

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
February 22, 2016

Call to Order.

The Allenstown Select Board Meeting for February 22, 2016 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval, Jason Tardiff and Kate Walker.

Others Present

Residents of Allenstown:

Others Present: Andrew Keller, NH Solar Garden; Mike Trainque, Hoyle, Tanner, & Assoc; and Dr. Hevern, Condominium Association.

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; and Ron Pelissier, Road Agent.

Citizens Comments:

Presentation from Freedom Energy & NH Solar Garden in regards to a solar power proposal at the fire station.

Mr. Mulholland stated they are looking into ways to reduce their energy costs as well as ways to supplement their energy usage. He stated they think there is some potential for solar power at the fire station. He stated he invited them here tonight to discuss the potential benefits. He stated they are not going to make a decision tonight.

Mr. Keller, NH Solar Garden, was started two years ago when a new rule in NH was put into place; Group Net Metering. He stated it allows them to put a solar array at one location and use the power there or move the power to another sources grid. He stated the company was created to help municipalities, school districts and non-profits to take advantage of the benefits. He stated

80% of their projects are municipalities. He stated they are working in Milton on a landfill project.

Mr. Keller stated there are opportunities for the fire station. He stated when determining if there are opportunities available they look at if they can physically connect the solar array at the location where the power is used. He stated they can offset the supply of power from Eversource as well as the delivery charges.

Mr. Keller stated there is always the concern if power rates go down. He stated they can work with towns to have a floating discount off of whatever the retail rate is of the utility rates. He stated the utility kwh start rate are the fees the town currently pays at the location for the supply charges and the delivery of the power.

Mr. Keller stated they look at three different scenarios of what the power rates will do in the future and the only thing they have to work with is the past. He stated Eversource shared some data of the power rates over the last twelve years. He stated the 7.6% column on the far left [of page 2 of presentation] is assuming it will remain the same. He stated they like to see things more in the 5.5% column. He stated they are starting at a rate of 11 cents and are discounting it by a factor of 10% against what they think the factor would be. He stated when looking at energy projects there are a certain amount of assumptions made.

Mr. Keller stated the size of the roof would allow them to over produce for the need at the fire station which would allow them to move the power to another town building.

Mr. Keller stated the next slide shows how they came up with the 11.05 cents/kwh based on the current fire station utility bill. He stated the power can be shared and utilized in other areas of the community.

Mr. Keller stated the only challenge is the net metering cap which allowed this to happen are presently at full capacity, however, the legislature is working on raising those caps.

The Chair asked Chief Pendergast if he was aware of the project. Chief Pendergast stated they had a meeting. He stated they have reached out to a few contractors and no one got back to them. He stated he is familiar with what is going on but they have a few things to iron out regarding the actual building. He stated they are the biggest energy users of the town buildings (not including sewer) and if it offsets the price in his budget he would be happy.

The Chair asked Mr. Keller how this fits with other projects they have done. Mr. Keller stated it is a little smaller than other projects they have done. He stated they want to help municipalities. He stated they do have a project in Keene which is about the same size.

The Chair asked about municipal uses and what other types would be available. Mr. Keller stated a lot of the projects have ranged from green fields to landfills. He stated they don't have a lot of roof projects. He stated when they started the company they wanted to utilize land which doesn't have use otherwise.

Mr. Anderson asked if they looked at the sewer plant. Mr. Keller stated they did a little bit of a review. He stated there seems to be a little pocket of usable land. There was further discussion of using space at the sewer plant.

Mr. Mulholland stated he needs authorization to continue moving forward on the details of this proposal. He stated there are two options available and option two seems to be more viable. He suggested they move forward with it and work on the contract details. He stated if the present warrant article does not pass then there would be a PILOT for taxation on it.

The Board gave Mr. Mulholland permission to move forward with the project.

Mr. Mulholland stated he would like to move forward in switching out the lights in town buildings to the LED lights. He stated the return would be a third of a year's costs for some buildings such as the fire station. He stated the department heads are reviewing the proposals for their respective departments.

Public Hearing-Revisions to Personnel Policy.

The Chair opened the hearing to the public.

Public Hearing-Re-Approve the Safety Policy.

Mr. Mulholland stated there are no changes, however, the policy has to be re-approved every two years.

The Chair opened the hearing to the public.

Meet with Mike Trainque from Hoyle, Tanner Engineering in regards to MS4 task order.

Mr. Mulholland stated they had some issues with getting the last task order in. Mr. Tardiff asked if the task order was two months late. Mr. Mulholland stated it was two weeks late but they haven't had a meeting.

Mr. Tardiff asked Mr. Trainque what happened. Mr. Trainque stated it has been hectic lately. Mr. Tardiff stated many years things have been good but there seems to have been some issues lately. He stated there have been issues with not getting what they should or not getting the correct answers. He asked what they are going to do to make sure they don't have these problems again.

Mr. Trainque stated they will have his full undivided attention. He stated they have been working with the Sewer Department since 2001 so he thinks they are happy with them. He stated they feel Allenstown is a valuable client and they want to maintain a relationship with them.

The Chair informed Mr. Trainque the Board took a vote to terminate the relationship and he wanted to ask others, who gave recommendations, where they stand on this.

The Chair asked Mr. Pelissier how he feels about this. Mr. Pelissier stated in August they had a return call to the field engineer regarding the report. He stated he was told the report would be sent to Mr. Mulholland and then Mr. Mulholland could distribute it as he wished. He stated it was not the response he would expect. He stated the report usually takes two weeks and they didn't receive it for two months.

The Chair asked Mr. Trainque if he was aware of this situation. Mr. Trainque stated he was not. He stated this will not happen again and the individual no longer works at the firm.

Mr. Mulholland stated it is important when they hire a contractor the expectation is the work will be done in the manner in which the contract reads. He stated it is also important the work is done in a reasonable time. He stated they hired Hoyle, Tanner & Associates (HTA) because of the overlap with the Sewer Department and it provides a lot of value because of the overlap.

Mr. Tardiff stated he wanted to be sure if they continue with HTA they don't have these issues. He stated they had an issue where they were given two different sets of numbers for a project. He stated the numbers effect what they are going to do and he wanted to make sure the numbers don't dramatically change again.

The Board determined to continue the task order with HTA.

Discuss request for tax abatement, President's Professional Park.

Dr. Hevern stated he established a practice in Suncook 38 years ago. He stated he is now an employee of Elliot Hospital however he is still the president of the Condominium Association. He stated he knows Mr. Mulholland is well aware of the challenges they had with one of the condo owners. He stated the owner came in four or five years ago who wound up in arrears with dues to the park and then with the federal and town taxes. He stated the owner owes the

Condominium Association around \$40,000 of which they tried to go through legal channels. He stated after three years and thousands of dollars of legal fees, they had a sheriff's sale and the Condominium Association purchased the property.

Dr. Hevern explained the professional park has deteriorated. He stated they are looking for a tax abatement for the three years the previous owner owed. He stated the challenge they face is they are stuck in the moment because the owner could come back and purchase the property for a year after the sheriff's sale. He stated they would like to return the property back to a viable property but they are going to have to invest tens of thousands of dollars into. There was further discussion of the damage done to the property.

Mr. Tardiff asked if they were to abate the taxes and the owner purchased the property back would he have to pay what was abated. Mr. Mulholland stated they would make it effective one year after the date of the sheriff's sale (September 2016) so then he would have to pay those taxes.

Mr. Tardiff stated it looks like the front of the building needs a lot of work and asked if it was from the owner's doing. Dr. Hevern stated it is because of lack of funds. He stated he has put forward around \$36,000 of his own money to support some of the stuff they did. He stated when the property sold to the Elliot they are now in about \$30,000 themselves. He stated the owner owes somewhere around \$70,000.

Mr. Tardiff stated asked about the 20% of the amount due. Dr. Hevern stated 20-25% of it is condominium dues not paid.

The Chair asked Mr. Mulholland if this is similar to a lot of the arrangements they have with the mobile home parks in town and what his recommendation would be. Mr. Mulholland stated this is the same type of agreement they have executed with the mobile home communities for years. Granting this abatement would be consistent with our past practices and would not set a precedence.

Mr. Mulholland stated they have been dealing with the owner for a long time who would come in and pay taxes just in the nick of time. He stated it is the same type of agreement they have with the mobile home communities. The Chair stated the economic piece of this is important to the town. Mr. Mulholland stated his recommendation would be the Board considers the abatement.

Mr. Tardiff asked if this can go on his credit. Mr. Bamarrito stated the sheriff's sale is on this credit and the owner has an IRS lien.

The Board determined they would grant the abatement. Mr. Mulholland will ensure the Board gets the abatement paperwork when it is the appropriate time.

Consider proposed Ethics Policy.

The Chair stated they were not going to act on the policy tonight. He stated they discussed who would be held accountable and who wouldn't. Mr. Tardiff stated he will have his questions for them at the next meeting.

Consider Drug Testing Policy for employees.

The Chair asked if there were any questions. There were no questions. Mr. Mulholland stated if there were things they want to change now would be the time because the next step is to have a public hearing.

The Chair asked at what point would they add what the repercussions would be if the policy was broken. Mr. Mulholland stated he doesn't think they want to put it in there. He stated there is a separate disciplinary policy. He stated they have different employees who have different statutes they are governed by.

The Chair expressed concern of someone showing up drunk and needing to have discipline for it. Mr. Mulholland stated the disciplinary policy covers something like and it is grounds for termination.

Mr. Mulholland stated there are different components of this policy. He stated there is pre-employment drug testing, testing after an accident and ongoing random drug testing for CDL drivers.

Mr. Tardiff asked if the highway department staff is required to have a CDL. Mr. Mulholland stated they are and the policy would require a drug test because of safety issues. Chief Pendergast stated the State doesn't require the fire department to have a CDL but he requires them to.

Mr. Mulholland stated we do not presently have random drug testing except for people with CDL. Mr. Tardiff asked if they should be doing random drug testing for anyone driving a town vehicle. Mr. Mulholland stated Town Council says they can't do it under present law.

Mr. Mulholland stated he will schedule a public hearing for the next meeting.

Discuss status of the Highway Dept. floor drain issue.

Mr. Pelissier stated he contacted EJ Prescott today and is waiting for a quote for the tank. The Chair asked if the company does the design work as well as the installation. Mr. Tardiff stated they will design it but not install it.

The Chair asked how this fits into the bid policy. Mr. Mulholland stated they were looking at options to address the issue of the floor drain. There are issues of digging in the ground at the transfer station site and the costs associated with it. He stated it is illegal to have the floor drain they have right now. He stated if they intend to do it they will have to excavate parts of the landfill and the cost will be considerable.

The Chair stated they need to know the cost to do it and the ramifications if they don't. Mr. Mulholland stated they have to get permission to dig in the landfill and then get a licensed facility to take the material removed. The Town is subject to fines for each day we have an illegal floor drain.

Mr. Pelissier stated they are trying to get costs. He stated they may end up with the option to block it which is why they are trying to find another location for the facility. The Chair stated they need to either fix this or not put it on the agenda again.

Mr. Mulholland stated the reality is they need a new facility. Mr. Pelissier stated they have been looking at other options for property. Mr. Tardiff asked if they can get a price to do this. Mr. Pelissier stated he can get the cost of the design and work with the engineers to find out where it can go. There was further discussion of the cost for the tank and their options.

Approve contract with MRI for Fire Department liability/risk study.

Motion. Mr. Tardiff made a motion to approve the contract with MRI for Fire Department liability/risk study. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve contract with Avatar for 2017 Town wide Assessing Update.

Motion. Mr. Tardiff made a motion to approve the contract with Avatar for 2017 Town wide Assessing Update. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Close Public Hearing-Revisions to Personnel Policy.

The Chair closed the public hearing in regards to the revised Personnel Policy.

Motion. Mr. Tardiff made a motion to approve the revisions to the Personal Policy. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Close Public Hearing-Re-Approve the Safety Policy.

The Chair closed the public hearing in regards to the Safety Policy.

Motion. Mr. Tardiff made a motion to approve the Safety Policy. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

TOWN ADMINISTRATOR’S REPORT.

Community Center Construction Project Update.

Mr. Mulholland showed the Board several pictures of the progress on the Community Center. He stated a lot of the site work has been completed, the windows are due in today and the roof will be done this week. He stated they have donations for a \$25,000 playground and showed them where on the map it would be. He stated the grand opening is scheduled for June 14th, 2015 and completion is scheduled for the end of May. He stated they are a little bit under budget right now.

Strategic Planning for administrative functions.

Mr. Mulholland stated this continues this week. He stated they will be working on the Strengths, Weaknesses, Opportunities, and Challenges (SWOC) Analysis. He stated Mr. Pelissier has been sitting in on the meetings.

Emergency Operations Plan update project.

Mr. Mulholland stated it is going well. He stated they expect to be done in three meetings. He stated they have three grants in various stages of development right now. The EOP, the re-write of the Disaster Recovery Plan and the exercise grant.

Legislative update HB 1243, 1244 and 1395.

Mr. Mulholland stated all of the bills they asked for have survived the house committees so far.

Personnel Training-Nutrition 101, Stress Management, STD/LTD/Life Insurance

Mr. Mulholland stated they had the training as well as the insurance carrier discussing short-term disability, long-term disability and life insurance. He stated the training went very well.

Health Insurance Review and AFLAC proposal.

Mr. Mulholland stated they are targeting the health insurance review for May.

Library Sewer Line issue.

Mr. Mulholland stated the Sewer Department has authorized Felix to go out and check the lines. He stated one of the lines is fine but they can't get to another line because of the things they have in the library. He stated they need to hire a plumber to find out what is going on with the other line and switch one is hooked in. However one of the lines is clear and unobstructed.

Mr. Anderson stated it has a 90 degree in it so they had to hire Felix to come do it. Mr. Pelissier stated they had trouble with the sewer line five or six years ago.

Legislative Policy Positions and NHMA process.

Mr. Mulholland stated this will be in April so if there are any positions the town has they need to think about them now.

The Chair asked Chief Pendergast about the bill on the blue lights on the back of the fire truck and if he plans to do it on his trucks. Chief Pendergast stated if one breaks he will put the new light on it. Mr. Mulholland stated the blue lights come on the new trucks.

Chief Pendergast stated the security project at the fire station will be starting this week.

MINUTES AND MANIFESTS.

Water Pollution Control Revolving Fund Program

Mr. Mulholland stated they have the Water Pollution Control Revolving Fund Program to sign for the Sewer Commission. The Chair asked for an update on this. Mr. Mulholland stated this is for the \$30,000 loan which is supposed to be forgiven by the State.

Extinguishers and Emergency Lighting Testing RFP

Mr. Mulholland stated they had an RFP out for Fire Extinguishers and Emergency Lighting. He stated they only had one bid submitted. He stated he asked for Capital Fire Alarms to give them a price which was considerably less than the bid. Mr. Tardiff asked about the current company they have. Mr. Mulholland stated the contract is up and the company did not bid on it. He recommended they award the RFP to Capital Fire Alarms.

The Chair stated the last time they did this they had questions about the types of testing. He asked if the contract covers everything. Mr. Mulholland stated it covers everything. He stated Tri-State Fire Inspection's bid was \$4,000. Chief Pendergast stated there aren't a lot of companies doing the testing.

Mr. Tardiff asked if the Fire Department can test the alarm systems. Chief Pendergast stated they cannot because they would have to carry the liability. He stated it is outside of their knowledge.

The Board determined to go with Capital Fire Alarms for their testing services.

Raffle Permit Application

Mr. Mulholland stated they have a raffle permit application for the Suncook Senior Center to be signed. The Chair stated they had this for their meeting two weeks ago which they cancelled due to the snow.

Tax Payment Plan Application

The Chair stated it looks as though the numbers work out, the person will be able to get caught up, and is consistent with what they have done in the past.

Motion. Mr. Tardiff made a motion to approve the tax payment application for 38 Ferry Street. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Mr. Mulholland stated they have not authorized them to remove the structure before the taxes are all paid. He stated they also asked for abatement. He stated if they choose to they can come in and asked for abatement for the back taxes, however, he would not recommend it.

Motion. Mr. Gryval made a motion to approve the tax payment plan for 6 Mark Dr. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Abstained; and Ms. Walker - Yes. The Chair declared the Motion passed.

Mr. Mulholland stated they have one for 7 Lane Dr. which is a small amount however it is not recommended they approve it. Mr. Tardiff asked if they are abating it for the current owner or previous owner. Mr. Mulholland stated they are doing it for the previous owner. He stated the amount due is \$72.00.

Mr. Mulholland stated the Assessor does not recommend the abatement. The Chair explained the person had a house demolished by a limb and had to move out of town into a smaller apartment. He stated the owner is a veteran.

Motion. Mr. Tardiff made a motion to approve the abatement request for 7 Lane Drive. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – No; and Ms. Walker - Yes. The Chair declared the Motion passed.

Ratify Consent Calendar: February 22nd, 2016

Motion. Mr. Tardiff made a motion to approve the Consent Calendar for February 22, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Review Minutes: January 18th, 2016, January 25th, 2016

Motion. Mr. Tardiff made a motion to approve the minutes for January 18, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the minutes for January 25, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve Payroll and Accounts Payable Manifests:

o ACH 2016 012716, CK 2016 012716,ACH 2015 012716, CK 2015 012716

o ACH 2016 010616

o CK 2015 020316, ACH 2015 020316, ACH 2016 020316, CK 2016 020316

o ACH 2015 021016, CK 2015 021016, ACH 2016 021016, CK 2016 020116

Motion. Mr. Tardiff made a motion to approve the Payroll and Accounts Payable Manifests as written on the agenda for February 22, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Non-Public session in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(a) at 7:52pm. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 8:18pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous set of non-public because it could adversely affect a person other than a member of this board.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

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

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:20 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

February 22, 2016

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	03/07/2016 DATE
 JASON TARDIFF, Member	03/07/2016 DATE
 KATE WALKER, Member	03/07/2016 DATE

Amendment Approvals:

Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: Y7MWVNICM24JSUGRRRFBB4

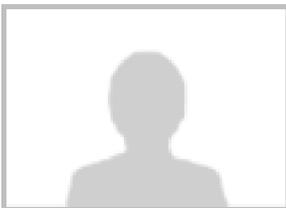


Kate Walker
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IP Address: 64.222.96.214
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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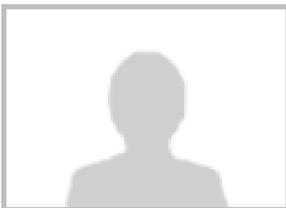


Jason Tardiff
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Digital Fingerprint Checksum

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Jeffrey Gryval
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2016-03-07 17:18:58 -0800
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2016-03-03 12:26:38 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 64.222.96.214
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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