

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 18, 2013

Call to Order.

The Allenstown Select Board Meeting for November 18, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Sandy McKenney.

Others Present.

Residents of Allenstown:

Others Present: Brian Wilcox, Police Officer Candidate

Other Public Officials: Larry Anderson, Sewer Commission; Carl Caporale, Sewer Commission, Dana Clement, Sewer Commission, and Andrea Martel, Sewer Commission.

Allenstown Staff: Paul Paquette, APD; Cindy Baird, Administrative Assistant; Kathleen Rogers, Town Clerk; Dana Pendergast, AFD; and Ron Pelissier, Road Agent.

Citizens Comments:

Swearing in of new police officer Brian Wilcox

Ms. Rogers assisted Mr. Wilcox with swearing in for the police officer position.

Department Head Status Reports

The Chair asked if anyone had any questions on the Department Head Reports. Mrs. McKenney stated that she wanted to ask the Road Agent about the purchasing policy at some point but that the reports looked good to her.

Receive Petition to amend pole and conduct license

The Chair asked if anyone had any questions on this. There were no questions. He stated that December 9th is the Public Hearing.

Continue to review drafting amendments to the Purchasing Policy

The Chair asked if there were any questions on the amendments. Mr. Gryval asked the Department Heads if they have seen the proposed changes and if they had any issues or questions regarding the changes. The Road Agent stated that he is okay with it. He stated that the more important things, like vehicle repairs for emergencies, are in there. Mrs. McKenney asked the Department Heads if they know what the process is for getting purchases.

Mr. Gryval explained that one of the reasons that they felt that they needed to update the policy because they have gotten dinged on the audits. He asked the Department Heads if they have discussed training all of the employees on the Purchase Policy and making sure that everyone in town knows. Mr. Pelissier stated that they have discussed that. Chief Pendergast stated that they have made it clear they can only purchase things under \$500. Mr. Pelissier asked that the Board waits to vote on this so that he can make sure all of his employees know what the policy is. The Board determined to table this until the December 9th meeting.

Discuss the transfer of Recycling Revenues into a Revolving Account

Mr. Pelissier stated that because of the way the warrant was written, the revenues for the recycling have to go into the revolving fund and the bills have to be paid separately. He explained that Casella has been netting the revenues and that they can't do that with the warrant article. Mr. Gryval stated that with the netting of the revenues, it does not give them a clear view of what is going on with the account. Mr. Pelissier stated that Mrs. Demers is going to be working on getting that fixed. There was further discussion on how Casella was billing them and getting it fixed. The Board determined that there was nothing for them to do on this matter.

Accept a letter of resignation from Rob Martin

Motion. Mrs. McKenney made a motion to accept Rob Martin's resignation from full-time fire fighter for the Town of Allentown with the last day of November 30, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Discuss the full-time open position at the Fire Department

Chief Pendergast stated that they have two options for filling this position. He stated that the first option is to promote someone to Supervisor Lieutenant of a shift and fill it with someone from the outside. He stated that the second option would be to make it a full-time fire chief position and have that person run that department on a daily basis.

The Chair asked Chief Pendergast who he would move up if he went with option one. Chief Pendergast stated that he would promote Mr. Daughen to Lieutenant. He stated that Mr. Daughen

would have to go through the process to receive the promotion. There was discussion of other choices that they would have within the department with the least amount of time to go through the process.

The Chair asked Chief Pendergast to discuss option two a bit more. Chief Pendergast stated that would consist of moving himself to a full-time fire fighter position. He stated that he would still be doing what he is doing now and that the town would have someone on full-time. He stated that they would be consolidating two positions. Mrs. McKenney asked if he would still be the Building Inspector. Chief Pendergast stated that he would still do the Building Inspector and that doing the full-time would allow him to do permits five days a week instead of three.

Mr. Gryval asked Chief Pendergast if he is aware that doing option two would mean a lot more hours and responsibilities in meetings that would be required. Chief Pendergast stated that he is aware of the time needed and that this time of year is the busier time. Mr. Gryval stated that he likes option two. The Chair stated that option one would mean a six month process. There was further discussion of the options before them. There was also discussion of the salaried amount that they would pay for the position.

The Chair asked Mrs. McKenney what her take was on the options. Mrs. McKenney stated that she is not comfortable with option two. She stated that they decided not to fill the police officer's position and that she would rather see something else be done. The Chair stated that Mr. Lane did a survey on that last year and that the residents were in favor of full-time fire fighters. There was discussion of what would happen if they only had one full-time fire fighter and didn't fill the other position.

Motion. Mr. Gryval made a motion to hire Dana Pendergast for full-time Fire Chief position at the salary of \$72,000 annually effective December 1, 2013. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

Purchase Order for Fire Department

Chief Pendergast stated that they have gotten quotes on it but that they have not moved forward with the purchase. He stated that the camera will get sent out and reconditioned with a one year warranty. He stated that the camera is too old to have any repairs done on it and that it will cost less money to do then to purchase a new one. Mrs. McKenney asked if there are any grants out for it. Chief Pendergast stated that there may be if they are lucky enough to get it. Mrs. McKenney also asked if they have enough money in his budget for this. Chief Pendergast stated that there is enough money in the budget for it without going over.

Discussion of Business Name on Check

The Chair informed Mrs. McKenney that she cannot write a note on a legal document the way she did regarding the name on the check. He stated that the auditors will have a field day with it because they cannot tell a company who they require checks be written out to. Mr. Gryval stated that it is in the meeting minutes that Mrs. McKenney disagreed with it. The Chair stated that he called the Attorney General and that they told him that they can't tell a company who the check should be written out to. Mrs. McKenney expressed further that she disagreed with it. There was further discussion on the legality of who should a check be written to.

Ratify the Consent Calendar

Motion. Mrs. McKenney made a motion to ratify the Consent Calendar for November 18, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Purchase Order for Highway Department

Mr. Pelissier explained that they need a vibratory compactor to help with replacing the catch basins. He stated that there is only one company that sells the compactor that they need. Mr. Gryval asked if the compactor will be used for doing sidewalks as well. Mr. Pelissier stated that the plate compactor works well for sidewalks and that the vibratory compactor is better for trenches.

SRT Phase II

The Chair asked if everyone had read the After Action Review and if they were all good with it. Mr. Gryval stated that he read part of it and that Mr. Mulholland explained the other part of it.

2013 Budget Status

The Chair stated that they all know what is going on with that.

Review and Approve Minutes

Motion. Mrs. McKenney made a motion to accept the minutes of October 28, 2013. Mr. Gryval seconded the Motion.

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

Other Business

Mrs. McKenney asked about the notice from Nobis regarding Casella. She asked if there was something about Saturdays. Mr. Gryval stated that he thinks that part of the approval from either

Planning or Zoning, it had specific operating hours. The Chair stated that they want to go back and see if they can be open on Saturdays. He stated that he thinks that they have to go back to the Planning Board for approval on that. Mr. Gryval stated that he will ask the Planning Board about this.

Motion. MR. Gryval made a motion to recess to Pembroke's Town Hall at 7:02pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to reconvene the Selectman's meeting at Pembroke's Town Hall at 7:14pm. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Joint Meeting with Pembroke

Meeting reconvened at the Pembroke Town Hall.

Discussion of Inter-Municipal Agreement

Mr. Jodoin explained that there were some suggested changes to the Inter-Municipal Agreement. He stated that the first change would be that the term for each member be changed to three years from the one year. He stated that one of the other changes is that one of the clauses in the agreement states that every other meeting would be at every other town; however, they found it easier to meet at the safety center because if a call comes in they can respond.

Mr. Jodoin asked the Allenstown Select Board if they had any changes that they want to make to the agreement. Mr. Gryval stated that they did not have a chance to discuss it as a Board; however, the Board doesn't have any suggestions for changes.

Mr. Gryval suggested that maybe in the future they would want to look into opening up the terms of who could be a board member. Mr. Jodoin stated that he was considering that option as well. Mr. ? stated that the original intent was to make it as separated from other boards and committees as possible.

Mr. Jodoin stated that the changes would have to be done by Joint Board. Mr. ? stated that there is no modification language in the agreement and asked how they should go about that. Mr. Jodoin stated that he put a sentence that states that this document supersedes any previous documents.

The Chair suggested that they add some language of how to go about making modifications so that they don't run into this issue in the future. Mr. Gryval suggested that Mr. Mulholland and Mr. Jodoin work on some language do to that along with the suggested changes from tonight's meeting and that both Select Boards can review it.

Chief Paulsen stated that when they meet with Charitable Trust, they were very specific of the language of the agreement and that he is concerned that they may need to go back to them regarding any changes that they want to make to the agreement. Mr. Jodoin stated that he can check with them first and then forward it to Allenstown.

Discuss Joint Board Budget Status

Mr. Jodoin stated that the only other thing on the agenda was the Joint Board budget and that he didn't know how in detail the Select Board wanted to go into that. He stated that costs are escalating on both sides of the table; however, they have saved money on combining the services on the expenditures portion. He stated that it has been a challenge over the last eight to eleven months.

Mr. Jodoin stated that they have some billing issues they are working on resolving with the billing company. He stated that they had a four month lag because of having to get signed up with Medicare so that they could get the money from the transport. He stated that the money is starting to come in. He explained that they went from a 37% collection rate to a 56% collection rate as of last month. He stated that next month they will be meeting with CAG, the billing company, to try to resolve the billing issues.

The Chair asked if they see the collection rate going up. Mr. Jodoin stated that he spoke with other towns and that they are in the 80% collection rate so that they are hoping to get there. He stated that there are a lot of write offs that are occurring on the books because both communities have a lot of elderly residents. He stated that the forecasted revenues that didn't make it this year have to be made up next year. He stated that if they get better it will end up going into fund instead of having to raise the tax rates.

Mr. ? asked if they are going to bid out to different agencies or if they are going to use the same company. Mr. Jodoin stated that the company they are using now is the same company that Tri-Town was using. He stated that if the issues don't get resolved within the next month, he suspects that the Joint Board will discuss getting bids and speaking with other companies.

Mr. ? asked if they identify a true cost, such as per mile. Mr. Jodoin stated that they bill at a certain rate but that he doesn't know what that is. Chief Paulsen stated that the way Tri-Town codes it is the way CAG bills it. He also stated that he has a proposal for a 3% increase to their rates which will probably happen. Mr. ? asked if they know if they are covering their costs of Medicare patients. Mrs. Booker stated that they are never going to cover their costs with Medicare patients.

Chief Paulsen stated that Mrs. Booker had informed him those other communities that are trying to provide services in a similar manner as they are struggling as well. He stated that she had also told him that another way to try to generate money would be to provide preventative care. He stated that the staff could do this on their shift and respond to a call when doing this.

Mr. Jodoin asked if people understand that Tri-Town is no longer volunteers and that they are paid staff. Mr. Gryval stated that they have tried to get the word out and that it has been in the newspapers but that he thinks that there are some misconceptions to that.

Mr. Gryval stated that Mr. Mulholland had mentioned that he and Mr. Jodoin had a conversation regarding the direction from the two boards being limited as to what they have asked the Joint Board to do. He stated that Mr. Mulholland feels his hands are limited as to how creative they can get and asked Mr. Jodoin if he feels the same way. Mr. Jodoin stated that it is a huge cost which will continue to escalate. He stated that he looks at it as the town is going to subsidize this 100% at some point. He stated that they need to look at other ways to make more money. He stated that with the loss of the Director, everything has been put onto him.

Mr. Gryval stated that in Allenstown, they feel that the prices are going crazy and that if they could be more creative in the way they provide the same service that would be beneficial. He also stated that the Allenstown Budget Committee has some concerns with the growing costs.

Mr. ? asked if they know the percentage of the people under 65 years old and over 65 years old. Mr. Jodoin stated that he hasn't looked into those numbers but that they can get those. He stated that their biggest fear is what is going to happen with the Affordable Care Act going into 2014 and that they may be looking at similar issues next year.

The Chair asked about the issues with the billing company back before the Inter-Municipal Agreement as he thought they were going to be more aggressive with the collections. Mr. Jodoin stated that the Joint Board didn't want to rock the boat too much with the transition from Tri-Town. He stated that for four months they were taking calls but didn't have any money coming in so that they couldn't see how the collections process was going. He stated that they are getting closer with the collection rates but that changing companies may put them back. He stated that they are meeting with another company at one of their next meetings. There was further discussion in the collection rates and trying to increase it.

Chief Paulsen introduced Chief Pendergast to the Pembroke Select Board as the new Allenstown Fire Chief.

Mr. ? asked if there are any grants available to the agency. Mr. Jodoin stated that there may be for equipment. Mr. ? suggested that they look into those for the future.

Discussion of the extended Police Authority Mutual Aid Agreement

Mr. Jodoin stated that with the Allenstown budget cuts they wanted to discuss the Mutual Aid needed. He expressed concerns for some safety issues with Tri-Town responding and waiting for backup as now they may not have anyone because of the changes to Allenstown's Police Budget.

Chief Gilman gave a scenario of issues that they would have with taking on extra calls because the other community has reduced its coverage thus needing more Mutual Aid. He explained that they do not have the manpower to answer the Allenstown calls. He stated that they may rush the call that they answer for Allenstown to allow for them to handle Pembroke calls which wouldn't be in the best interest of the residents. There was further discussion of the safety issues and the taxpayers from either town paying for each other's calls.

Chief Paquette stated that he is going mainly with the State Police and are not looking for Pembroke to fund them. Chief Gilman stated that the State Police would call Pembroke and see if they have someone available so they would be taking Allenstown's calls anyways.

Mr. Kline expressed concern with the Mutual Aid Agreement especially with the cuts to town budgets. He also expressed concern that it does not bind the towns to funding their departments which allows for other towns to take advantages of all towns involved. Chief Gilman stated that if Chief Paquette asks them to come over, then they will answer the call.

Mr. Gryval stated that they never envisioned Pembroke taking over the night calls for Allenstown. He stated that the timing of it all is bad because they are midway through their budget process and they had to make more significant cuts from the budget. He stated that in all of the discussions they had about cutting the Allenstown Police Department, they never meant to burden Pembroke with their calls. Chief Gilman stated that they are going to be more readily available than State Police which means that they are going to be setting themselves up for liability if they answer the call unless they get a call from Chief Paquette.

Mrs. ? expressed concern for the safety of the officers from either town. Mr. Gryval stated that it is bad enough having only one officer on at nights, however, rumor around town is that the budget is going to get hit even more. Mr. Jodoin suggested that they express concern of both towns' safety to the Allenstown Budget Committee in hopes that the committee would make sure that the funding is there.

Chief Paquette stated that they have six patrol officers. He stated that if they didn't fill one, they would be fine however; they are going to lose two officers possibly three. He stated that they have a new officer that signed on tonight that the process started back in the spring. He stated that if they keep pushing the current staff to cover shifts, they are going to lose more officers. He further explained the option that he came up with to meet the budget requirements.

Mr. Gryval stated that he thinks that both towns are in the same position as they don't know what the budget is going to be until the budget processes are done. Mr. Kline encouraged Allenstown to express the severity of cutting the position. There was discussion of how other committees are handling cuts in patrol officers. Mr. Gryval also discussed the cuts that they have made to their budgets to portray the issues that they are facing with cuts to services.

Christmas Party

Mrs. Courtemanche stated that they wanted to invite the Allenstown Select Board to their Christmas Party as it is their turn to host.

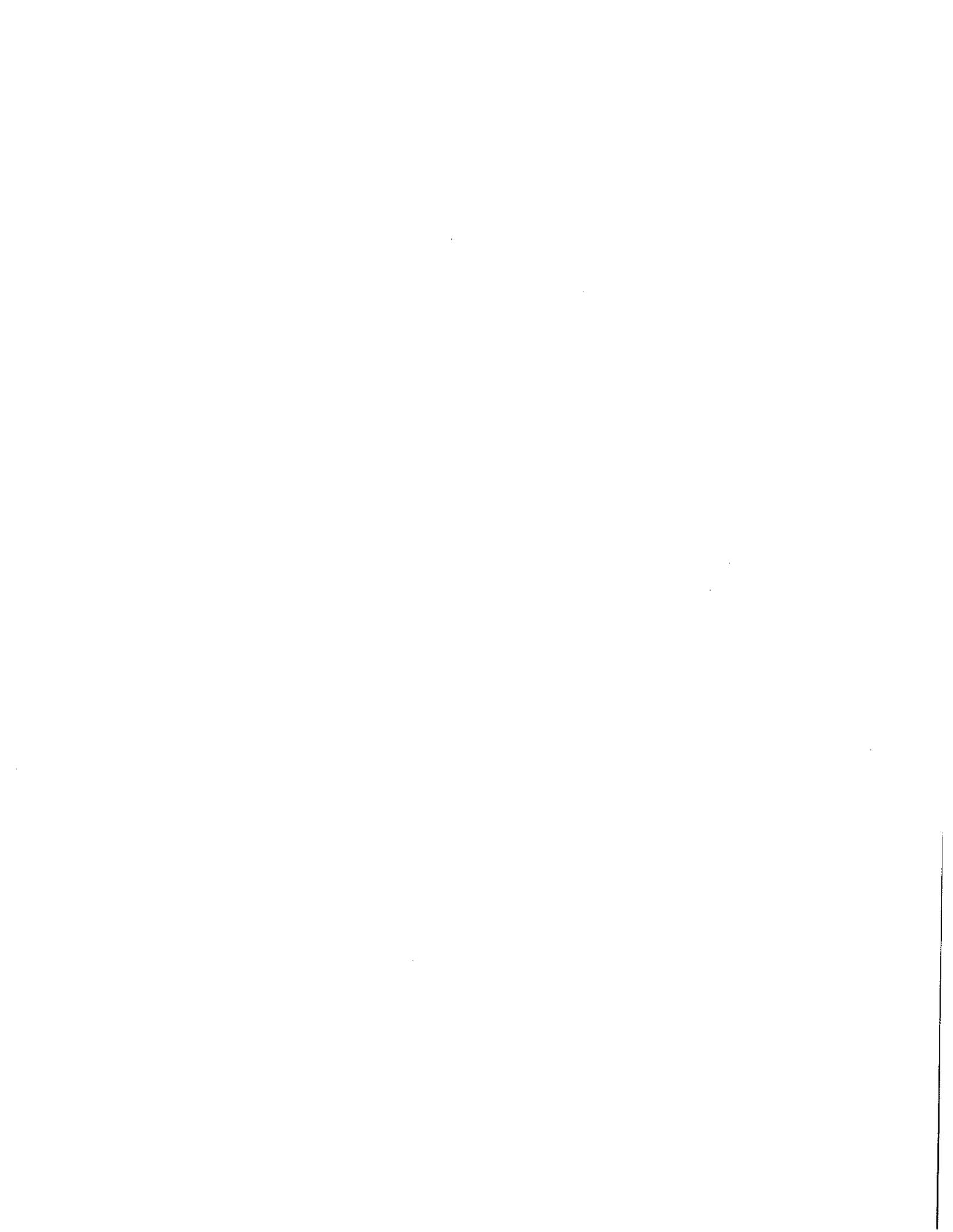
Schedule next Joint Meeting

The Boards determined to meet on December 16, 2013 tentatively but that Allenstown will check with Mr. Mulholland to see if that will work for what they have on the agenda.

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

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

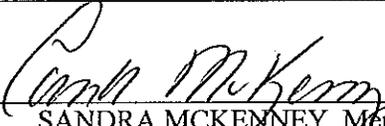
The Chair adjourned the meeting at 8:10pm.



TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 18th , 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	2-3-14 DATE
 JEFFREY GRYVAL, Member	2-3-14 DATE
 SANDRA MCKEMNEY, Member	02-03-14 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	SANDRA MCKENNEY, Member	DATE

