

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 23, 2013

Call to Order.

The Allenstown Select Board Meeting for September 23, 2013 was called to order by The Chair at 6:13p.m.

Roll Call.

Present on the Board: Jeff Gryval and Sandy McKenney.

Excused: Jason Tardiff

Others Present.

Residents of Allenstown: Robin McAfee, Pearl Villeneuve, and Gregory Moyer

Others Present: Sheryl Pratt and Kate Sanders of Plodzick and Sanderson, Jonathan Harry AFD resident student, and Rep. Turcotte and Rep. Burns

Other Public Officials: Larry Anderson, Budget Committee; Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Office Manager; Paul St. Germain, AFD; Mike Stark, APD; Paul Paquett, APD; Doug Smith, Finance Director; and Ron Pelissier, Road Agent.

Citizens Comments:

Meet with Pearl Villeneuve in regards to a further request for a tax payment plan

Mr. Mulholland stated that they have the documentation from her mortgage company to pay off the remainder of the amounts that are required and that they are extended out until October 31, 2013. He stated that she is asking for an extension to allow for those payments. The Board determined to give Mrs. Villeneuve an extension until November

Motion. Mr. Gryval made a motion to extend the timeframe for the payment of taxes on 1 Library Street until November 7, 2013 at close of business. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Meet with auditors from Plodzick and Sanderson regarding the 2012 Audit

Mrs. Pratt stated that they received an unqualified opinion which is the best opinion that they can receive. She stated that they have changed the format of the reports but that it does say that they received an unqualified opinion on page one of the report.

Mrs. Pratt stated that because they received and expended over \$500,000 in Federal money they had to perform a single audit of all their Federal monies. She stated that this year they did it on their repetitive flood claim money. She stated that they are happy to report that there were no Financial Statement findings or a Federal Reward finding which is very commendable. She stated that they passed all of the requirements with flying colors and that there were no findings in the report this year.

Mrs. Pratt also stated that on page 39 is shows where they started and ended the year with their General Fund Unassigned balance. She stated that they began the year with \$918,718, had a budget surplus \$275,153, and had an unexpended balance of appropriation of \$178,136.

Mrs. Pratt stated that their Non Spendable Fund balance increased by \$53,526 which they had to take away from their Unassigned Fund Balance for Non Spendable Fund balance. She explained that under GASB 54 with the difference definitions of Fund Balance, prepaid items and tax deeded property subject to resale now get classified as Non Spendable which caused the increase. She stated that their Unassigned Fund Balance increase to \$1,140,345 for the year.

Mrs. Pratt stated that page five shows a report of their General Fund and their Grant Funds. She stated that they had a healthy cash balance at the end of the year. She further went through their Balance Sheet and their balances. She also explained that under the GASB 34, their funds are blended which takes them to a full accrual accounting basis.

Mrs. Pratt stated that last year they rated the Town at an eight and that this year they would rate them at a nine. Mrs. McKenney thanked Mr. Smith for all his efforts in getting this done so well. Mr. Smith stated that it has been a collective effort over the last few years to get things where they are.

Mr. Smith pointed out that in the Management and Analysis section of the report that is more of an information section that allows the Town to put the report in non-financial report. He stated that this allows for the non-financial savvy person to be able to understand the report and the budgetary challenges the Town is having. He stated that he had spoken to Mr. Mulholland about making that part of the report next year.

Mr. Gryval asked Mr. Mulholland if they will be able to get that done next year. Mr. Mulholland stated that he isn't sure. He stated that it is a matter of who writes it and the creditability of that person. Mrs. Pratt stated that they can give them some samples that other towns have used and some guidance on the wording.

Mr. Gryval asked Mrs. Pratt if they see anything coming for next year that they should be prepared for. Mrs. Pratt stated that in the back of the report there are some comments. She explained that for 2013 they are going to classify Deferred Revenue to Deferred Inflows. She stated that for 2014 GASB 68 which is on pension reporting. She stated that there will be some changing of how they report the retirement which they are in the process of attending a class to find out exactly how. There was further discussion of the change in retirement reporting.

Discussion and Interview of Fire Department Student Candidate

Chief St. Germain stated that they were able to find a second student, Jonathan Harry whom they have interviewed and brought him on as a resident student. Mrs. McKenney asked him why he is interested in the Fire Department and a little bit of his history. Mr. Harry stated that he does not have any experience with the Fire Department but that he is interested in being a fire fighter because his entire family is in the firefighting service and that he thinks it is great to get to help people. He stated that he is from Manchester and that he had a lot of the same classes with the other student resident.

Motion. Mrs. McKenney made a motion to appoint Jonathan Harry as a resident student for the Allenstown Fire Department with a rate of pay of \$11.61 per hour effective September 23, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Discussion and Interview of Fire Chief Candidates

Mr. Gryval stated that The Chair had this on the agenda to discuss the findings of the interview process that was begun. Mrs. McKenney stated that they had the interviews last week. She also stated that the committee consisted of Scott Merrill, Herold Paulsen and herself. She stated that they recommended two in-house people for the Board of Selectmen. The Board determined to schedule the candidates to come before the Board at their next meeting.

Continue Discussion of IT Contract Proposals

Mr. Gryval stated that the Chair has made up his mind of which way he wants to go with the contracts and asked Mrs. McKenney where she was at with things. Mrs. McKenney stated that she has some questions regarding the replacement of computers, the cleaning of the computers and the difference in the contract amounts. The Board determined to have the Chair call Kilpatrick and discuss the questions that they have with the contracts.

Continue Discussion of the presentation of the Police Department 2014 Budget

Mr. Gryval asked Chief Paquette how doing away with the Animal Control Officer is going to affect the town. Chief Paquette stated that losing him will reduce the amount of follow up on dog licensing which will cause an increase of loose dogs running around. He stated that they may have to take the dogs to the pound if they can't find the owners of the loose dogs. He stated that the licensing will be the biggest thing that will affect the town. Mr. Gryval stated that he is more concerned with the quality of life and the expectations that people have about dogs running around. Chief Paquette stated that they are going to see that as time goes on.

Mrs. McKenney asked if it has to be an officer that does the warrants. Chief Paquett stated that it has to be an ACO or another officer. Mrs. McKenney stated that she was wondering if there was someone else in town that could take care of it. Sgt. Stark stated that it's not something that someone can volunteer for.

Mr. Gryval asked how they are going to handle the other tasks that the current ACO handles. Chief Paquette stated that they are going to have to subcontract those things out. Mr. Gryval asked where the savings was going to be if they are going to increase the other lines. Chief Paquett stated that cutting the ACO is the best option that they have.

Mr. Gryval asked about the training and recruiting and hiring lines. He stated that the \$17,223 for training and \$2,000 for recruiting and hiring. He asked with the two positions that they are down if those numbers are going to be accurate. Chief Paquette stated that the recruiting and hiring positions will come out of this year. He stated that he is trying to get that down this year. Mr. Gryval asked if they have time to get anyone into the academy. Chief Paquette stated that they wouldn't be able to put anyone into the academy until January.

Mr. Gryval asked Chief Paquette about the line for dispatch going up from \$26,000 to \$31,200. Chief Paquette stated that the line from 2013 should actually be \$35,000. Mr. Mulholland stated that the line budget right now is \$26,000. Chief Paquette stated that the number will be based on calls and what they do. He stated that he is comfortable with that number for his dispatch.

Mrs. McKenney asked Chief Paquette if he is okay with the overtime line going down. Chief Paquett stated that he's not okay with it going down but that he needed to cut somewhere and that was a line he could cut. He stated that he can keep an eye on the overtime throughout the year and fill in some extra shifts himself if they need to. Mrs. McKenney stated that they have some people on overtime right now because they are down people. Chief Paquette stated that they are going to have to try and fill the two positions soon because they don't want to continue going down in officers and increasing their overtime line.

Mrs. McKenney asked Chief Paquette about the salaries line. She stated that as she reviewed them, they have the two new people earning more than someone who has been there longer. Chief Paquette stated that those numbers reflect if those two people were to get a merit raise which they are not providing a merit raise this year. He further explained that until they put in a step system or merit system, new officers will continue to receive whatever the current hourly rate is upon hire even if they appear to be making more than officers who have been there longer. Chief Paquette stated that they were on FDOA time for nine months so they were not eligible for the merit raise at that time.

Mr. Gryval stated that the Chair had informed him that he had already spoken to Chief Paquette about the budget and that he didn't have any further questions at this point. Mrs. McKenney asked if there were any issues that they spoke about. Chief Paquette stated that he maintained the same thing with the Chair as he has with the rest of the Select Board in that they cannot decrease the staff level at the Police Department without serious consequences.

Mr. Gryval asked Chief Paquette if the entire process has been explained to him. He explained the budget process to Chief Paquette. He also stated that the budget for the Police Department this year is pretty high and there is potential that they need to make some cuts further along the line. Chief Paquette stated that he will be preparing for that possibility and if they have any questions in the meantime to please call him.

Mr. Anderson asked if they lost the ACO or if they don't want him. Mr. Gryval stated that the present PD budget does not include the ACO so that position has been cut.

Discuss meeting with Representative from Senator Ayotte's office

Mr. Mulholland stated that a representative from Senator Ayotte's office will be in town next Monday. Mr. Gryval asked Mr. Mulholland if he had anything in mind that they should discuss with her. Mr. Mulholland suggested that they discuss Federal funding for all the grant programs. Mr. Gryval stated that they had spoken to one of her representative before about this. He also suggested discussing the Hazard Mitigation standards and the MS-4 project. The Board further discussed topics to bring up with the representative next week.

Meeting with Representative Turcotte and Representative Scott Burns in regards to the proposed bill for the Paint Stewardship Program to recycle paint.

Rep. Turcotte stated that Scott Burns had presented him with this during a committee meeting. He stated that it is a good way to recycle paint and that it won't cost the town any money and may save them money.

Rep. Burns stated that he would be the prime sponsor for this program. He explained that they need to have this legislative if they are going to allow a non-profit from the paint manufacturers

administer the program. He stated that the public can either go to a municipality or a retailer, like Aubuchon's or Ace Hardware, to drop off their excess paint.

Rep. Burns explained that they will fund the program by the consumer paying an extra fee on the paint not to exceed \$1.60 per 5 gallons. Mrs. McKenney asked if everyone has to pay the fee even if they are going to use all the paint. Rep. Burns stated that everyone will have to pay it and that it will be at the bottom so that the consumers know what the fee is and where it is going. He stated that for the Town's purposes, the non-profit will pay for the PPE, the training, the education and the transportation.

Mr. Gryval asked how the non-profit be manufacturers. Rep. Burns explain that the manufacturers have a non-profit called Paint Care. He stated that it has passed in seven states already and have raised roughly \$4 million off of the program. Mr. Gryval asked what is wrong with the way the paint is being disposed of now. Rep. Burns stated that 48% of household waste, on Household Waste Day, is paint. Rep. Turcotte explained that if someone left paint around it could be hazardous to the environment especially if the paint isn't solid. Rep. Turcotte stated that it does work well for the state.

Mrs. McKenney asked what they do with the paint that is collected when the towns have the Household Waste Days. Mr. Turcotte explained that it all has to be maintained and kept dry and that the towns have to pay for it. Mr. Mulholland explained that there is a place in NY where they burn it.

Mr. Pelissier asked who is paying the fee for the program. Rep. Burns explained that the manufacturer is actually going to pay for it but that it is going to show up on the receipt. He stated that the fee is already worked into the fee of the paint.

Mr. Gryval asked if it affects just consumers or if it affects commercial and enterprises. Rep. Burns stated that it is mandatory for everyone. Rep. Turcotte stated that car paint will not be accepted because of the type of paint that it is. He also stated that old paint can come in and the fee doesn't have to be paid.

Mr. Pelissier asked if the paint that is collected is the paint that is shipped to third world countries for schools and hospitals. Rep. Burns stated that it is not part of this program at this point. He also stated that there will be a website that will tell them where a restore is located.

Mr. Gryval asked what the advantage would be to a municipality doing this program. Rep. Turcotte explained that they would not have to add any more personnel for the program and that all of the training and transportation is paid for by the non-profit. Rep. Burns explained that it is more convenient for people to not have to travel and more opportunities to get rid of the paint.

Mr. Gryval expressed concern of being charged a fee when purchasing paint to run a government program to remove the paint. Rep. Turcotte stated that it is not run by the government and that the government only oversees the program. He also explained the possibility that DES may change things to not allow for paint to be collected which could cost towns more money.

Mrs. McKenney asked Mr. Anderson if they have the same problem in Raymond with paint. Mr. Anderson stated that they have to make sure that it is very solid before they dispose of the paint. Mrs. McKenney asked Rep. Burn if he plans on going around to other communities in his District. Rep. Burn stated that he will be going to both Hill and Franklin with the program. Rep. Burns stated that this won't be going out until January or February. He also stated that they will be meeting with the Governor tomorrow to get her approval of it. There was further discussion of the advantages to the program.

Mr. Mulholland informed Rep. Turcotte and Burns that there is a defect in the Senate Bill RSA 32:16 law in regards to the timelines. He stated that the issue is that it is impossible for the Budget Committees to get the budgets in on time. He stated that they are going to work on the language for that and ask Senator Reagan to work on that for them. He stated that they will be looking for co-sponsors at some point for that and would appreciate their support on that.

Town Administrator's Report

Purchase Orders, Abatements, Other Legal Business

Mr. Gryval stated that they have a purchase order from the Highway Department for \$10,000 for highway paving and reconstruction. Mr. Pelissier stated that they drew up a map of the scope of the project for Mountain Delight Road, Deerfield Road, and Dowst Road. He explained that the intersection is very bad and is caving in. He stated that he spoke with Advantage and that they can do it next week or the next if needed. He showed the Board the three estimates that he collected for the project. He stated that everyone except Pike Industries is charging \$100 a ton for the project. He further explained the breakdown of the estimates for the project.

Mrs. McKenney asked Mr. Pelissier about the estimate coming in at \$10,000 over the proposal. Mr. Pelissier stated that it is in case of overages. He stated that the estimate is for 80 tons which is for \$8,800. Mrs. McKenney asked if they look at the job so that they know what to charge. Mr. Pelissier stated that the Highway Department gives them a sketch and tonnage for them to give them an estimate for the job.

Mrs. McKenney stated that she doesn't want to sign off for \$10,000 if they are saying \$8,800 for the estimate. Mr. Pelissier explained that these are estimates and that if he is off by a ton the cost goes up higher. He also explained that the cost is only going to be for however many tons the job actually comes out to be. Mrs. McKenney stated that she would rather go with the \$8,800 and then deal with the overage if it happens.

The Select Board asked for Mr. Mulholland for his advice on the proposal. Mr. Mulholland stated that it follows the policy exactly as it is supposed to. He stated that he has a price for the \$8,800 and asked for \$10,000 to cover any overages. He stated that the Road Agent will tell the company that they have \$8,800 for the job and if anything gets discovered while the job is in process, and then he has some extra money to cover that without having to get the Select Board approval when they are running out of time. There was further discussion of the difference in the estimate and what the Road Agent is asking for. The Board signed off on the purchase order.

Mr. Mulholland stated that he received a purchase order that he has the authority to sign but that he wanted the Select Board to see it. He explained that they are going to repair the neutral wiring for the lights to the Town Hall signs and the bulletin board. Mr. Mulholland stated that there are other purchase orders coming through for the Town Hall so he wants the Select Board to know what's coming through. He explained that he is planning on boarding up some of the windows themselves which will save some money and save on the heat bill.

Discussion of RFP process for Paving

Mr. Gryval stated he read the email regarding the RFP process and that he disagrees with Mr. Pelissier on it. Mr. Pelissier stated that he has been watching the RFP process for the IT Contract and that he thinks that the three bid process would be better for paving. He stated that the RFP process will draw out the process for paving and that it is hard enough to get three bids. Mr. Mulholland stated that they would post the RFP process out for about a week to week and half.

Mrs. McKenney stated that they want to have the RFPs stated exactly what they are looking for another company to do work on for a project. Mr. Gryval stated that they are not trying to micromanage the Highway Department. He stated that they have an RFP and contract process for big projects and that \$10,000 is a lot for this town. He stated that Mr. Mulholland was going to help Mr. Pelissier with developing an RFP process for paving projects.

Mrs. McKenney asked how long it takes to get the process done. Mr. Mulholland stated that they have to verify that the proposals meet the requirements of the RFP and get a certificate of insurance. Mr. Pelissier asked how they are going to advertise the projects out. Mr. Mulholland stated that Mr. Pelissier should still go out and solicit bids and put the RFP on the website to advertise.

Mr. Gryval asked Mr. Anderson how the Sewer Department advertises for the projects. Mr. Anderson said that it depends on how big the job is to determine how long to advertise it for. He stated that they put the information on the website and call companies to tell them about the job and where to go for the information on the RFP.

Mr. Gryval asked Mr. Pelissier where they are putting the salt shed that they are building. Mr. Pelissier explained that the salt shed is going where the quantize is going. He also stated that they

are thinking that they will be able to get both salt and sand in there. He stated that the backhoe will go in there as well and the loader will go under a cover.

Discussion of inspection at the Highway Department

Mr. Gryval asked how the inspection is going for them. Mr. Pelissier stated that it is going fairly well. He stated that some of the things they were sited on, he has already been able to take care of. He stated that there is nothing really drastic for them to handle. He stated that they do need to purchase a welding permit because they have a welder in the shop.

Mr. Mulholland stated that he was going to talk to the Select Board about the inspection. He read the list of things that needed to be worked on according to the inspection. Mr. Pelissier discussed how he resolved the issues. Mrs. McKenney asked if they received a fine for any of the issues. Mr. Mulholland stated that there is an entire process but that they won't get fined at this point; they will only be fined if they don't fix the issues by November 1, 2013. He stated that he will have to write a response to each issue of how they have corrected them or how they plan to correct them. Mr. Pelissier stated that he will call them to clarify some of the things on their list.

Mr. Gryval asked when they have been doing the Department Head updates. Mr. Mulholland stated that it depends on how the calendar. Mr. Gryval suggested that they give the Department Heads the directive that they have their report for the Select Board includes dealing with the deficiencies and how they are going to deal with them in time. Mr. Mulholland stated that it won't fit the schedule because of when they get their budgets out. Mr. Gryval suggested that they be directed to get the reports to them by October 9, 2013. He stated that the reports need to be specific about the findings that came about from the inspections. There was further discussion of the Departments getting the findings taken care of within the timeframe.

Review and Approve Minutes

Motion. Mrs. McKenney made a motion to approve the minutes of August 26, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to approve the minutes of September 9, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Consent Calendar

Motion. Mr. Gryval made a motion to ratify the Consent Calendar of September 23, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Discussion of Overlay Account amount

Mr. Mulholland stated that they have to set an amount for Overlay which apparently the Select Board. He explained that Overlay is the amount of money that they put aside for tax abatement appeals and things like that. He stated that last year's numbers were very inaccurate and that this year alone they have spent well over \$23,000. He stated that the Assessor says there should be about \$50,000 in the Overlay. He also stated that this will increase the tax rate.

Mr. Gryval asked Mr. Mulholland what his suggestion would be for an amount to put in the Overlay. Mr. Mulholland stated that he spoke to both Mrs. Demers and Mr. Smith whom both said the Overlay is significantly lower than other communities. He stated that he would suggest that they put the \$50,000 in the Overlay but that it will cause a huge increase to the tax increase.

Mrs. McKenney asked if they have a date for the tax rate yet. Mr. Mulholland stated that they are waiting on the MS-6, the School Board for the MS-25, the MS-24 which is due this week, and the MS-1 is supposed to be done by the first week of October in order to set the tax rate. He stated that once that is all submitted, they will go in the queue and the tax rate will get set. There was discussion of rather or not the town has a policy on the Overlay amount and the process for determining that amount.

Other Business

Mr. Gryval asked how the Emergency Management exercise went over the weekend. Mr. Mulholland stated that he thinks it went pretty well. He stated that most people were a bit rusty but that they picked up pretty well. He also stated that people were working well together to get things done. He stated that one thing they need to work on is others being able to do his responsibilities in case he is not around for an emergency situation.

Mr. Gryval stated that he didn't think they still had the two Deputy EMDs that they appointed and asked if they need to appoint anyone new. Mr. Mulholland stated that they have both of the deputies. Mr. Gryval stated that Mr. Martin sent a letter of resignation from that position. Mr. Mulholland stated that no one acted on that because he is still on the books.

Mr. Mulholland stated that there is a delegation of authority that needs to be done and that the statute seems to give him the authority as the EMD but that he doesn't think that he should be doing that.

Mr. Gryval asked about Fairpoint and Allenstown Aggregate and if there are any updates he needs to give the Select Board. Mr. Mulholland stated that there is nothing that is non-public. He stated that there is a new pleading from Fairpoint that is in litigation. He also stated that Allenstown Aggregate litigation has been filed.

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

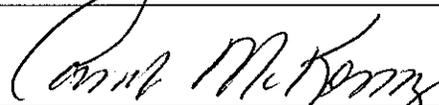
A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. The Mr. Gryval declared the Motion passed.

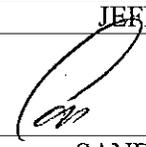
The Chair adjourned the meeting at 8:47pm.



TOWN OF ALLENSTOWN
 SELECT BOARD
 MEETING MINUTES
 September 23, 2013

Signature Page

Original Approval:	
JASON TARDIFF	DATE
 JEFFREY GRYVAL	10-21-13 DATE
 SANDRA MCKENNEY	10-21-13 DATE

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

