

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 30, 2013

Call to Order.

The Allenstown Select Board Meeting for September 30, 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

Others Present: Chris Roy, Dana Pendergast, Carl Schaefer, Carl Caporale, Kimberly Carbonneau, Pauline Boutin, and Dave Eaton.

Other Public Officials: Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Office Manager; Paul St. Germain, AFD;

Citizens Comments:

Presentation of 2014 Budgets

Parks & Recreation

Mr. Houlis stated that the budget came in \$31,650 with an increase of \$83.00 for the raise for the maintenance person. Mrs. McKenney asked if their maintenance person uses all of that salary line. Mr. Houlis stated that their maintenance person works hourly and that the salary for the year has always been less than budgeted.

Mr. Schaefer stated that they had an issue with the facility at Whitten St with the furnace not working. Mr. Houlis explained that their concern if they do any cuts to the budget then they won't have the funds to pay for the furnace. Mr. Schaefer asked Mr. Mulholland how much was in their Capital Reserve Fund. Mr. Mulholland stated that right now they have \$9,400.94. Mr. Anderson asked if they have a cost for the furnace. Mr. Houlis stated that they have not sent out bids at this point. Mr. Mulholland stated that they have already submitted a purchase order from G&O for the furnace.

Mr. Gryval asked if they are using the budget that was submitted today. Mr. Mulholland explained that the Parks & Recreation did not get a budget in on time so he made one for them and that he sent the Select Board a revised budget today that comes to \$34,850. Mr. Houlis explained that the \$3,000 increase is to cover unexpected costs such as the furnace.

Mrs. McKenney asked what the budget is supposed to be for the maintenance person. She suggested that they move some of the money from the salary line to the building maintenance line. Mr. Schaefer stated that there were no set hours for him and that is why they didn't want to decrease that line. The Chair stated that the two big changes in the budget are the maintenance person and the building repair/maintenance with increases to \$7,400 and \$4,000, respectively.

Mrs. McKenney asked if part of the \$4,000 is for the furnace. Mr. Mulholland stated that Mrs. Houlis told him that the funds would be for the furnace which they didn't have an estimate for at the time. The Chair stated that one of the things to think about is that they have the heat line being at \$2,500 now and then and if they are increasing the efficiency of the system, is there any room in that line.

Library Budget

The Chair asked about the decrease of \$8,400 from their budget. Mrs. Carbonneau stated that when they first submitted the budget in August, there was concern that they didn't have enough for an IT contract and that they had increased it by \$8,400. She explained that they reduced it down to \$4,901 which helped them to come in below default. She stated that if they put the \$1,500 back in that they took out, then their budget would be \$52,731.

Mr. Gryval asked where the \$4,901 came from. Ms. Boutin stated that Mr. Mulholland came up with that number that would be needed for an IT Contract. Mr. Gryval stated that he thought they had decided to not go with the IT Contract. Ms. Boutin stated that they have found out that there is no IT Contract that they could get unless they purchased the software that they need. She stated that they do not have a contract at this point. Mrs. Carbonneau stated that at the meeting with the IT Consultants, the representatives stated that they could work with what they need but the concern is having to replace the computers at this point.

There was further discussion of the changes in the budget and how they came up with the new budget. There was also discussion of rather or not they are going to go along with the town-wide IT Services Contract and the condition of their current computers.

Mr. Gryval asked why the Books/DVD line has gone up by 25% and what the reason for that is. Mrs. Carbonneau stated that they adjusted that to make sure that they could keep buying books. She stated that they have been buying one book per month. The Chair asked how many people are reading books and not using an electronic device to read like the Kindles. Ms. Boutin stated

that the downloadable have been increasing each month but that there are many people who are reading books.

Mr. Gryval asked why the building maintenance & repair line has also increased by twenty-five percent. Mrs. Carbonneau stated that their furnace is broken and that they just got a quote from G&O for \$5,600. She stated that there have been a lot of repairs being done in the last year that she wants to make sure that they have the funds for.

Mr. Gryval asked why water is quadrupling and sewer is going away. Mrs. Carbonneau explained that they have tied in water and sewer together. Mr. Gryval also asked about the telephone bill increasing from \$300 to \$3,000. The library trustee stated that the alarm system needed an upgrade and that the announcement system increased the cost as well. Mr. Mulholland stated that he knew there was some alarm system issues.

Mrs. McKenney asked about the supplies line increasing. Mrs. Carbonneau stated that the supplies were largely overspent so they increased the line to cover the amount of supplies needed. She stated that they pay \$0.36 per Allenstown resident on the tax rate. The Chair stated that \$52,751 is the correct number for the Library budget not the \$31,000. Mr. Gryval explained to the library trustees how they are going about the budgets this year.

Planning Board

Mr. Roy stated that the directive was to come in at or below the default budget and that they came in a dollar below default. The Chair asked if this is the last year for the Master Plan. Mr. Roy stated that this is the last year for the Master Plan. The Chair asked if it has been the same the last three years. Mrs. McKenney stated that it was different last year.

The Chair asked if the issue as far as the right person being billed been taken care of. Mr. Roy stated that they have been working with that. He stated the biggest incidents they have been dealing with are the legal fees. Mr. Gryval stated that the Planning Board felt that the legal line was inadequate for them but that they were trying to meet the directive of the Select Board. He stated that this budget is very underfunded and that there is not enough to do the things that they would like to do.

Zoning Board

Mr. Roy stated that he does not know the Zoning Board's budget. He stated that Mr. Anderson was the chair and that they found out that he could not be the chairman. He stated that they need to have a meeting to elect a chair or vice chair. Mr. Anderson stated that most of the Zoning Board's budget is legal fees as well.

Conservation Budget

Mr. Gryval stated that the Conservation budget is \$9.00.

Ambulance Budget

Mrs. McKenney asked if they were going to go over the Ambulance Budget. Mr. Mulholland stated that it is up to the Select Board as to when they want to do that. Mrs. McKenney asked what this year's budget is. Mr. Mulholland stated that this year's budget \$137,000 is their portion. He stated that the total budget for 2013 was \$562,794. He stated that they have to take the red ink into consideration when looking at the budget.

Mr. Mulholland distributed copies of the budget that the Tri-Town's Director submitted. He stated that they will be meeting tomorrow to go over it and decide on it. He stated that it will get a little bit worse for a variety of reasons. He explained that with the Affordable Care Act will allot less money from insurance companies to pay the ambulance fees than it used to. He stated that every private ambulance company is dealing with this issue.

Mr. Mulholland stated that he is looking for direction from the Select Board with how he should vote on this budget. The Chair stated that he is supposed to be the Select Board's agent when attending the Joint Board meeting. He asked why Allenstown's anticipated debit is more than Pembroke. Mr. Mulholland stated that less of Allenstown's citizens are covered by insurance or the insurance companies are paying lesser amounts than Pembroke's citizens.

Mrs. McKenney asked why they have only spent \$85 for the legal services. Mr. Mulholland stated that they have been subsidizing it through the Pembroke's town attorney and that they shouldn't be doing that. The Chair asked who made the decision to use the town's attorney. Mr. Mulholland stated that the Chairperson of the Joint Board made that decision.

Mr. Mulholland stated that he was looking at reducing the Capital Reserve Fund (CRF) in order to pay for a stretcher that is needed. He stated that Joint Board wanted \$75,000 from the Capital Reserve Fund to put aside for the purchase of an ambulance. Mrs. McKenney asked if they have any Capital Reserve money now. Mr. Mulholland stated that they do not have any Capital Reserve money. He stated that Pembroke is floating their cash on their own dime. He stated that his thought was to reduce the CRF to \$10,000 and that they are waiting to get the numbers for the health insurance.

Mrs. McKenney asked why they didn't have vacation/sick time in their budget before. Mr. Mulholland stated that he doesn't know because he wasn't involved in the budget process before. He stated that they will get a full presentation of the budget on Oct 21st but that he wanted to update them to see how they want him to handle it at tomorrow's meeting.

Mr. Caporale asked about the board that is supposed to oversee all of this. He stated that last year they all saw that this was going to be a problem and that it should have never gotten to this point. He stated that the costs weren't expected to soar like they have and they need to start looking at if they need to cut services. He stated that last year they were informed that they had new ways to collect money. There was discussion of how they could cut down the budget.

The Chair asked about the contract billing services and if they know what the percentage rate of collections is. Mr. Mulholland stated that he doesn't know what the percentage rate is. He explained that they signed a new contract with the collection agencies to send letters and make phone calls. He stated

that most of it is the insurance companies not paying it all or denying paying it. He also stated that the insurance companies sometimes pay the patient who then doesn't pay them for the ambulance fees.

Mr. Gryval stated that he would be cautious about cutting services because they have entered into agreement with Pembroke showing that they would offer a certain level of services unless they are going to renegotiate that agreement. Mrs. McKenney stated that they have to understand that they are going to have to cut somewhere else to meet the ambulance service needs.

Mr. Mulholland stated that whatever budget is voted on for tomorrow at the Joint Board, Allenstown or the Budget Committee cannot change it at that point. He stated that if they don't want him to vote on this budget then they need to tell him if there is something they want him to negotiate with. Mr. Gryval stated that he wouldn't recommend cutting anything without doing it as a joint effort with Pembroke. There was further discussion of what to do about the Ambulance Budget.

Appointment for a Planning Board member

Motion. Mr. Gryval made a motion to appointment Larry Anderson as a Planning Board member with an expiration date of June 1, 2016. Mrs. McKenney seconded the Motion.

Mr. Gryval asked about the RSA that says a member can't be on more than one or two boards and for clarification on it. Mr. Mulholland stated that under that RSA a member can't be on more than two boards and that there is a whole list of the boards.

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

Accept resignation of Finance Director

Motion. Mr. Gryval made a motion to accept the resignation of Douglas Smith as Finance Director effective November 1, 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.

Discussion of Warrant Articles

Mr. Mulholland stated that he has some of the warrant articles done up for them but that he needs to know what else the Select Board wants him to do. He stated that he has warrant articles for changing the clerk to a three year position, the MS-4, the OPEC \$10,000 account, Fund Balance, allowing the Selectmen to sell land, separate Sewer Warrant Article, fix the exemptions, and Capital Reserve Fund for the landfill.

Mrs. McKenney asked about the warrant article for the Sewer and that they had discussed reviewing that budget. Mr. Mulholland asked Mr. Caporale when they were going to have the

budget ready. Mr. Caporale stated that they should have it ready by the end of October. He explained that there are some EPA issues that they have to find out about. The Board determined to have the Sewer Budget give them a presentation of the budget.

Town Administrator's Report

Abatements, Purchase Orders, Other Legal Business

Mr. Mulholland stated that there is a change order for a curb cut in for a driveway that wasn't planned for. He stated that the engineering was done as it was supposed to be but that a resident claimed to not know about this until now.

Mr. Mulholland asked the Select Board how they want to handle change orders in the future. The Chair stated that Mr. Mulholland should handle change orders in the future and make sure that the Select Board is aware of them.

MS-1 Signing

Mr. Mulholland stated that he is trying to have it in by Monday so that they can sign it. Mrs. McKenney asked if they are going to get slapped for not having it done by now. Mr. Mulholland stated that they won't get slapped but that the further they are along is getting it done the longer they have to wait for the tax rates.

School Board Public Hearing

Mr. Mulholland stated that the School Board has a public hearing next Wednesday that he and Mr. Gryval will be attending. Mrs. McKenney asked him to find out where and when the public hearing will be.

Meet with Candidates for Fire Chief Position

Non-public Session 1

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 Sect. 2b at 7:38pm. 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 7:50pm. 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.

Non-public Session 2

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91A:3 Sect. 2b at 7:53pm. 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 8:38pm. 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.

The Chair asked Mr. Pendergast if he would like to go into non-public or stay in public for the interview as it was his choice. Mr. Pendergast stated that they could stay in public session.

Mr. Gryval asked Mr. Pendergast about his resume and that the majority of the fire service experience he has was during 1984 to 1999 and if he has been involved in any of the Emergency Management since then. Mr. Pendergast stated that he was in Gilford for seven years as the Fire Inspector and has such he was tasked with management, running sectors, being a safety officer and was still active in the physical fires.

Mr. Gryval asked Mr. Pendergast how familiar he is with the Allenstown rules, regulations and SOPs. Mr. Pendergast stated that he has asked some of the people down there about some of the policies and that he has asked for a policy manual that he has yet to receive. He also stated that he asked about the Fire Prevention Code and found out that they didn't have one.

The Chair asked Mr. Pendergast what a Fire Prevention Code is and if they should have one. Mr. Pendergast stated that a Fire Prevention Code lays out how the town is going to look at fire prevention. He stated that the Fire Prevention Code gives them a baseline of how they operate in the fire prevention world in the Fire Department.

Mr. Gryval asked Mr. Pendergast how he would handle the fact that he didn't receive a policy manual if he was Chief. Mr. Pendergast stated that everyone who came in the door would receive it when getting their gear.

Mr. Gryval asked about the minimum qualifications and the fact that he does not meet those. He stated that there is a minimum qualification of an Associate Degree in Fire Science or related fields. Mr. Pendergast stated that it is just a matter of going back and getting the degree. He also stated that he has more experience in a lot of areas. Mr. Gryval stated that another is that the candidate must have 10 years' experience with recognized Fire Department with 5 years' experience must be an officer of rank of Captain or above. Mr. Pendergast stated that he had an access of 10 years as the line of Lieutenant. He stated that they only had one Captain and two Lieutenants and that the Captain didn't leave so there was no way up for him.

Mr. Gryval asked him if he was an EMT II. Mr. Pendergast stated that he was a basic EMT. He stated that when he was in Gilford he went and got his basic again. Mr. Gryval asked if he has taken any of the ACS courses. Mr. Pendergast stated that he has and that he could do them at the basic level.

Mr. Gryval asked Mr. Pendergast if he could tell them what he knows about the RSA 154:7. Mr. Pendergast stated that he does not know what that RSA is except that he would assume that has to do with the duties of the Fire Chief. He stated that he has read the duties of the Fire Chief and that he used to advise his past Fire Chief on a lot of things.

Mr. Gryval stated that the residency requirement is 15 minutes response time to one of the town's fire stations within one year of employment and that he does not meet that requirement and asked how he would handle it. Mr. Pendergast stated that they have a good core of people in the department and that if there is something going on, he also gets texts regularly if something is going on and that if it something that requires his presence he would be on his way. He also stated that they have Deputy Chiefs in the department and that they should be able to handle the day to day operations as part of their job. The Chair asked what would require him being present. Mr. Pendergast stated that he would be here for any building fire, serious car accident, and medium size incidents.

Mr. Gryval asked him how he feels about Allentown Fire Department handling all the medical calls. Mr. Pendergast stated that he is in favor for that. He stated that he used to be in a

department that didn't do that. He stated that it is easier to get people on the road and if its determined that they are not needed to have them turn around.

Mr. Gryval asked Mr. Pendergast about the possible necessity of cutting back responding to all medical calls because of budgetary reasons. Mr. Pendergast stated that they shouldn't look at cutting those services because the residents are paying for those services in their taxes and that it is not comforting for them to know that they can't call in those incidents.

Mr. Gryval asked Mr. Pendergast if he has had a chance to look at the equipment at the Fire Department and what his opinion is of the current status of the equipment. Mr. Pendergast stated that there were some minors issues that he could tell of but that he hasn't driven in any of the trucks to do a throughout assessment of them. He stated that the facility is a great facility and that everything looks good down there. He also stated that things do look a little cramped and they could probably expand.

The Chair asked Mr. Pendergast if he has any problem being the man in charge. Mr. Pendergast stated that he had his own company and had guys working for him. He stated that he has no problem letting them go if they are not doing their job.

Mr. Gryval asked Mr. Pendergast about what he knows of the Joint Board for Tri-Town Ambulance. Mr. Pendergast stated that he knows that it is funded by both Pembroke and Allenstown. He stated that he knows that they were talking about a \$500,000 budget which he thinks is a little steep. He also stated that he has some experience with this because of working in the Seacoast Area and having many communities work together on this. He stated that he is a firm believer in having the ambulance be licensed so that they can transport in it.

Mr. Gryval asked Mr. Pendergast how he feels about the political skills that are needed in being the Fire Chief. Mr. Pendergast stated that it is not a problem at all. He stated that it is more about the better interest of his town and its taxpayers. He stated that he will voice his opinion and doesn't have a problem if he ruffles some feathers.

The Chair asked how he is going to handle being the new guy, the outside guy, and how he is going to gain their trust. Mr. Pendergast stated that he would first sit with the staff and discuss the point of view that they are coming from and any issues that there are. The Chair asked how he would approach the aging equipment and replacing it. Mr. Pendergast stated that he would like to get in there and assess everything. He stated that they should be checking the equipment on a yearly basis and that some equipment needs to be replaced every five years. He stated that there should be a Master Plan that includes the plan for replacing apparatus equipment.

Mr. Gryval asked him if he has had a chance to familiarize himself with the hierarchy within the Fire Department and how he would go about the process. Mr. Pendergast stated that he would

have a hiring process which could include a written test or oral test. Mr. Gryval stated that it is a lot different in a Call Fire Department rather than a full-time Fire Department. Mr. Pendergast stated that he has worked in combination departments through his years in the fire service.

Mr. Gryval stated that he mentioned that he has had experience with towns sharing ambulances and if he has had any experience with towns sharing fire departments. Mr. Pendergast stated that he has not had experience with regionalization. He stated that in East Derry they worked with Derry fire department as though they were one department.

Mr. Gryval asked what he thinks about it and if it could work in Allenstown. Mr. Pendergast stated that he would have to think about that. He stated that he knows that Tilton and Northfield do that and he knows that they are having issues. He suggested that they may want to look at County fire departments but that he doesn't know how it would work.

Mrs. McKenney stated that the budget is a very important part of the Fire Chiefs job and asked him if he had to make any cuts where he would make them. Mr. Pendergast stated that he has not looked at the budget so before he answers that in detail, he would have to look at the particulars of the budget.

Mrs. McKenney stated that not all of the call fire fighters respond to the training or medical calls and asked him if he would clean house with those that don't respond. Mr. Pendergast stated that he wouldn't do anything for six months and see what was going on and then speak to the person about it.

Mrs. McKenney asked Mr. Pendergast how he is going to handle all his other jobs as Building Inspector, Deputy Health Officer, and Code Enforcement Officer if he is appointed Fire Chief. Mr. Pendergast stated that he would have to look at the issue and see if it is something he could deal with right away and if not delay an appointment if it's not vital. He suggested that they could move his office down to the Fire Department so that he can handle things while he's at the station. He also stated that they have some staff that they could cross train to do some of the minor inspections that need to be done. He stated that they would have to look at moving some people around at the station to make room for his office down there.

The Chair stated that they have approved 30 fire fighters and asked if he thinks that is a good number. Mr. Pendergast stated that he thinks that is a good number for work with.

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 Allentown 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.

The Board discussed who would make the notifications to the candidates and the Acting Fire Chief.

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

Mrs. McKenney asked if they were going to discuss the letter from Mr. Gosselin Mr. Mulholland stated that he told them that he gave it to the Assessor.

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

September 30th , 2013

Signature Page

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

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

