

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

Minutes of Regular Meeting
July 25, 2011

Call to Order.

The Allenstown Select Board Meeting for July 25, 2011 was called to order by the Chair at 6:05 p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Valerie Merrill, Pauline Boutin.

Others Present: Michael Trainque, P.E., of Hoyle, Tanner & Associates; Spyridou Skoulikaritis.

Other Public Officials: Larry Anderson, Trustee/Budget Committee; Richard Merrill, Sr., Planning Board; Carol Merrill, Budget Committee; Ron Pelissier, Road Agent.

Allenstown Staff: Paul Apple, Town Administrator; Michael Stark, Sergeant, APD.

Citizens Comments.

The Chair called for citizens' comments. There were none.

Meet with Spyridou Skoulikaritis of "Olympic Pizza" Regarding Liquor License Application to State of New Hampshire.

Mr. Apple explained that there had been a change of ownership of the business and that the state requires the liquor license to be under the name of the owner, therefore the new owner had to apply for the license anew. He said under the statute, the state reviews the application and then sends a letter to the town in which the business is located, then allows the town 15 days to either object, agree, or comment on the license. Mr. Skoulikaritis was in attendance to ask that the town quickly give their approval so that the 15 days could be waived, allowing him to attain his liquor license faster.

Mr. Apple went on to explain that historically, the town had not had the resources to take a position or offer comments, and had simply replied to the

state with neutrality, offering no objections or comments. Select Board members had no objections and felt it best to follow along with what the town's practice has been in the past; therefore they could not give approval, but were apologetic for not being able to help.

Meet with Mike Trainque to Discuss Amended SRS Loan Agreement for Allenstown Sewer Improvement Project.

Mr. Apple had the amended loan agreement for the Allenstown Sewer Project. After reviewing their copies and with no further discussion, Select Board members affixed their signatures.

Mr. Gryval then made a Motion to amend the original loan agreement for the Allenstown Sewer Project from \$1,625,000.00 to \$1,985,108.00, showing an increase of \$360,108.00. 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.

Discuss Cost Increases of Paving Projects with Highway Department.

Ron Pelissier spoke about several paving projects pending and noted that the cost of liquid asphalt has increased; therefore these jobs will cost more to complete. Sunset and Sunnyside Streets' additional encumbered amount will be \$3,033.05. The Summers Avenue project will now cost an additional \$4,965.78 plus \$1,000.00 for a new manhole cover. These additional monies would come from the "Paving" line in the budget.

Mr. Gryval made a Motion to approve of paving Sunnyside Street, Sunset Street, and a manhole cover on Summers Avenue, not to exceed \$10,000.00 in addition to the previously encumbered amount and grant money. 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 asked Mr. Apple if there had been any response as yet from the Coop with regard to Allenstown's potential withdrawal. Mr. Apple said he had received a response and would forward a copy of that e-mail to Select Board members the following day.

After a brief discussion regarding some problematic dumping which had been reported at the Transfer Station, Board Members agreed that additional security was needed there to maintain orderly separation of recyclables from trash, and to ensure that everything lands in its designated receptacle rather than on the ground. Mr. Pelissier agreed to get back to the Select Board to notify them as to what line(s) in his budget the money for this would come from.

Mr. Gryval made a Motion to allow the Road Agent to extend up to \$2,200.00 for enhancement of security at the Transfer Station. 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 then told Mr. Pelissier that she had mentioned at a previous Select Board meeting that she felt an additional employee was needed at the Transfer Station on Saturdays, and he should see if he could find the money in his budget to hire a part-time person.

Discuss Appointment of Financial Services Provider.

Mr. Apple began by outlining the most recent situation with MRI. Mr. Doug Smith, who has performed financial services for Allenstown through MRI for years, has elected to leave MRI and work on his own with several towns as their Financial Services Provider. He has proposed that he could work one 8-hour day per week for Allenstown. In the past, the cost of his services through MRI has ranged from \$1,154.00 to \$1,728.00 per month.

Mr. Apple went on to describe additional options available to the town, the first being to simply stay with MRI and continue to pay the same amount per month for their services. This would mean a new provider would come from MRI and learn the job that Mr. Smith was doing. Mr. Apple opined that this was the least desirable option as he felt the cost of MRI's services was exorbitant. The second option, he said, would be to hire a part-time employee to perform the financial tasks. He added that this, too, was not a very desirable option as the cost was as high as or even higher than that of MRI, once pay, insurances, etc. is all taken into account.

The third option would be to hire a full-time Finance Director. This would represent a pay rate of about \$35.00 per hour, or \$70,000.00 per year. The downfall to this option, he said, was that there was simply not \$70,000.00 in the budget to make that possible, not to mention the additional costs of insurance, etc., which would raise that number to more like \$90,000.00 to \$100,000.00 per year. Additionally, he said he wasn't sure there was even enough work to warrant the addition of a full-time Finance Director.

The fourth option, which was the one he recommended to the Board, was to continue on with Mr. Smith. This would be a 32-hour per month contract at a rate of \$45.00 per hour. This came to a total of \$1,440.00 per month. The advantages of this were that he would be giving Allenstown a lot more time per month at about the same cost, as well as the continuity of keeping the same person in the same position.

There was some discussion amongst the residents in attendance and Select Board members, some of which was about hiring a bookkeeper at a lower cost. Mr. Apple said a bookkeeper did not have the necessary skills to perform the job that Mr. Smith has done. Mr. Gryval expressed concern over the cost, saying that although the same amount to keep Mr. Smith was already being paid, he wondered where that money was coming from. Mr. Apple reminded everyone that one of the biggest advantages that a finance provider had over a bookkeeper was their knowledge of the changing laws with regard to small town finances.

Mr. Gryval offered a comparison with the hiring some time ago of a part-time night shift secretary for the Police Department, in which she was hired for no more than 19 hours per week in order to not have to pay her any benefits. He

felt this was something that should be considered in this instance as well, saying maybe a bookkeeper or accountant could be hired with that type of hourly restriction and taught to do the job as well as Mr. Smith over time, offering substantial savings to the town.

Mr. Apple said that time was really of the essence, as Mr. Smith's offer would not stand forever. The decision, he said, really needed to be made at that night's meeting. With that, Mrs. McKenney spoke up and made a Motion to hire Doug Smith for 32 hours per month at \$45.00 per hour as the Finance Director for Allenstown. Mr. Tardiff seconded the Motion.

Mr. Gryval interjected at that point to say that, although he felt that Mr. Smith did a fantastic job and had "dug Allenstown out of the hole" they were in when he was first hired on through MRI, that he wasn't sure his level of expertise was required. He reiterated that it was his opinion that if a part-time bookkeeper was hired, he or she could work with Mr. Apple as an overseer, thus saving a good deal of money for the town on these services. He said the people were told, upon bringing in MRIs services, that it was to be a short term solution to a problem (whereas the books were very messed up), and that that time has come and gone. Finally, he said he felt very strongly that it was a bad idea to be voting on this matter that night, seeing as Mr. Apple usually presents options to the Board, and then they have until at least the following meeting to decide how they want to vote.

This brought about a few more minutes of discussion amongst the residents in attendance, as Mr. Gryval had said he felt they should weigh in on the issue, but in the end, the vote would decide the matter. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-No; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Meet with Rob Martin to Discuss Department Coverage.

Mr. Apple opened the meeting with Mr. Martin by asking for a motion to accept the resignation of Mr. Thomas Kaempfer from the Allenstown Fire Department.

Mrs. McKenney made a Motion to accept Mr. Kaempfer's resignation from the Allenstown Fire Department. At that point, however, Mr. Gryval said he had not received a copy of the resignation in question, and did not want to act upon it until he had. Furthermore, Mr. Martin was not in attendance, so this topic was set aside for later consideration.

Other Business.

Mr. Apple had a purchase order from the Fire Chief for the National Fire Code. He also had an application of Intent to Cut Timber and an application for Current Use for their signatures. The Board took a few minutes to review the paperwork, and noted a couple of discrepancies that would have to be corrected before they could finalize them.

Town Administrator's Report.**Purchase Orders, Abatement Requests, Related Business.**

Mr. Apple then explained that the lease for the town's postage meter was up in March, and that he had been approached with a new offer by the lessor. He said the current cost was \$186.00 per quarter, and the new offer was for approximately \$160.00 per quarter. He was seeking the Board's permission to enter into the new lease.

Mrs. McKenney made a Motion to enter into a new contract with Pitney-Bowes for the postage meter at a cost of \$162.03 per quarter. 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.

Minutes.

Mr. Apple had several sets of Minutes of the for the Board's approval.

Mr. Gryval made a Motion to approve the Regular Meeting Minutes of June 13, 2011 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.

After Mrs. McKenney noted a couple of incorrect names on the first page of the document and a couple of other items of question, Mr. Gryval made a Motion to approve the Regular Meeting Minutes of June 27, 2011 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.

Mrs. McKenney then made a Motion to reopen the Minutes of June 13, 2011 for discussion. Mr. Tardiff seconded the Motion. Mrs. McKenney explained that at that meeting, they had had a discussion about the Shelter Committee which does not appear anywhere on the Minutes, as well as Representative Kelly Ayotte in attendance which is not noted. Discussion ensued about the date upon which these items had actually happened, and the sequence of events which had led up to her resignation from the Shelter Committee in the first place. 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 Nonpublic Meeting Minutes of June 27, 2011, Session I. 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 approve the Regular Meeting Minutes of July 11, 2011 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.

Mr. Gryval made a Motion to approve the Nonpublic Meeting Minutes of July 11, 2011 Session I. 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, after noting one indiscrepancy, which Mr. Apple said he would correct, Mr. Gryval made a Motion to approve the Nonpublic Meeting Minutes of July 11, 2011 Session II. 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.

Discuss Meeting with Department Heads.

Select Board members talked about when would be the best time to touch base with the Department Heads to ensure everyone is on target with their budgets, etc. They wanted to do it on August 8, but weren't sure how to fit it in whereas the Agenda for that day was already quite full. They ended up deciding to begin the meeting an hour earlier that day, and to start out with the Nonpublic portions of the meeting first.

Discuss the Hiring of a Building Inspector.

Mr. Apple explained two options for acquiring a Building Inspector, which were either to hire a part-time Building Inspector for Allenstown coverage only, or to hire a full-time Building Inspector to be shared with another town (Pittsfield), and to share the expense with them. He said one of the two towns would hire for the position and offer benefits, thereby getting more stable applicants, then bill the other town for their share.

Mr. Gryval opined that hiring a full-time person would likely bring more skilled applicants, and would also offer the town some more experience in dealing with Intermunicipal Agreements. Mrs. McKenney expressed a concern about Worker's Compensation coverage, i.e. if the Inspector was employed by Allenstown but working in the other town and got hurt there, who would be responsible? Mr. Apple said that would be an item that would need to be delineated in the Intermunicipal Agreement.

Discussion turned to the use of a town vehicle for inspections in Allenstown vs. outside of Allenstown. This again was deemed something to be covered in the Intermunicipal Agreement.

Other Business.

Mr. Gryval asked about the progress of the Job Descriptions and whether or not they were ready for the Board's final approval. Mr. Apple said they were completed, and he would add approving of them to the Agenda for the August 22 Select Board meeting.

Mr. Gryval then asked about the RFPs that Mr. Apple had previously discussed sending out with the Select Board, i.e. for equipment, interest, fire extinguishers, legal fees, etc. He wanted to know if they had been sent out yet, and Mr. Apple answered that two had indeed gone out, but two had not yet.

Mr. Gryval inquired about two policies which were slated to be enacted at the end of that week, the Social Media Policy and the Computer/E-mail Policy. He

wanted to know if all employees had yet been trained on the content of these new policies. Mr. Apple said it was scheduled for the following day (July 26) at 2:00 p.m. All attendees, he added, would sign an acknowledgement stating that they had received the training.

Mr. Gryval asked Mr. Apple if he was still scheduled to meet with the Coop on the following day, and Mr. Apple confirmed that he was. Mr. Gryval expressed concern over not having an arrangement in place with Casella for when they leave the Coop. Mr. Apple said he would contact Mr. Pelissier and have him begin work on creating a contract to present to Casella, and he would then look it over before it is sent to them.

Talk turned to preparations to be made before beginning the curbside recycling pickup program. Everyone agreed that Mr. Pelissier should also begin working out a new schedule for trash and recycling pickup, just to get some of the preparation work under way. Select Board members all felt that with his knowledge of the department, this task would be best done by Mr. Pelissier.

Mr. Gryval's next concern was regarding the Town-owned vehicle, and whether it could be made available on certain days to the Prosecutor as she has to travel a lot in performing her job as Prosecutor, and was currently having to be reimbursed for travel expenses while using her own vehicle. There was a concern that it may interfere with the Building Inspector's need for the car, but Mr. Gryval pointed out that he only used the car an average of 2 days per week, and he thought maybe they could work out a schedule that would allow its use for her on the off days.

Update on Discussions with Tri-Town Ambulance and Pembroke.

Mr. Gryval noted that the Tri-Town issue was at a standstill because of the upcoming Tri-Town vote. He wondered, however, if the Select Board should be proactively exploring what they would like the Intermunicipal Agreement to look like. He said that in reviewing a years-old copy of a proposed Intermunicipal Agreement, the wording was inadequate, noting that Mr. Apple would certainly see things he'd want to change. Furthermore, with regard to some of the Pembroke Chief's concerns about a new agreement with Allenstown, he felt it better to come up with what Allenstown would like to see the new model look like rather than just shooting down some of the facets of Pembroke's current methods.

Talk turned to some of the "what-ifs" with regard to Tri-Town's upcoming vote. This subsequently led to a decision to have the *ad hoc* committee, consisting of Mr. Gryval, Mr. Apple, Chief Martin and Captain Lambert to put some ideas down on paper, and then bring these ideas back to the Select Board.

Mrs. McKenney expressed concern over having too many people involved and creating confusion, but said she wouldn't object to such a meeting.

The Select Board then began a discussion about a "tactical plan" for working out an amicable agreement for all entities involved, with concentration on just how "hard-nosed" an approach to take on the touchier issues, so as not to

anger anyone and cause things to turn ugly. The overall essence of the conversation was to be prepared for what may come by thinking ahead and considering any bumps that may form in the road, so to speak, and to have a plan in place for each possibility.

Discuss Presentation of Citation for Dylan Lambert.

Mrs. McKenney said she had spoken with Mr. Apple about having a Certificate, or Citation, drawn up for Dylan Lambert for performing the Heimlich maneuver on his brother Clayton when he found him to be choking. Additionally, she said she had purchased a gift certificate to present to him at the same time, which she wanted to have added to the Agenda for the following meeting on August 8. All agreed to put the presentation on the Agenda for August 8, 2011.

Discuss CIP Training.

Mrs. McKenney asked why the town was not going forward with the CIP training that had been discussed earlier in the year. The main reasons recalled by Mr. Tardiff were that the representative, Stephanie Alexander had come to explain how the training works and other information about how to go about getting into the program. The main reason for not going forward at that time was that there was no room in the budget. Furthermore, it is not a requirement, but a recommendation to participate. Ms. Alexander was also looking for a committee to form and a lot of planning to be completed on a very tight timeline, which seemed unreasonable at that time.

Everyone agreed that the training was an important thing to do, but wanted the committee who would be appointed to not have to work under an overly strict timeline.

Discuss Removal of Buck Street Dam.

Mrs. McKenney asked if Mr. Gryval was planning to attend an upcoming meeting with the Dam Removal Committee. He was unaware of the meeting, but said the point was really mute as the dam's destruction is imminent and scheduled to begin at the end of August. The only remaining issue, he said, was more to do with the Historical Society and their concerns with regard to the preservation of any of the Historical aspects of the dam that are able to be salvaged.




Discuss Holiday Acres Tipping Fees.

Mrs. McKenney asked why the mobile home park did not pay tipping fees to the town. Mr. Tardiff reviewed the facts, which are that Holiday Acres, as a commercial entity, applied for a license from the town of Allentown to take their trash to the Coop or Transfer Station. The tipping fees are included in the taxes and licensure fees that they pay, and the town is not responsible for collecting or transporting the trash from that entity.

Adjournment.

Mr. Gryval made a Motion to adjourn. 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 meeting adjourned.

Signature Page.

Original Approval:	
 JASON TARDIFF	8-22-11 DATE
 JEFF GRYVAL	8-22-11 DATE
 SANDRA MCKENNEY	08-22-11 DATE

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