

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
October 7, 2013

**Call to Order.**

The Allenstown Select Board Meeting for October 7, 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: Larry Anderson, Tim Baldasaro, and Yvon Gagnon

Others Present: Chad Pelissier, Joyce Welsh, and Gina Baldasaro.

Other Public Officials: Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Dana Pendergast, AFD; Kathleen Rogers, Town Clerk; and Ron Pelissier, AHD.

**Citizens Comments:**

**Appoint a new Fire Chief**

Motion. Mrs. McKenney made a motion to appoint Dana Pendergast as Fire Chief for the town of Allenstown New Hampshire effective October 7, 2013 with an expiration date of April 1, 2015. 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.

**Consider Applicant for open position on the Zoning Board of Adjustment**

Motion. Mr. Gryval made a motion to appoint Yvon Gagnon to the Allenstown Zoning Board of Adjustment with an expiration date of October 31, 2014. 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.

### **Consider Applicant for Deputy Town Clerk/Tax Collector**

Ms. Rogers presented to the board Gina Baldasaro as the new Deputy Town Clerk/Tax Collector. She stated that she gave copies of her resume to Mr. Mulholland and that Mrs. Baldasaro had been her top choice out of all the candidates. She also explained that they will start Mrs. Baldasaro at five hours for tomorrow and Wednesday and do a full 20 hour work week next week. She explained that there is a training coming up on the 16<sup>th</sup> which is why they were trying to get her in right away.

Mr. Mulholland stated that the background check has already been done. Ms. Rogers stated that everything came back clean and that pending the Select Board's approval Mrs. Baldasaro is all set to start tomorrow.

Motion. Mr. Gryval made a motion to appoint Gina Baldasaro as the Deputy Town Clerk/Tax Collector effective 10-07-13 at a rate of \$15.23 an hour. 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.

### **Presentation Review of proposed 2014 Highway Department Budget**

The Road Agent made sure that each member of the Select Board had copies of his proposed budget. He stated that there were some changes to their budgets. He explained that they increased some full-time salaries, lowered some part-time salaries, and they added in their share of the computer service contract. The Road Agent stated that they did come in under default for the proposed budget this year as directed. He explained the layout of his proposed budget.

Mrs. McKenney stated he used \$634 for the heat and oil line as of October 3, 2013. She asked the Road Agent how much heat and oil they used last year. The Road Agent stated that they used \$1,566 for 2012. He stated that they will fill up the tank by the end of the year. Mrs. McKenney asked if they use one tank for the entire year. Mr. Chad Pelissier explained that it depends on how much oil they get from the shop. He also explained that they use the propane heater to heat the shop if needed.

Mrs. McKenney asked about the water line and if that amount is accurate. The Road Agent stated that the \$500 is accurate as they used \$107.34 in 2011. Mrs. McKenney asked if they have anything going on for repairs to the shop. The Road Agent stated that they are in good shape for this year and shouldn't need to do any more repairs.

Mrs. McKenney asked about the salt and if they will need to use the \$30,000 to get more salt. The Road Agent stated that they shouldn't need to use the entire \$30,000 for salt and that weather permitting they should need to spend \$10,000 worth of salt.

Mrs. McKenney asked where the volunteer food line is being put in the budget. Mr. Pelissier stated that Mr. Apple wanted them to put it under the Solid Waste but that on the expenditure sheet they have it under prison help so that they could track it. The Chair asked where they are budgeting for it on the proposed budget. The Road Agent stated that it was supposed to come out of the Solid Waste. Mr. Mulholland stated that they will be reformatting the Highway Department's budget in accordance to the codes so that it will be somewhere in the budget.

The Road Agent stated that the Solid Waste numbers were projected to cover solid waste and the recyclables if the market should turn. He stated that the numbers are based on what they have paid before for recyclables.

Mr. Gryval asked about the storm water and who will be giving the updates on that one. Mr. Mulholland stated that the Road Agent will be responsible for that. The Road Agent stated that they budgeted in for street sweeping, catch basin cleaning and other things that will be required with the MS-4. Mr. Mulholland explained some of the costs associated with the MS-4 requirements.

The Chair asked about the long-term agreement on the hydrants. Mr. Mulholland stated that there is no agreement but that they have to pay for them in case of a fire. The Chair asked what they are paying for. Mr. Mulholland stated that they are paying for the maintenance of the fire hydrants.

### **Discuss IT Contract Proposals**

The Chair stated that he was not able to speak with Mr. Kilpatrick because he is on vacation. He stated that he did find out that the cleaning of the computers is part of the agreement. He also stated that they monitor the fans in the computers to know if they are going bad and need to be replaced but that he hasn't had the chance to ask more about that yet.

### **Discussion of the Overall 2014 Budget as proposed**

Mr. Gryval informed the audience that they are looking at the overall budget which shows an 8.9% increase from last year and that amounts to \$310,000 over last year. He stated that now they are challenged with giving the Department Heads direction in what budgets may possibly get cut.

Mr. Mulholland informed the audience that the 8.9% increase to the budget that Mr. Gryval referred to comes out to a \$2.34 increase in the tax rate. The Chair asked what they need to take to get things level. Mr. Mulholland explained that they need to take \$46,000 funded by the

School, \$9,000 for insurance, and then take the difference of the default and what is left to make things level. There was further discussion of the School Board's budget.

Mrs. McKenney asked Mr. Mulholland if they are on the list to be one of the first ones to get the tax rate from the State. Mr. Mulholland stated that they don't have appointments anymore, that it's first come, first serve. He also stated that they are waiting for the School Board to submit the MS-24 which they will be doing this week.

The Chair asked if anyone had any thoughts on what to do about the overall proposed budgets. The Board asked the Department heads if they think that the Select Board should make the cuts or did they want to be directed to cut certain amounts. The Road Agent suggested that the Select Board give the Departments dollar amounts to cut on each of their budgets.

Mr. Gryval stated that they should first look at the approved budget for last year and how close do they want the budget for this year to be. He also suggested that if the budget were to increase to cover the increase of COLA that the people would understand that. He stated that the COLA has increased about two percent which would mean that the budget would be \$71,065 above last years and would give them an overall budget of \$3,624,315. He stated that if they subtract the \$42,000 for SRO and \$9,000 for Insurance from the proposed budget of \$3,869,968, it would leave them with \$3,814,968. He stated that from there they would subtract the COLA increase of two percent; they would have a difference of \$190,653 that would have to be cut out of the proposed budget. There was further discussion of the amount that they would need to cut from the budget.

The Chair asked Chief Pendergast about the cell phone line being at \$2,250 and asked how many cell phones they have. Chief Pendergast stated that there are two cell phones and that they were looking at getting rid of them. Mr. Mulholland stated that line includes air cards for the tablets as well.

Mr. Mulholland input Mr. Gryval's numbers through the software to see if that would work. He stated that would increase the town's portion of the tax rate to be \$10.62 assuming that revenues stay the same. The Board agreed that they liked the idea of the two percent increase to last year's budget with cutting the \$190,653 to get there.

Mr. Gryval suggested that they split the \$190,653 by percentage because if they do then each of the departments will be impacted equally. Mr. Pelissier stated that if they do it percentage wise they have parts of the budget that can't move. He suggested that the board give them a dollar amount. The Road Agent stated that giving them a percentage is like giving the dollar amount.

The Chair asked if they could put all the Department Heads together and let them figure out how to cut the \$190,653. Mr. Mulholland stated that they are asking them to make the priority and

political decisions. Ms. Rogers stated that everyone would claim that they don't have any room to cut.

Mr. Gryval asked Chief Pendergast if he knows why the Fire Department's budget is over default by \$7,000. Chief Pendergast stated that he does not know why it is over default.

Mrs. McKenney asked when they will get the numbers on health insurance for personnel. Mr. Mulholland stated that they should get the numbers next week. Mrs. McKenney pointed out that they may save money on with the health insurance costs.

Mrs. McKenney stated that she doesn't think it's fair to put the burden on the three major departments and that they need to look at the other budgets as well.

*The recorder cut off.*

Mrs. McKenney asked if they were going to cut the Patriotic budget. She stated that there are flags that have never been touched from this budget. Mr. Gryval stated that if flags haven't been touched than it is an accounting error because they have cut budgets.

Mrs. McKenney stated that Planning Board secretary could be cut down a few hundred dollars. Mr. Pelissier stated that if they lose someone to do minutes for them then they wouldn't have the funds for that.

The Board discussed where to cut the Town Clerk's budget. Ms. Rogers stated that her budget is pretty tight as of right now. She stated that both the Town Clerk and Tax Collector budgets have 16 to 18% left for the year so her numbers are pretty much right on. She stated that there were some conferences that went on the Town Clerk's budget that should have been on the Tax Collector budget. She explained that there is a week-long conference that she would like Mrs. Baldasaro to go with her to but that will depend on the budget.

Mrs. McKenney stated that the Treasurer hadn't spent anything in expense. She stated that the Treasurer was asking for \$150 for expenses and hadn't spent it.

Mrs. McKenney stated that it looks like nothing has been spent on medical on the Welfare Budget for the year. Ms. Rogers stated that she thinks that there have been some medical expenses and that it doesn't seem right on that.

The Chair asked Mr. Mulholland if the cell phones are billed by the minute. Mr. Mulholland stated that it depends on the cell phone and that there are air cards for some phones. He stated that they also have metered phones which are different costs. Mr. Mulholland explained that the

Welfare Department had a regular phone not a smartphone and that she doesn't have a cell phone anymore.

The Chair asked how many phones the Highway Department has. The Road Agent stated that he is the only one with a cell phone and that it is a smartphone which is why his budget line for cell phones is around \$800. Mrs. McKenney asked the Road Agent if any of his people have cell phones. The Road Agent stated that all the cell phones were turned in and that they were supposed to get stipends for the cell phones but hasn't been given out.

Mrs. McKenney stated that she was looking at the government building expenses. She stated that she was wondering if the Police Department could share their cleaning person and have her clean there three days and two days here. Mr. Mulholland stated that she works for 15 hours at the most. He stated that they have a couple that comes in the town hall and cleans once a week.

Mr. Gryval stated that Mrs. McKenney wants to take \$2,400 out of building, \$1,500 out of elections, \$2,000 out of health agency, and \$1,200 out of Parks and Recreation for a total of \$7,100.

*The recorder cut out again...*

Mrs. Welch suggested that they don't need the \$2,000 in the Patriotic Budget and that there are other committees that could pay for the flags. Mrs. McKenney stated that if they are going to take out that budget they need to look at the Christmas in Suncook line as well. The Board determined to cut out the Patriotic Budget.

Mr. Gryval stated that they still need to cut \$168,203 from the budget. The Chair stated that if they split in three ways, the three departments would need to cut \$56,608 from each budget. He asked the Road Agent what that would mean for him if he had to cut that much. The Road Agent stated that he would have to possibly cut salary which would lose some personnel or they could cut out the paving line or the trash removal services.

The Chair asked Chief Paquett where he would cut if needed. Chief Paquett stated that he would have to cut the salary line which would affect how many officers he would have. The Chair asked Chief Pendergast where he would look to cut if needed. Chief Pendergast stated that he hasn't fully looked at the budget yet but that he would probably have to look at the salary line being cut which trickles down to services not being provided.

*And it cut out again....*

**Town Administrator's Report**

**Abatements, Purchase Orders, Other Legal Business**

**Non-public Session 3**

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 Sect. 2b at 9:15pm. 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 go back into public session at 9:34pm. 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 seal the minutes previous non-public session because it could adversely affect a person other than a member of this Board. 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 appoint Dana Pendergast as the next Allenstown Fire Chief effective date of October 7, 2013 and his appointment terminates on April 1, 2015 with a stipend as it is set. 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.

**Consent Calendar**

Motion. Mrs. McKenney made a motion to ratify the Consent Calendar of September 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.

### **Review and Approve Minutes**

Motion. Mrs. Gryval made a motion to accept the corrected minutes of September 16, 2013. 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.

### **Other Business**

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

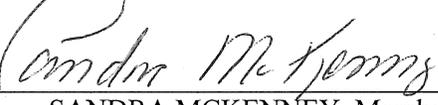
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 9:38pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 7th , 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	11-4-13 DATE
 JEFFREY GRYVAL, Member	11-4-13 DATE
 SANDRA MCKENNEY, Member	11-04-13 DATE

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