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

Minutes of Regular Meeting  
January 17, 2012

**Call to Order.**

The Allenstown Select Board Meeting for January 17, 2012 was called to order by the Chair at 6:00 p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Budget Committee/Trustee of Trust Funds.

Allenstown Staff: Chief Shaun Mulholland, APD; Paul Apple Town Administrator; Joyce Welch, Health Officer

**Citizens Comments.**

The Chair called for citizens' comments. There were no comments that time.

**Public Hearing on Proposed Warrant Articles**

Motion. Mrs. McKenney made a Motion to open to the Public Hearing for the 2012 Warrant Articles at 6:02pm. 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.

Mr. Apple stated that there is a revised Article Eight (8); however, all other changes had been made and the Warrant Articles are ready to be passed on to DRA. The Board asked the public if there were any questions regarding Articles Three through Nine. The public had no questions.

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Motion. Mr. Gryval recommended that the Board support Article Three as written. 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 recommended that the Board support Article Four as written. 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 recommended that the Board support Article Five as written. Mrs. McKenney 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.

Motion. Mr. Gryval recommended that the Board support Article Six as written. Mrs. McKenney 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.

Motion. Mr. Gryval recommended that the Board support Article Seven as written. 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 recommended that the Board support Article Eight as written. Mrs. McKenney 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.

Motion. Mr. Gryval recommended that the Board support Article Nine as written. 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.

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Motion. Mr. Gryval made a motion to close the Public Hearing for Warrant Articles Three through Nine. 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 Second Hand Dealer and Pawn Broker Application**

Mr. Apple updated the Board that the issues regarding the application have been resolved. Chief Mulholland recommended that the Board approve the application.

Motion. Mr. Gryval made a Motion to grant the Second Hand Dealer and Pawn Broker's License to Log House Antiques at 269 Pinewood Rd Allenstown, NH whose applicant's name is Michael Donnell, effective January 17, 2012 and set to expire January 17, 2013. Mrs. McKenney seconded the Motion. There was additional discussion.

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

**Consider Contracts related to Emergency Management & Grant Administration**

Mr. Apple distributed three contracts for the Board to consider regarding a RFC Grant Administration Contract, 2012 Functional Exercise Contract, and 2012 Recovery Table-Top Exercise Contract.

Motion. Mr. Gryval made a Motion to enter into agreement of RFC Grant Administration Contract for RFC Acquisition in 2011. 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 enter into agreement of 2012 Functional Exercise Contract. 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 enter into agreement of 2012 Recovery Table-Top Exercise Contract. 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.

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### **Consider Application for Raffle Permit RSA: 287-A**

Mr. Apple distributed an application to the Board on the behalf of A & M Trading for a Raffle Permit. Mr. Apple and Chief Mulholland recommend to the Board that they deny the application because A & M Trading does not meet the charitable organization requirement in RSA: 287-A.

Motion. Mr. Gryval moved to deny the application for Raffle Permit RSA: 287-A because the application is not a charitable organization. The Chair 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.

### **Town Administrator Report**

Mr. Apple discussed with the Board Sessions that he had scheduled for upcoming Select Board meetings. These sessions included a Contingency Planning Session for Operating Budget on and proposed revisions to Personnel Plan for Police Department which are scheduled for February 6<sup>th</sup>. There is also a session for approval of Disaster Recovery Plan scheduled for February 13<sup>th</sup>.

Mr. Apple asked the Board for instruction and/or authority to do a deliberative preparation for a presentation for the last week of January. Mr. Apple would like to involve Jon Richardson. The Board approved and gave Mr. Apple authority to do a deliberative preparation for the presentation. Mr. Gryval determined that he would do the presentation.

Mr. Apple also stated that the Candidate Sign-up Declaration period would begin on January 25<sup>th</sup> and end on February 3<sup>rd</sup>. The Town Hall will be open on February 3<sup>rd</sup> from 3pm-5pm.

Mr. Apple also stated that the Tax Rate will decrease if the Operating Budget is passed and asked the Board for instructions on rather to issue a Press Release. The Board recommended discussing it at next week's meeting.

Mr. Apple informed the Board that Senator Barns and Representative Richardson have agreed to be present at next weeks meeting.

### **Strategic Planning Process**

Mr. Apple asked the Board for the authority to develop a plan, based on the model distributed, and to appoint a Select Board member to do a strategic priority planning in the coming year and to be accomplished by Budget Season. The Board authorized Mr. Apple and Chief Mulholland to develop a Strategic Planning Process.

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### **Committee Updates**

The Chair stated that the Planning Board has wrapped up their review of Ordinance and Applications. They have a Public Hearing scheduled for some time in February. Mr. Gryval stated that the Budget Committee Public Hearing on the previous Saturday went well. Mrs. McKenney stated that SVRTA will be meeting at the Police Department on January 25<sup>th</sup>.

Mr. Gryval stated that Suncook River will be having a Nomination Committee Meeting on January 18<sup>th</sup> that he will be attending. He also stated that there is a meeting scheduled regarding the \$2 million appropriation with Epsom and Pembroke on January 30<sup>th</sup>.

Mr. Gryval stated that Old Allenstown Meetinghouse will be looking into other grants as well as the Moose Plate Grant. He also stated that the Girl Scouts are going to be making a post and rail fence similar to the original fence; they hope to finish the project in 2014.

Mrs. McKenney stated that Tri-Town met on January 10<sup>th</sup> with CAD to discuss bills. There also was a regular meeting on January 12<sup>th</sup>. Mr. Apple stated that the Concord Co-op is considering the terms at the Executive board that evening.

### **Minutes**

Mr. Apple will be distributing several minutes for the Board to review.

### **Consideration of the Twin Oaks Letter**

Mrs. McKenney said that Mr. Anderson had distributed a letter from Twin Oaks. The Board agreed to have the Code Enforcer go out to Twin Oaks regarding the concerns addressed in the letter.

### **Consider switching services for Building Inspector**

Mr. Apple asked the Board if they would consider using JTC instead of MRI for their Building Inspector needs. The Board discussed further the search for a Building Inspector and determined that they will make a decision at the next week's meeting.

### **Pictures**

Mr. Apple stated that there will be a staff meeting later in the week to address the need to comply with the Select Board to submit at least two pictures a week which is to be effective January 23<sup>rd</sup> until further notice.

### **Representation for Allenstown at Central NH**

Mr. Gryval expressed that he had spoken with Jim Rodger regarding the concerns of his representation at Central NH. Mr. Rodger and the Allenstown Planning Board have discussed an effective method of which he is to communicate with the Planning Board regarding Central NH meetings. Mr. Rodger will continue this arrangement until re-appointments in April.

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### **Non-Public**

Motion. Mr. Gryval made a Motion to go Non-Public at 7:30pm. 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. Mrs. McKenney made a Motion to go Public at 7:55pm. 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.

### **Consideration of appropriation of Town Truck**

Chief Mulholland expressed that the Fire Department had a need for the SUV truck. There is a grant submittal for a vehicle for the Fire Department going before the Litigation Committee Meeting on January 30<sup>th</sup>.

### **Update on Tri-Town**

Mrs. McKenney expressed some concerns for recent rules that Chief Paulsen issued to the Pembroke Fire House. The Board discussed the list of rules that Chief Paulsen created for all municipal employees at the fire department. Mr. Apple recommends being aware of the issues but not criticizing them on the record.

### **Adjournment**

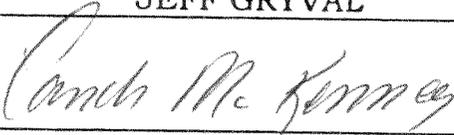
The Chair asked for any other business. There were no additional items.

Motion. Mrs. McKenney moved to adjourn. The Chair seconded the Motion. There was no additional discussion.

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

The Chair adjourned the meeting at 8:17pm.

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	2.27.12 DATE
 JEFF GRYVAL	2.27.12 DATE
 SANDRA MCKENNEY	02.27.12 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE