costs to the change in construction will have to be paid for by them (Oxy Petroleum). He stated it will cost around \$10,000 to redo the design and they want a letter from him regarding the requested funds. He stated he is concerned this will delay the project.

Status of Planning Board enforcement action in regards to Allenstown Aggregate violation of RSA 155-E provisions.

Mr. Mulholland stated they expect to be done with the C&D part tomorrow but there are still other issues that have to be addressed.

Volunteer for Emergency Management

Mr. Mulholland stated he has a request from a volunteer to be an Emergency Management staff member. He explained Donna Gryval has worked with them before and she is experienced staff which they could use. He stated she volunteers for Capital Public Health Network which is like the town's EOC but for a larger entity. He stated she has expressed interest in joining their Emergency Management staff and she has participated in exercises in the past.

The Chair asked Mr. Gryval if he had anything to say about the applicant. Mr. Gryval stated he knows she is very dedicated and it's something she enjoys doing and has dedicated a lot of her time doing this.

Motion. Mr. Tardiff made a motion to accept Donna Gryval as a volunteer for Emergency Management. Ms. Walker seconded the Motion.

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

Tri-Town Joint Board Appeals Hearing

Mr. Mulholland stated there is an appeals hearing with Tri-Town Joint Board and they have a couple of members who will be disqualified to sit on the board so they need a substitute to sit on for the appeal hearing only.

Motion. Mr. Tardiff made a motion to appoint Jeff Gryval as a substitute on the Tri-Town Joint Board for the Appeal Hearing. Ms. Walker seconded the Motion.

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

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated they had a staff meeting today and he made sure the Road Agent was linked up with the Superintendent of the sewer plant to address the MS4 issue.

Status of Town Hall repairs.

Mr. Mulholland stated the contractor hasn't been in yet but he plans to do the work in November.

Mr. Gryval asked if they are going to get to a point where they would tell him it's too late because the mortar's going to freeze or if they are going to leave that up to his expertise. Mr. Mulholland stated if he wants to take the risk of doing it and having to come back to make repairs it's up to him but he will have conversation with him when he comes down.

Status of Seamless.Gov efficiency project

Mr. Mulholland stated they are making quite a bit of progress on the forms. He stated he is working on the Excavation Permit Form which doesn't change the requirements and the application mirrors what is required in. He stated the process should be a lot faster because all the necessary people can sign off on it electronically.

The Chair asked how it was going to work with needing Pembroke Water Works signature. Mr. Mulholland stated the Road Agent doesn't think they need them on. The Chair stated he tends to disagree. Mr. Mulholland stated he will let him speak to the Road Agent on this because there is no ordinance or statute which requires them to sign off on it.

Mr. Mulholland stated he doesn't plan on launching the forms until January 1, 2015. He stated they are working on a form which will document the activities of the Health Officer. He stated they will continue with Right Signature until the end of the year. He stated the Sewer Department can create their own forms right now and use electronic signatures through Seamless.gov if they choose to.

Ratify Consent Calendar: November 10th, 2014

The Chair asked about the current use requests and if the properties were already in current use. Mr. Mulholland stated the property owners didn't have the documentation so they are required to complete this documentation to continue their current use status. He stated they sent out a notice if they did not comply with the requirements they will be charged the full amount and they have gotten a 60% response.

Motion. Mr. Gryval made a motion to approve the Consent Calendar of November 10, 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.

Approve Payroll and Accounts Payable Manifests: AP 110614

Motion. Mr. Tardiff made a motion to approve the payroll and accounts payable manifest AP 110614. Mr. Gryval 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.

Approve Minutes: October 27th, 2014

Motion. Mr. Tardiff made a motion to approve the October 27, 2014 minutes. 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.

Planning Board

Mr. Gryval stated the Planning Board is working on the warrant article for this year and one of the things that is coming up is the attorneys have some questions about the mobile home warrant. He stated it was voted in a few years back by the residents and the intent was to do something he is not sure they can still do. He stated he thinks it is going to be a hot issue because

a lot of people are very passionate about thing and blame too many mobile homes about the tax issues in the town. He stated he can forward them information or update them on Monday nights. The Select Board determined to have Mr. Gryval update them on Monday nights.

SVTRA

Ms. Walker stated Mr. Dyke is no longer going to be able to serve on the board as of January. She stated Mr. Dyke is unsure as to what the town of Chichester is going to do about his position.

Ms. Walker stated there were no big updates as to what the towns are doing. She stated the next meeting is January 21, 2015.

Mr. Gryval asked about Mr. Dyke and what the association is going to do. Mr. Mulholland stated he is the leader and driving force behind the SVRTA. Ms. Walker stated Mr. Dyke is going to go to the last meeting in January and would be able to inform them at meeting what Chichester has decided to do.

Mr. Mulholland stated the committee is really important for the health insurance piece if nothing else. Mr. Gryval stated the other committees have a lot of the same issues as Allenstown does.

Ms. Walker stated the SVRTA did not hear from Strafford regarding health insurance so they are thinking Strafford is completely out. Mr. Mulholland stated he doesn't think they are going to get out of it but they probably won't change their plans. He stated the Town Administrator for Strafford was very interested in the study they did for health insurance.

Other Business

Mr. Gryval stated he will be going to the Joint Board meeting on Wednesday.

Mr. Gryval stated there is a Budget Committee meeting on Thursday. He stated a lot of members have expressed interest in getting as much of the town budgets done as possible.

Mr. Mulholland stated they have the Sewer Department budget presentation on November 17, 2014. He stated he doesn't have anything scheduled for November 24, 2014 and is planning on not having a meeting until December 1, 2014. Mr. Anderson stated the Sewer Department is having a meeting tomorrow so they will get the budget to the Select Board by Wednesday.

Mr. Gryval thanked Mr. Mulholland and Mr. Anderson for their service to the country.

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

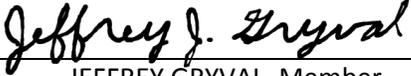
A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:15 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 10 , 2014

Signature Page

Original Approval:	
	11/17/2014
JASON TARDIFF, Chair	DATE
	11/19/2014
JEFFREY GRYVAL, Member	DATE
	11/17/2014
KATE WALKER, Member	DATE

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

Signature Certificate

 Document Reference: RNBZNCJEL5X9NVSM4D4IDF

RightSignature
Easy Online Document Signing



Kate Walker
Party ID: PA43IDIEFI6FECXVW5PUK4
IP Address: 65.175.133.144
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

a35d91bc2bc916b8904129702716e03d7de91444



Jeffrey Gryval
Party ID: V3YW3WIH8K5NN8RFLWYLT4
IP Address: 69.174.113.20
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

2f4508a5055e4ec30ab3a21b45008eb0b365926d



Jason Tardiff
Party ID: MFWLWHIPNIAS84UR3TWIHI
IP Address: 64.222.96.214
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

c5a8666d55aa48e4df81f07e88f8c441226e7257



Timestamp

2014-11-19 14:28:42 -0800
2014-11-19 14:28:42 -0800
2014-11-18 10:30:55 -0800
2014-11-17 16:04:36 -0800
2014-11-17 16:03:41 -0800
2014-11-17 09:43:19 -0800
2014-11-17 09:40:53 -0800
2014-11-14 11:10:49 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 24.62.155.198
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 69.174.113.20
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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