

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

Minutes of Regular Meeting  
May 16, 2011

**Call to Order.**

The Allenstown Select Board Meeting for May 16, 2011 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: Rich Caruso.

Others Allenstown Officials Present: Jerry McKenney, Budget Committee/Trustee of the Trust Funds; Larry Anderson, Budget Committee/Trustee of the Trust Funds; Carol Merrill, Budget Committee; Richard Merrill, Sr., Planning Board; Diane Demers, Town Clerk.

Other Public Officials: Tom Irzyk, Chair, Allenstown School Board.

Allenstown Staff: Paul Apple, Town Administrator; Robert Martin, AFD Fire Chief; Shaun Mulholland, Chief of Police; Joyce Welch, Health Officer, Chris Roy, AFD.

**Citizens' Comments.**

The Chair called for citizens' comments. Mr. Anderson asked a question about board votes and how a decision is made in the event of a tied vote. The Chair indicated that a motion fails on a tie vote.

**Ratify Execution of Tax Warrant.**

Mr. Apple presented the Board with the executed Tax Warrant and asked for a motion to ratify the same. Mr. Gryval made a Motion to ratify the execution of the 2011 First Tax Warrant. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

**Consider and Approve Excavation Warrant.**

Mr. Apple presented the Excavation warrant for the Board's review and explained that there were some excavators not yet included because at the time the Warrant was written, some paperwork was still pending. Board members took a few minutes to review the documentation and then Mr. Gryval made a Motion to accept the Gravel Tax Warrant in the amount of \$1431.96. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

**Additional Tax Warrant.**

Mr. Apple presented an additional Warrant for the Board's review, signature, and a Motion. Mr. Gryval made a Motion to ratify the Added Tax Form for \$500.00 for the property located at 5 Sunset Avenue. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

**Receive Ben Fontaine's Resignation as Trustee of the Trust Funds; Consider Appointment of Successor.**

Mr. Apple informed the Board that Mr. Fontaine had already submitted his resignation and that there were two people interested in assuming his seat as Trustee of the Trust Funds and Cemetery Trustee. These people were Carol Merrill and Sted Holton. Mr. Gryval made a Motion to accept Mr. Fontaine's resignation from the Board of Trustees and the Trustee of the Cemetery Trust, dated May 4, 2011. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Board then discussed who would be appointed as a successor trustee, and decided it would be wise to appoint Ms. Merrill, partially due to her seat on the Budget Committee. Mrs. McKenney made a Motion to appoint Carol Merrill as Trustees of the Trust Funds until the next Annual Meeting. 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. Following that, Mr. Gryval made a Motion to appoint Carol Merrill as Trustee of the Cemetery Trust until the next Annual Meeting. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed. Everyone offered his or her congratulations to Ms. Merrill.

Mrs. McKenney asked Mr. Apple if this was a good time to address another resignation which had been received recently. With that, Mr. Apple informed the Select Board that Donald Chaput had stated his desire to resign from the Municipal Budget Committee and had presented him with a letter of resignation. Further, Mr. Apple said he had already received a letter of interest from someone who desired to serve in Mr. Chaput's place. Mr. Gryval spoke up to say that he would like to have an opportunity to speak with Mr. Chaput

before the Board made any decisions about accepting his resignation and replacing him. This issue was tabled for later discussion.

**Discussion of Joint Meeting with Pembroke Select Board on June 13, 2011 Regarding Tri-Town Ambulance.**

Mr. Apple began by informing the Board that he had recently met with David Jodoin, the Pembroke Town Administrator and John Levitow, the President of the Tri-Town Association.

He said they had begun working on the options to be presented at the June 13 meeting. He said they had come to the conclusion that there were three basic options to consider, and they were working from there. He explained that Tri-Town is in the process of studying ways to reorient their volunteer personnel and their access in order to address the response time issue that Allenstown Representatives had raised. One item possibility discussed was that of instituting a back-up service, as has been discussed at Select Board meetings previously. He said they were scheduled to meet again the following day, May 17, and that he would have additional information prepared for the next Select Board meeting in a week. He reiterated that the general purpose of this joint Select Board meeting with Pembroke was for them to hear from the Allenstown Select Board exactly what Allenstown wants to do about this situation.

Mrs. McKenney informed the Board that she had attended a Tri-Town meeting the previous evening, where new Board members were appointed. She said she had voiced to them that all three Allenstown Select Board members were behind continuing with their service. Mr. Tardiff asked if anyone there had voiced their "take" on the situation, and Mrs. McKenney said that indeed they had told her that everyone at Tri-Town hoped to continue providing service to Allenstown residents and that there was general concern about what exactly was going on after seeing an article that had been in the newspaper recently.

Mr. Apple suggested that the Select Board appoint one of the three of them to speak on their behalf at the Pembroke meeting, to lay out a common policy as they have previously discussed. He felt this would enable the Pembroke Select Board to hear their comments more clearly. Mrs. McKenney added that she was of the understanding that the entire meeting's agenda that evening has been left open for discussion of this issue only. Mrs. McKenney suggested that Mr. Tardiff, being the Chair, act as their spokesperson at the meeting. Mr. Tardiff opined that Mr. Gryval might be the best spokesperson since he had contributed so much to the Tri-Town contract issue.

The Select Board spent several minutes discussing how the meeting would likely run. Board members questioned whether Tri-Town representatives recognized the main problem raised by Allenstown with regard to their service- the slow response times. Mr. Apple opined that he felt that they hadn't thought it such a problem as they'd been told, but that they were very willing to hear and address that concern, and Mrs. McKenney agreed that she had

derived that sense as well. They spoke about citing a list of recorded response times as evidence at the meeting in order to further prove their point.

Select Board members voiced their concern about being kept informed with regard to the things that are discussed at Mr. Apple's meetings with Tri-Town to avoid walking into the June 13 meeting "cold", or uninformed of what was to be presented to them, thereby rendering them less able to intelligently respond. Mr. Apple told them that he would definitely keep them abreast of all new information as it comes about, and said he would e-mail each Board member a day or so after the next meeting with a summary of the discussion.

Mr. Tardiff asked Mr. Gryval if he had any problem with acting as the spokesperson at the June 13 meeting, to which he replied that he did not.

### **Discuss Relocation of Polling Station for Next Election.**

The Chair asked Diane Demers to give a quick summary as to why she had brought this issue before the Select Board. Ms. Demers said that basically the issue was that the next elections were likely to draw a large voting public, and, as has been an issue in the past, there would not be sufficient parking available. She said she had wanted to address the issue ahead of time and seek another option to avoid the parking problem altogether, but had thought it best to inform the Select Board before she went ahead with her search. Mr. Tardiff addressed a problem with one potential alternative, that being using the School for polling, and Chief Mulholland agreed, saying that it would create traffic problems in the area, especially with classes occurring at the same time. Further, he said parking would be an issue there as well. Tom Irzyk spoke up to mention other problems that would be caused by using the school, most of which boiled down to disruption of the regular schedule for the students.

Nobody was sure what would be a better site for polling, but Mr. Tardiff said he was fine with Ms. Demers going ahead with her search, and the remainder of the Select Board concurred.

### **Discuss Public Hearing Regarding Recycling.**

Mr. Apple had provided Board members with a copy of the packet that was to be distributed to residents beginning the following week for their review. He pointed out the revisions that had been made after their discussion at the last Select Board meeting, and briefly explained each page of the packet, which were basically a notice of the June 6 Public Hearing at the school, the guidelines of the new recycling policy and a diagram of the new layout at the Transfer Station/Recycling Center.

Mr. Apple asked Board members if they would make themselves available to help out at the June 4 Education Day, which would take place at the Transfer Station from 9:00 a.m. to 4:00 p.m. Several minutes were spent discussing the cost of garbage dumping and hauling, and the revenue generation possible with the new recycling policy. Mr. Apple explained that the town had to provide an estimate every year as to what the predicted trash tonnage would be for the year. He said that last year they had predicted 500 tons less than prior, for a

total of 2,500 tons. That figure, he said, is what the town's Cooperative Fee is calculated on, at the rate of \$11.88 per ton. The resulting figure is what has to be paid. An additional \$55.00 per ton was later paid for trash that was actually disposed of. Basically, he was pointing out that the Cooperative is less inclined to include a town whose yearly tonnage is dropping, which Allenstown's will with increased recycling. This led to discussion of possible alternatives to membership in the Cooperative, and whether withdrawing from the Coop is even an option.

One alternative mentioned was using a company called Casella Waste Management. The Board weighed the options, considering that there may be a penalty incurred for leaving the Coop, but that it may well be worth it in the long run if contracting with Casella was more cost effective with regard to their per ton charge. Mr. Apple asked the Select Board to give him some idea as far as what direction to go in, what to pursue with regard to this issue, and the Board suggested beginning with investigating the costs involved with both options.

#### **Discuss Call Firefighter Hiring with Chief Martin.**

The Chief began by presenting a copy of the Roster for the Board's review. He pointed out that he had two potential hires for the Board to consider, pending their approval to hire at all. The Chair made a suggestion that this topic be tabled for later consideration.

#### **Consideration of Personnel Action Forms.**

Mr. Apple explained that he had a number of forms for the Board's review, from all departments. He said their 3 decision points were the general 5% increases which they had previously discussed, the 2 Highway Department employees who had been on Probationary Status as new hires needed to be changed to Permanent Status, and thirdly, as proposed by Chief Mulholland, to change George Baker's status with respect to some issues with his retirement.

Beginning with the 5% increases, the Board reviewed the paperwork specific to each employee, then began with the necessary Motions.

Mr. Gryval made a Motion to approve the Change of Status for Chad Pellisier from Probationary to Truck Driver/Laborer, Level II, at the rate of \$13.25 per hour. Mrs. McKenney 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. Gryval made a Motion to approve the Change of Status for Edward Higgins Probationary to Truck Driver/Laborer, Level II, at the rate of \$13.25 per hour. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Next, Mr. Gryval made a Motion to implement a 5% wage increase in the Operating Budget of the Highway Department for the purpose of giving a 5% wage increase to all employees of the Highway Department. Mrs. McKenney

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. Gryval made a Motion to implement a 5% wage increase in the Operating Budget of the Police Department for the purpose of giving a 5% wage increase to all employees of the Police Department. Mrs. McKenney 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. Gryval then made a Motion to implement a 5% wage increase in the Operating Budget of the Town Hall for the purpose of giving a 5% wage increase to all employees of the Town Hall. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Chief Mulholland briefly explained the reasoning behind the Status Change from Part Time Hourly to Salaried Employee for George Baker, pointing out that this would not change his pay rate. He said this change was due to a tax applied to Part Time Employees which Salaried Employees escape. He further explained that Mr. Baker would be restricted to working only 25 hours per week. Discussion ensued as Board members wondered if employees of other departments are affected by this tax as well, and they were told that this was probable.

Mr. Gryval made a Motion to approve the Change of Status for George Baker from Hourly to salaried at a rate of \$26.28 per hour. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

#### **Discussion Regarding Direction to Department Heads for 2012 Budget.**

Mr. Apple informed the Board that he felt that he had plenty to work on with the Department Heads in preparation for their presentation to the Select Board; therefore they could pass this topic over if they had nothing new and no questions or concerns to address.

#### **Discuss Cross-Training Planning.**

Mr. Apple updated the Select Board about the cross-training process, saying that Dawn from Accounts Payable was currently training Donna, having her do some bookkeeping, so things were underway. Mr. Gryval asked if the current effort to rewrite personnel job descriptions would touch upon cross-training. He expressed a concern that someone might be hired for a particular position, but when told they are going to be cross-trained, they could say "that's not in my job description". Mr. Apple said the cross-training was on a generally voluntary basis and he was not making it a job requirement to do so.

#### **Town Administrator's Report.**

Mr. Apple began by addressing his recommendations with regard to both the PLT Multi-Year Rate Guarantee Program and the Primex Worker's

Compensation Contribution Assurance Program. He reminded the Select Board of their discussion several weeks prior with regard to both programs, and that they had tabled their approval pending his researching the cost of participation in both. Further, he offered his recommendation that they approve participation in both programs and authorize him to sign the agreements for both.

**Recommend Approval of LGC Property-Liability Trust PLT 2014 Multi-Year Rate Guarantee Program.**

Board members took a few minutes to review the paperwork, and then Mrs. McKenney made a Motion to approve participation in the LGC Property-Liability Trust for the next three years. 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.

Mrs. McKenney followed by making another Motion to authorize Mr. Apple to sign the LGC Property-Liability Trust Agreement. 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.

**Recommend Approval of Primex Worker's Compensation Contribution Assurance Program.**

After reviewing the forms, Mrs. McKenney made a Motion to approve participation in the Primex Worker's Compensation Contribution Assurance Program for the next three years. 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.

**Discuss Additional Finance Director Hours.**

Stepping away from the Agenda for a moment, Mr. Apple addressed a topic he had spoken individually with Select Board members about previously. This was regarding Doug Smith's services to the town through MRI. He reminded Board members that last year his time had been reduced to approximately 2-3 times per month. He said that as part of the town audit, as in past years, it was his recommendation that the town hire someone who can do reconciliations on a regular basis. Mr. Smith, he said, currently has an offer to work for the Town of Londonderry four days per week, and is looking to fill the fifth day. Mr. Apple explained that Allenstown currently pays MRI between \$1,152.00 and \$1,728.00 per month for Mr. Smith's services, at \$72.00 per hour. Mr. Smith has made an offer to work 8 hours, or one day per week, every week, at \$45.00 per hour.

Mr. Apple went on to ask the Board to authorize him to begin negotiations with Mr. Smith if they agreed that this was the best scenario for keeping him on as their Financial Director. He clarified that this would commit Mr. Smith as a Contractor for 32 hours per month at a rate of \$1,440.00, staying within the median of the amount already being spent monthly for his services.

Mrs. McKenney mentioned that he had done excellent work in previous years and felt that his continuing was a good idea. Mr. Gryval opined that even at \$45.00 per hour, this was a hefty fee for a Contracted employee. Mr. Apple agreed but said that was the going rate for a Financial Director under any hiring circumstance, and further, that being as Mr. Smith has been in the position for so many years, his history and familiarity with the town's finances was in and of itself quite valuable. He added that not many Finance Directors are willing to work part-time, and that the town was not currently able to afford to hire one on full-time.

Mrs. McKenney asked for clarification as to his duties as Finance Director, and Mr. Apple listed them, saying that he does the account reconciliations and posts the entries as well as engaging in strategic planning and budgeting.

Mr. Apple reiterated that he was not asking the Board to make a final decision on this, he was only seeking the Board's authorization to express an interest in acquiring Mr. Smith's services for the additional day, and begin to discuss terms, at which point he would revisit the issue with the Board.

Mr. Tardiff and Mr. Gryval both expressed that this was great deal of money to consider spending. They thought it best to explore other options, namely looking into having other, existing employees pick up some of the responsibilities the Mr. Smith would otherwise perform. This would enable him to perform the duties that are best done only by someone with his qualifications, and at the same time maintain his current number of hours. Mr. Gryval further made the argument that with the unemployment rate in its current state, posting a job listing for a part-time Financial Director could bring a new person on board, possibly at a lower rate.

This discussion resulted in the Board authorizing Mr. Apple to further negotiate extending Mr. Smith's hours, to explore any internal candidates and to investigate any outside options.

### **Minutes.**

Mr. Apple had two sets of Meeting Minutes for approval by the Board. The first was from the March 14, 2011 meeting, which, he explained, fell during the switch from the previous Minutes Clerk to the current one.

Mrs. McKenney made a Motion to approve the Minutes of March 14, 2011 as transcribed. Mr. Tardiff seconded the Motion, as Mr. Gryval was not in attendance at that meeting. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Abstained; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The second Minutes were from the last Select Board meeting on May 2, 2011. Mrs. McKenney made a Motion to approve the Minutes of May 2, 2011 as transcribed. 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.

Next, Mr. Gryval made a Motion to approve the Non-Public Meeting Minutes of May 2, 2011, Session I, as written. Mrs. McKenney seconded the Motion. A



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

### **Purchase Orders, Abatements, and Related Business.**

Mr. Apple had several Purchase Orders for signature and approval by the Board. The first was with regard to the Old Allenstown Meetinghouse project. Mr. Apple added an announcement that the next Steering Committee Meeting was scheduled for Thursday, June 9, 2011 at 6:00 p.m., and would be held at the Old Meetinghouse.

He said a brief note which accompanied the meeting date announcement from the Chairman of the Steering Committee had stated, "The Old Allenstown Meetinghouse is coming along very nicely."

Select Board members took a few minutes to review and sign the Purchase Orders, and then Mr. Apple told them that there were three Abatement Requests for their consideration. The first being for a property with a two-family dwelling located on Sargeant Drive. He explained that the taxpayer was requesting the Abatement based on the Appraisal Report that had been submitted with the application. Mr. Apple added that the Assessor had attached a note, giving his recommendation that the Board deny this Request for Abatement.

Mrs. McKenney made a Motion to deny the Application for Abatement for 19 Sargeant Drive in Allenstown. 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.

The second application was for an apartment complex located at 90 Main Street, for which the Assessor had also recommended a denial. Mr. Gryval made a Motion to deny the Application for Abatement for 90 Main Street in Allenstown. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Lastly was an application for 24 Woodlawn Drive. The Assessor had recommended denial for this application as well. Mrs. McKenney made a Motion to deny the Application for Abatement for 24 Woodlawn Drive in Allenstown. 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.

### **Discuss Summer Select Board Meeting Schedule.**

Mr. Apple wanted to address a couple of departures from the previously discussed summer meeting schedule of every other week for the Select Board. He elaborated, beginning with meeting the following week, on May 23, due to the Memorial Day holiday the week after. The next two concurrent weeks' meetings would be on June 6 (the Public Hearing on Recycling at AES) and June 13 (the joint Select Board meeting with Pembroke). After the June 13 meeting in Pembroke, the every other week schedule would resume on June 27

and continue as such until August 22, then there would be two weeks with no meeting due to the Labor Day holiday. After that, they would decide their schedule on a week-to-week basis based upon need. None of the Select Board members had any objections, and Mr. Apple had no further business for them.

### **Non-public Session.**

Mr. Gryval made a motion to enter non-public session under RSA 91-A:3, II(a) (matters related to the compensation, hiring or discipline of public employees. Mrs. McKenney seconded the motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed, and the Board enter non-public session at 8:05 p.m.

The Board returned to public session at 8:20 p.m.

Mr. Gryval made a motion to seal the minutes of the previous non-public session. Mrs. McKenney seconded the motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

### **Goals and Objectives for Town Administrator.**

The Board and Mr. Apple had a discussion about goals and objectives. Mr. Gryval indicated that he would like to see Mr. Apple working more on grant writing and overseeing the finance issues and less time overseeing projects that the department heads could be working on. Mr. Apple agreed, but indicated that some supervision would be necessary to ensure a timely and successful completion of projects.

The Chair asked Mr. Apple to compile a list of current projects, and that the Board would discuss priorities at an upcoming workshop.

### **Adjournment.**



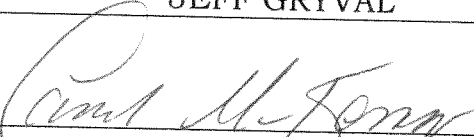
Mr. Gryval made a Motion to adjourn the meeting. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the meeting adjourned at 9:25 o'clock p.m.



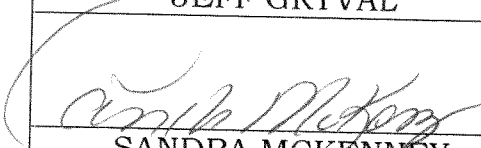
**Signature Page.**

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

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

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	5-23-11 DATE
 JEFF GRYVAL	5-23-11 DATE
 SANDRA MCKENNEY	05-23-11 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
See minutes of 5/23/11	 JASON TARDIFF	5-23-11 DATE
	 JEFF GRYVAL	5-23-11 DATE
	 SANDRA MCKENNEY	05-23-11 DATE