

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
November 4, 2013

**Call to Order.**

The Allenstown Select Board Meeting for November 4, 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; Shaun Mulholland, Town Administrator; Diane Demers, Finance Director; and Ron Pelissier, Road Agent.

**Citizens Comments:**

**Public Hearing to accept Grant funds from NH Highway Safety Agency**

The Chair stated that the grant amount \$5,522.47 for the Operation Safe Commute project. Chief Paquette stated that it is for staff coming in during the morning and afternoon shifts that are the busiest.

Motion. Mr. Gryval made a motion to accept the Highway Safety Agency fund in the amount of \$5,522.47 for Operation Safe Commute. Mrs. McKenney seconded the Motion.

**Consider Applicant for Police Officer position**

Chief Paquette introduced Brian Wilcox as the applicant that they have chosen from the hiring process.

Mr. Gryval asked why the projected revenue for Allentown is down so much. Ms. Martel stated that a lot of people are becoming very conscience about their water consumption which has caused decreases in their sewer usage. Mr. Caporale explained that with the work they have done, there has been an increase of inflow of storm water. Ms. Martel stated that Allentown usually averages around 48% coming into the plant and right now they are at 38 percent.

Mr. Gryval asked about the reduction to electricity, heating fuel and water. Mr. Anderson stated that they went through a different company that reduced the rates. Mr. Clement stated that they put in a plant watering system which allowed them to recycle their water. Mr. Gryval asked about the reduction to insurance lines. Mr. Caporale stated that they have received a credit because of the prescreening process.

Mr. Gryval asked why there is such a big difference between 2012 and 2013 for payroll. Mr. Clement stated that they have a set of regulations called CMOM which has its own set of requirements for collections. He stated that this caused the increase in payroll because they needed more staff for that collection process. Mr. Anderson stated that they have been looking at adding another person for a few years but haven't done anything because of the CMOM requirements. Ms. Martel stated that there is a payroll page all broken out for them in the package.

Mr. Gryval expressed concern that they are giving their employees a two percent raise and the Sewer is giving a three percent raise. Mr. Caporale explained that it is a combined raise. He stated that it is on a performance scale.

Mr. Gryval asked the Sewer Commission if they have any projects going on next year. Ms. Martel stated that there are the phosphorus and blowers projects. Mr. Caporale stated that they have a minimum of ten man hole covers for next year. Mr. Anderson stated that they will be doing 36 inverts as well. The Chair asked why the projects are under the equipment line. Mr. Clement stated that the auditor wants them to have it there. There was further discussion of projects that they are looking at doing and ones that they are finishing up this year.

Mr. Clement stated that they are still negotiating with Seaman's Corporation regarding a number of projects. He also stated that they are still looking into the co-generation project. He explained that they have spoken to someone at Capstone who seems to be very interested in it.

Mr. Mulholland reminded the Select Board that the Sewer Commission is a separate Warrant Article to the budget this year because of the change in legislature. He stated that they will recommend an amount to the Budget Committee and that the Budget Committee will set the actual amount. The Select Board thanked the Sewer Commission for their presentation.

discussed it with the department heads today and that they all seemed good with it. He stated that this was on the agenda for initial discussion because he wants to make sure that the Select Board knows what they are approving and suggested that they get feedback from the department heads. The Select Board determined to have Mr. Mulholland get specific input from the department heads at the November 18<sup>th</sup> meeting.

### **Town Administrator's Report**

#### **Training Conference**

Mr. Mulholland stated that on November 18-20, himself and Mrs. Demers will be in Maine at a training conference. He stated that Lt. Stark is also going to the conference.

Mr. Mulholland stated that on November 18<sup>th</sup> there is a joint meeting in Pembroke to discuss the ambulance. He also stated that Pembroke had some concern of police coverage and asked that Chief Paquette attend the meeting as well.

#### **Year End Cash Flow Concerns**

Mr. Mulholland stated that this time of year, cash flow is a bit of a problem. He stated that the school wanted \$900,000 and that they were only able to send them about half of that. He stated that they will send the rest of the payment in the beginning of December. He also stated that they have to pay the county \$600,000 by December 17<sup>th</sup> or they face a 10% penalty per day. He stated that the school has been willing to work with them.

#### **Tax Warrant**

Mr. Mulholland stated that the official tax rate is \$31.53. He stated that they are currently number two in the state but that there are a number of towns that haven't been done yet. He stated that this is a \$7.32 increase in the tax rate.

Mr. Mulholland stated that the earliest the tax bills will go out is on the 12<sup>th</sup> so that the bills will be due December 12, 2013. The Chair asked Mr. Mulholland if they have some sort of statement prepared to explain to the residents why such an increase in the tax rate. Mr. Mulholland stated that as soon as the warrant is signed, he will put it up on the website stating the tax rate. He also stated that the recommended budget is on the website which discusses the tax rate history and areas that has caused it to increase.

Mr. Gryval asked Mr. Mulholland if they were all set on the elderly exemptions. Mr. Mulholland stated that he already sent that warrant article to them already. He stated that they have not changed anything on the article. The Chair asked about the money that they loose on the exemptions. Mr. Mulholland stated that it under there as War Service credits.

Motion. Mrs. McKenney made a motion to approve the 2013 Tax Warrant Article for Allentown. 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.

### **Discussion of Bills**

Mrs. McKenney asked about the Neptune bills and that one of them didn't seem to have information attached with it. Mr. Mulholland explained that the \$900 one was a purchase order because of following the purchase policy. He stated that if there is a purchase within 20 days from the same vendor, there needs to be a purchase order done if it over the limits. The Chair asked how they would know that they need a purchase order ahead of time. Mr. Mulholland stated that it depends on the item purchased which is why he wants people to make sure they think about what is being purchased and the policy that they have in place.

Mrs. McKenney stated that there is a bill where the owner is submitting it as a business but is asking that the check be made out to him personally. Mr. Mulholland stated that he is the business and that it depends on how he runs his business and that they can't tell him how to run it.

### **Review and Approve Minutes**

Motion. Mr. Gryval made a motion to accept the minutes of October 7, 2013. Mrs. McKenney seconded the Motion.

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 accept the minutes of October 17, 2013. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to accept the minutes of October 21, 2013. Mrs. McKenney seconded the Motion.

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

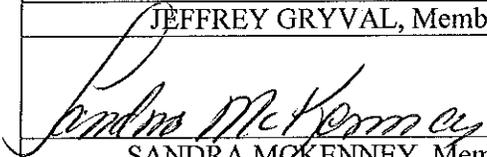
### **Highway Department taking action against Comcast Corporation**

Mr. Mulholland stated that the Highway Department is taking action against Comcast Corporation as they have not removed lines on poles that have been changed and also a removal

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

November 4th , 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	12.16.13 DATE
JEFFREY GRYVAL, Member	DATE
 SANDRA MCKENNEY, Member	12-16-13 DATE

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