

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

Minutes of Regular Meeting
June 6, 2011

Call to Order.

The Allenstown Select Board Meeting for June 6, 2011 was called to order at Town Hall by the Chair at 5:30 p.m.

Roll Call.

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

Others Present.

Please see attached list.

Discuss Fire Department Personnel Matter.

Chief Martin requested a non-public session regarding a personnel matter.

Non-Public Session.

Mr. Gryval made a Motion to enter into Non-Public Session at 5:35 p.m., pursuant to RSA 91-A:3, II(a). 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.

Public Session Reconvened.

A Motion was made by Mrs. McKenney to enter back into Public Session at 5:52 p.m. 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. Gryval made a Motion to seal the prior Non-Public Session's minutes. 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.

Recess.

Mr. Gryval then moved to recess to the Allenstown Elementary School for the Public Hearing on recycling. 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 recessed.

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Minutes of Public Hearing
June 6, 2011

Reconvene.

Mr. Gryval made a Motion to reconvene the Allenstown Select Board Meeting for June 6, 2011 at 6:05 p.m. at the Allenstown Elementary School 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.

Public Hearing to Review and Accept a Gift of Personal Property.

Mr. Tardiff read the first topic of business from the Agenda. This was to review and accept a gift of personal property (other than money) of a manufactured housing unit described as a 1999 Smart Buy, serial number 1508, currently located at 38 Fullam Circle in Allenstown for the use of the Highway Department as an office and rest center for the department's workers. The value of the personal property is approximately \$26,000.00 and it is being donated by the present owner for the use of the town.

There were no questions by the Members of the Board, so at that point the discussion was opened up to the public. The only question posed by a resident was regarding what would be done with the old building, to which the Chair's response was that it would be crushed.

There was no further discussion on the matter, so the Chair elected to move on to the next Agenda item, but left this matter open for the time being.

Public Hearing on Mandatory Recycling.

The next Agenda item was read by Mr. Tardiff. This was a Public Hearing on mandatory recycling at the transfer station and possible curbside recycling. Mr. Apple took the floor to give a brief presentation. He explained that the recycling issue was not just about being "green", but largely about money, and that the principal reason for moving toward a recycling program at the Transfer Station was the high cost of trash disposal. He said the current cost to the town for trash haulage and disposal was from \$62.00-\$68.00 per ton, and it would be no cheaper if the town switched from the Coop to Casella, which is based in Allenstown.

Mr. Apple stated the tipping fees 2011 are likely to be \$185,000.00, and reminded everyone that that figure did not include the packer, the fuel, and the cost of the driver's time.

He then informed attendees that if everyone did their part and recycled, the cost would drop to between \$9.00 and \$20.00 per ton. This, he pointed out, was good economic sense for a town with an economic condition such as Allenstown's, and that the minor inconvenience that recycling may pose to individual residents was insignificant when compared to the money savings it would offer.

The secondary reasoning behind a move toward recycling in Allenstown is, naturally, to be more environmentally responsible. Mr. Apple added that most NH communities already have some type of recycling program in place, and were seeing significant savings. In summation, he said this was a smart thing for Allenstown to do, both environmentally and economically.

At that point, he offered to answer questions. The first one was about curbside pickup for recyclable items. Mr. Tardiff explained that curbside pickup was something being looked at for the future, but that for now the focus was on the Transfer Station. The idea is to implement the new recycling program gradually in order to get everyone used to separating recyclables from their trash. Further, he explained that Mandatory Recycling in Allenstown means that beginning on July 9, 2011, everything brought to the Transfer Station must be separated as either recyclables or trash. For curbside pickup residents, recycling is not mandatory at this time, but is encouraged. Should they begin separating now, these residents will need to bring their recyclables to the Transfer Station themselves. If they so choose, they will need to purchase and display a dump sticker in order to use the Transfer Station.

Another important point made by Mr. Tardiff was that the type of recycling system Allenstown is implementing is called "single stream" recycling. This means that all recyclables go into one container and nothing has to be separated, which makes it a very simple practice.

Several residents in attendance were of the opinion that it would be better to begin the curbside recycling pickup portion of the program on July 9 as well. Mr. Tardiff called upon Ron Pellissier to further explain the reasoning behind the staggered implementation, so Mr. Pellissier took the floor and explained that the later inclusion of curbside recycling pickup will involve several expenses beyond those of the Transfer Station. He listed some of the expenses, such as containers for placing recyclables at the curb for each household, extra payroll dollars for the additional man-hours that will be worked, and vehicle-related expenses, such as an additional truck tailored for the new use as well as the fuel costs and maintenance for that truck. He referenced Pembroke's recycling program, as it is very similar to what Allenstown will be doing.

A question arose regarding trash pickup at Holiday Acres Mobile Home Park. Mr. Tardiff offered that he had spoken with the manager of the park earlier that

day, and he had confirmed that they would continue to handle their own trash pickup, but that they would implement the same recycling policy as the town.

The recurring theme, and most important function of the recycling program was that the greater the participation, the lower the trash tonnage will be, thereby decreasing haulage and disposal fees and saving the town money. All of this boils down to tax savings for residents, or, at the very least, help keep the tax rate from increasing. The potential for savings is really put in the hands of the residents.

One resident expressed her concern that when curbside pickup is eventually implemented, all the expenses that Mr. Pellissier had mentioned would be a huge blow to residents' pocketbooks. However, Mr. Tardiff proffered that most likely the Highway Department would make do with what they have at the outset. He said after the program has been working for a while, they would be better able to assess what needs there are.

Mr. Tardiff then asked for a show of hands for anyone who was not in favor of having curbside recycling pickup, and there were no hands raised.

Mr. Apple took a moment to explain the new layout at the Transfer Station, expressing the simplicity of the process of eliminating household waste and recyclables for its users. He said everything would be clearly marked to signify what goes where. The biggest change to the physical layout of the facility is the relocated exit, and he reminded residents that the Transfer Station employees would be on hand to offer guidance and answer questions.

Talk turned to what recyclable items would be accepted. Mr. Apple referred attendees to an available handout which listed items by category, and Mr. Tardiff added that the simplest way was to look for the triangle symbol on the bottom or back of an item.

Mrs. McKenney took a few minutes to thank those who had volunteered their time to help out and answer questions at the Recycling Education Day for the public, which was held on June 4 at the Transfer Station and Bi-Wise. Those residents were David Roy, Carla Vaughn, Deb Fontaine, and Don Chaput. She also thanked Alan Tourquotte, Eddie Higgins and Ron Pellissier for all of their help throughout the entire process.

At that point, the Chair asked if there were any further questions, comments, or concerns, and there were none. He thanked everyone for attending, and with that, many of the attendees departed. He called for a Motion to close the Public Hearing.

Mr. Gryval made a Motion to close the Public Hearing on Recycling. 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.

Public Hearing re: a Gift of Personal Property (revisited).

Mr. Gryval made a Motion to close the Public Hearing on the gift of personal property. 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.

Mrs. McKenney made a Motion to accept the gift of a 1999 mobile home unit as a donation to the town, valued at \$26,000.00. 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 the acceptance of this gift, Mr. Apple asked that the Board next approve of an abatement of the taxes due on the property. Mrs. McKenney made a Motion to abate the taxes due for 38 Fullam Drive in the amount of \$358.68. 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.

Other Business.

Mr. Apple had received the application for the annual OHRV Law Enforcement Grant from Chief Mulholland, which had a deadline of July 1, 2011. He said that due to the Select Board's summer meeting schedule, he felt this should be addressed now to assure its timely receipt. This was the same as in previous years, so after clearing up a question by Mr. Tardiff about one of the requirements for qualification, Mrs. McKenney made a Motion to approve the OHRV Law Enforcement Grant and to have Chief Mulholland sign for it. 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 next item Mr. Apple had for the Select Board was a letter from Robert Lee, Chair of the Allenstown Zoning Board of Adjustment. He was requesting approval to retain separate counsel for the ZBA. Mr. Lee was present, and the Chair asked for his input. Mr. Lee offered that Attorney Bedard who has filled this role for the past several years, is very knowledgeable about zoning law and that the Zoning Board has collectively decided that it is in the best interest of the town to continue to retain him. His services cost \$135.00 per hour. One other option he offered was for Mr. Apple to inquire with another attorney, Mr. Uchida to ensure that he would be able to perform the same services at the same cost. These services, he said, are not required for every case that comes before the Zoning Board. Mr. Apple said he would contact Attorney Uchida to make those inquiries.

Mr. Apple's next item was a copy of the Dog Warrant which he had received from Ms. Demers that day to bring before the Select Board. This was a list of dog owners who had as yet not registered their dogs, the deadline for which was April 30. He pointed out that there were significantly fewer names on the list this year than in previous years. He asked that the Board review and approve the Warrant so that enforcement actions could begin. Once each Board member had reviewed the Warrant and added their signature, Mr. Gryval made a Motion to approve and issue the Warrant for Unlicensed Dogs for 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.

Mr. Apple asked the Select Board for direction with regard to his assistance with budget preparation by Department Heads. His question concerned the Highway Department's upcoming need to replace some of their vehicles. He said they were seeking the Board's permission to plan for lease-purchases as is done in the Police Department. He said after some research, this had been shown as the best way to go for the vehicles needed by this department, such as pickup trucks. He added that Mr. Pellissier was planning on a 3-year replacement rotation, also similar to the Police Department's practice. The Select Board members were in agreement, and gave their permission for the Highway Department to plan their budget with this caveat.

Mr. Apple had several Purchase Orders for their review. Two of these had run a bit over what had been previously discussed which was due to cost increases. Board members reviewed and signed each Purchase Order.

Mr. Apple offered a reminder for the joint Select Board meeting with Pembroke's Select Board scheduled for June 13 at 6:30 p.m. He asked the Board if they wanted to meet ahead of time at the Town Hall for a brief meeting as they had this evening, or go straight to Pembroke. Everyone felt it best to meet at the Town Hall at 5:30 p.m. for a brief meeting to take care of any business as required. Further, with regard to the June 27 meeting scheduled at the Meetinghouse, he said there would likely be a need for a non-public session, which may be lengthy. He asked the Board if they preferred to meet before or after the public meeting at the Meetinghouse, and the Board chose to meet at the Town Hall at 5:00 p.m., prior to the public meeting. Should the non-public session run long, they will need to continue it.

Lastly, he brought up the subject of the EMPG Grant to replace the radios for the Fire and Police Departments. In working to complete the process for this year, he and the Chiefs were hoping to avoid the issue of an overage, as was the case last year. He explained their reasoning, saying that it is a 50% grant, with the other 50% having to be paid by the town in cash, and they didn't know how much cash they would have on hand at that time. As a result, they were seeking the Select Board's permission to apply for an EMPG Grant in order to replace some of their radios, but on a very conservative basis. He said they would like the Select Board to authorize them to apply for the grant up to a \$5,000.00 contribution on the town's part. After some discussion, the Select Board asked that the Chiefs review their radio replacement needs, then, together with Mr. Apple, create a proposal to present to them the following Monday at their meeting at the Town Hall prior to going to Pembroke. The idea was to ensure that all of their needs would be met, and to also come up with a more exact dollar amount to request in their grant proposal.

Mr. Gryval asked Mr. Apple about the progress on the Job Descriptions. He said there was very little left to do, despite his being away on vacation the previous week and that he planned to present them on June 27.

Mr. Gryval asked about evaluations for Department Heads and the use of a Self Evaluation Form, as they had discussed previously. He asked Mr. Apple as well as Mr. Gryval and Mrs. McKenney if they should revisit the topic, and Mr. Tardiff thought they should. He added that he wanted to get this done ASAP, and listed the Department Heads who would receive the Self Evaluation Form, which would be the Police Chief, Fire Chief, Town Administrator, and Road Agent. Upon completion, the form would be returned to the Select Board Chair. Select Board members were in agreement that they did not feel the need to approve the blank form as created by Mr. Apple, and that they preferred that he just create the form and get it sent out to the aforementioned Department Heads along with a due date for its return. Board members wanted to have the forms back ASAP, but agreed that it was only fair to give the recipients at least a week to complete them. Mr. Apple said he would be sure to make that his first order of business the following day, and it was decided that he would request their return by June 15, 2011 in a sealed envelope to the Town Hall, and he would then hold them for Mr. Tardiff. After some discussion about a due date and when would be the soonest they would be able to review them in a non-public session, they determined that they would need to schedule a workshop session for June 16 at 5:00 p.m. at the Town Hall.



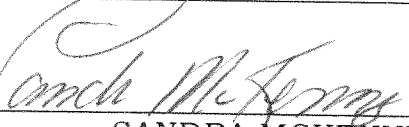
Mrs. McKenney asked if anyone recalled whether Valerie Merrill had been appointed to the Parks and Recreation Department as there had been some question about this. Mr. Apple said he would review the minutes to find out and then contact Mrs. McKenney to let her know.

Mrs. McKenney also wanted to add, for the record, that Mr. Tardiff had, in the past, done work for her on her house, and would again be doing so soon. She felt that it was best to have this on record to avoid any future conflict.

Adjournment.

After ensuring that there was no further business and no further questions or comments from anyone in attendance, Mrs. McKenney made a Motion to adjourn. 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, and the meeting adjourned at 7:30 p.m.

Signature Page.

Original Approval:	
 JASON TARDIFF	6-27-11 DATE
 JEFF GRYVAL	6-27-11 DATE
 SANDRA MCKENNEY	6-27-11 DATE

Amendment Approvals:		
Amendment Description:		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE