

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

Minutes of Regular Meeting  
June 27, 2011

**Call to Order.**

The Allenstown Select Board Meeting for June 27, 2011 was called to order by the Chair at 5:00 p.m. at Town Hall.

**Roll Call.**

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

**Others Present.**

Chief Robert Martin and Lt. Chris Roy, AFD, were present, as was Paul Apple, Town Administrator.

**Non-Public.**

Mrs. McKenney moved to enter non-public session under RSA 91-A:3, II(a) to discuss a matter related to the compensation, discipline or promotion of a public employee. 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 Board entered into non-public session at 5:01 o'clock p.m.

The Board returned from non-public session at 5:30 o'clock p.m. The Chair indicated that Mrs. McKenney had moved to resume the public session and that Mr. Gryval had seconded the motion. The vote on the motion was all in favor.




Mr. Gryval moved to seal the minutes of the previous non-public session and 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 recess the public session and reconvene at the Old Allenstown Meeting House. 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 recessed.

**Signature Page.**

<b>Original Approval:</b>	
	7.25.11
JASON TARDIFF	DATE
	7.25.11
JEFF GRYVAL	DATE
	07-25-11
SANDRA MCKENNEY	DATE

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

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**Call to Order.**

The Allenstown Select Board Meeting for June 27, 2011 was called to order by the Chair at 6:00 p.m. at the Old Allenstown Meeting House, 150 Deerfield Road, in Allenstown.

Mr. Gryval led the assembly in the Pledge of Allegiance.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: Debbie Lee; Arthur Houle.

Others Present: Elizabeth McCormack, Esq., of Cleveland, Waters, and Bass; Michael Trainque, P.E., Hoyle Tanner & Associates; Janet Fortman, Pat Crafte, Ann Hasbany, Janet Anderson.

Other Public Officials: Jack Barnes, NH State Senator; Jon Richardson, NH Representative; James A. Rodger, Sewer Commissioner, Charlie Martel, Sewer Commissioner, Dana Clement, Sewer Superintendent, Andrea Martel, Sewer Administrative Assistant; Ron Pelissier, Road Agent; Claudette Verville, OAMH Steering Committee; Armand Verville, OAMH Steering Committee; Jerry McKenney, Trustee/Budget Committee; Larry Anderson, Trustee/Budget Committee; Donald Chaput, Carol Merrill, Budget Committee; Richard Merrill, Jr., Planning Board;

Allenstown Staff: Paul Apple, Town Administrator, Shaun Mulholland, Chief of Police; Rob Martin, Fire Chief; Dan Kramer, Code Enforcement Officer; Donna Severance, Assessing Clerk; Diane O'Callaghan, Welfare Director;

**Welcome and Thanks.**

On behalf of the Allenstown Select Board, Mr. Gryval thanked Senator Barnes and Representative Jon Richardson for attending. He then offered thanks to the Allenstown Meetinghouse Steering Committee for the great job they did on the meetinghouse restoration and for opening the building for the meeting that evening.

**Citizens Comments.**

The Chair called for citizens' comments. Arthur Houle spoke about the requalification process for Tax Exemptions, citing the very substantial savings the town has seen in the past. He said Mr. Apple was working on a letter to include as well. Mr. Apple said the letter had indeed been drafted by the Tax Assessor and the situation was well at hand; he said the requalification process should be completed by this fall. The time frame for requalification was discussed, and Mr. Houle noted that every 5-7 years was appropriate.

Mr. Verville took a moment to thank everyone for coming, and mentioned that the good attendance showed the Select Board's continuing support of the Steering Committee. He also announced a Bake Sale to be held on July 1, 2011 from 11:00 a.m. to 4:00 p.m. at the Meetinghouse to raise funds for the Allenstown Historical Society.

Mr. Apple spoke up to acknowledge the work that was done utilizing the LCHIP grant, pointing out the newly reconstructed pews and the remodeled area that had been previously damaged by fire.

Richard Merrill announced that there was now an organ for use at the Meetinghouse, as well.

**Meet with Elizabeth McCormack of Cleveland, Waters, and Bass, representing Mr. and Mrs. Robert Towle Regarding Release of a Right-of-Way.**

Attorney McCormack took the floor and explained that she represented the Towles, who own property at 25 Whitten Street. She said the reason they were attending the meeting was that there was an old right-of-way that was never released in conjunction with the extension of Reynolds Avenue some time ago. In order for the property to become marketable (should they ever wish to sell in the future), the right-of-way must be released. The Towles were requesting its release by the town.

She went into the history of the matter, saying that back in 1937, Suncook Mills owned a large piece of property in Allenstown, from which they surveyed off a large subdivision. She referred to a packet she had provided which contained diagrams, and pointed out the right-of-way. She took a few minutes to detail the past ownership of the lots surrounding the right-of-way, how it came to be, and why it is no longer necessary, which is simply because there is now a new access to the property it leads to. Because the Town of Allenstown owns the property upon which the right-of-way sits, Ms. McCormack said she had felt it best to first go about seeking the release in this venue rather than through litigation.

The Select Board had a few questions which Ms. McCormack, which she answered. They next asked Mr. Apple if he felt they should hold a Public Hearing on the issue before making a decision on the matter. He advised that it would probably be best to do so in order to ensure that all abutters and area residents were well aware, and would have a chance to ask any questions they

might have. After some discussion, it was decided to schedule the Public Hearing to be held at the August 8, 2011 Select Board meeting.

**Meet with Michael Trainque, P.E., of Hoyle, Tanner, and Association Regarding Execution of Payment Authorizations and Change Orders for Sewer Improvement Project.**

Mr. Trainque updated the Select Board as to the progress on the project, saying it was nearly complete and working quite well. He said the remainder of the work to be done mostly consisted of paperwork and punch list items with the contractor. He had several items for the Board's approval and signatures, beginning with a Disbursement Request.

Mr. Gryval made a Motion to approve Disbursement Request Number 11 to the Allenstown Treatment Facility in the amount of \$41,001.33. 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 Partial Payment Number 11 in the amount of \$76,237.00. 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.

Mr. Gryval made a Motion to approve Change Order Number 2, dated June 27, 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.

**Meet with Sewer Commissioners Regarding the Proposed Paving of Lower Ferry Street.**

Mr. Trainque remained before the Board to speak for the Sewer Commissioners. He explained the benefits of paving the unpaved portion of Ferry Street in question, citing less dust, improved drainage, and a more solid structure in general to the Road, which is heavily travelled by trucks. He then reviewed a memorandum created for the Select Board by the Sewer Commission back in late 2010 which outlined the technical aspects of the project.

Mrs. McKenney asked who would be doing the work, but that had not yet been decided; they would begin accepting bids on June 28, 2011. Mrs. McKenney asked if the job would be performed up to the specifications of the town, and was told that it would. She also asked who would be responsible for maintaining the road, and Jim Rodger, Sewer Commissioner answered that the Sewer Commission had determined that they would accept responsibility for that. Her next question was about where the money would be coming from for the paving job. Mr. Rodger said it was to be taken from the Septage Fund, which is usually utilized for any repairs or maintenance needs that arise throughout the year. He added that it would likely entail less maintenance once paved, since grading was frequently required on the dirt surface. Mrs. McKenney raised a concern that if the money was used for the paving project,

something else might not be completed, and further asked if this could result in a raise in the sewer rate. Mr. Rodger said there was nothing else he could think of that would suffer from the completion of the paving, and further, that it had been planned, so the money had been allotted for the paving project anyway.

There were no further questions from the Board, and just a question from Jerry McKenney about where the end of the new pavement would be, and whether or not it would include the corner of Canal Street. The Sewer Commissioners indicated that it would.

Mr. Gryval made a Motion to allow the Sewer Commission to commence with the Ferry Street paving project as shown on the map and to accept the Memorandum of understanding dated October 25, 2010. 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.

### **Review Various Requests for Proposals.**

Mr. Apple had four RFPs, these were for fire extinguishers for all town buildings, generator services, assessing services and legal services. Select Board members were provided with copies for their review, and gave the go-ahead for Mr. Apple to proceed.

### **Review Revised Job Descriptions.**

Copies were provided to Select Board members for their review. Mr. Apple said the Department Heads had participated in the writing of the job descriptions. Mr. Gryval asked about the "Hiring Authority" section of each job description, noting different entries on different jobs, and some with nothing entered. Mr. Apple said he was pretty sure they should all say "Select Board", and he would ensure that was corrected. Mrs. McKenney had not yet had a chance to read through them, so no action was taken by the Select Board as far as final approval.

### **Review Proposed Cell Phone/Social Media Policy.**

Mr. Apple said he felt this was a fairly standard policy with regard to its content on the subject, and proposed that the Select Board refer to the Department Heads for their comments and input, by a deadline of July 15. At that time, any additions or changes would be made, and then the policy could be finalized on August 8.

Mr. Gryval said he felt this should be broken down into three categories to be included in the policy, those being social media, computers, e-mail, and cell phones, and changing the rules and procedures. He noted a section on page 2 of the policy which covered the approval of local media sites, and questioned who would be the overseer of this. Mr. Apple said that ultimately, it would fall to the Select Board.

Board members spent a few more minutes clarifying a couple of areas of text within the proposed policy, after which they felt comfortable with enacting the

Social Media Policy. Mr. Gryval made a Motion to accept the Social Media Policy to take effect on July 31, 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. Gryval then made a Motion to accept the Computer and E-mail Policy to take effect on July 31, 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.

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

Mr. Apple had a draft of the letter circulating for Suncook River for the Board's review and approval. Select Board members were all fine with the letter as written, so Mr. Gryval made a Motion to accept the letter as written and for Mr. Apple to reprint it on Town of Allenstown letterhead. 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.

### **Update on Master Plan Agreement.**

Mr. Apple then spoke about a meeting he'd attended with Mr. Tardiff and Mike Tardiff from Central NH Planning to discuss the Master Plan update. He said Mike Tardiff had just that day sent him an agreement with regard to this. He provided Select Board members with a copy for their review, noting that he did not expect them to finalize their decision at that meeting due to the fact that they had not yet had a chance to read through it. The Board spent a few minutes reviewing the agreement, and then decided they would go ahead and approve it based on the fact that it was fairly straightforward.

Mrs. McKenney made a Motion to approve of the Letter of Agreement for the Allenstown Master Plan Update, Phase I. 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.

### **Update on Budget Process.**

Mr. Apple said he had sent out additional guidance on the budget process to Department Heads to develop ideas based on each department's needs while trying to minimize cost. He said the plan was still to have the Department Heads give a presentation for the Select Board on August 29.

### **Review and Approve Request for Transfer by Trustees of the Trust Funds.**

Mr. Apple presented several transfers for the Board's review, the first being from the Landfill Capital Reserve for \$1,300.00 to pay for groundwater sampling. Next was another transfer from the Landfill Capital Reserve for \$612.50 to the General Operating Account for lab testing fees. Select Board members reviewed the forms and affixed their signatures.

Mr. Gryval then made a Motion to transfer \$1,300.00 from the Landfill Capital Reserve Account to the Town General Account for groundwater testing. 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 transfer \$612.50 from the Landfill Capital Reserve Account to the Town General Operating Account for lab fees. 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.

### **Update on Safety Glass for Town Hall.**

Mr. Apple asked for guidance from the Select Board with regard to the bids for the installation of Safety Glass in the Town Hall. After a brief discussion, it was decided that Mr. Apple would prepare an RFP for distribution, and then accept bids, rather than just going ahead with using Granite State Glass.

### **Purchase Orders, Abatement Requests, Related Business.**

Mr. Apple had several items from the Assessor's office for the Board's review and approval.

Mrs. McKenney made a Motion to give the resident at 50 School Street the Veteran's Exemption. Mr. Tardiff seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Abstained; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Gryval made a Motion to extend the Veteran's Exemption to the residents of 19 Bridge Street. 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 extend the Veteran's Exemption to the residents of 9 Letender 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.

Mrs. McKenney made a Motion to extend the Veteran's Exemption to the residents of 7 Chamberlin Circle. Mr. Gryval seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Apple next had a Request for Abatement, which the Assessor had recommended they deny based on their findings that the amount was not disproportionate for property in its location. With that, Mr. Gryval made a Motion to deny the Abatement Request for Map 402, Lot 129. 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 not use the PA-28 Inventory of Taxable Property Form for 2012. 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 the minutes from June 6, 2011, June 16, 2011, and June



20, 2011 for the Board's approval. Mrs. McKenney noted a name, Chad Pelissier, was not on the list of people she had thanked at the end of the meeting, and asked that that name be added. After this change was made, Mrs. McKenney made a Motion to accept the June 27, 2011 Minutes as amended. 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 then made a Motion to accept the June 16, 2011 and June 20, 2011 Workshop Minutes 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.

Next, Mrs. McKenney made a Motion to accept the Nonpublic Meeting Minutes of June 6, 2011 as written. 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.

Finally, Mr. Gryval made a Motion to accept the Nonpublic Meeting Minutes of June 16, 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.

#### **Update on Keyless Entry System.**

Mr. Apple informed the Select Board that the keyless entry system at the Town Hall was fully functional and to remember to carry their key cards with them.

#### **Update on ZBA Counsel.**

Mr. Apple said he had spoken with Attorney Uchida on behalf of the Zoning Board and he was willing to serve as backup on an interim basis for them in the event that Attorney Byron had a conflict and could not attend a ZBA meeting. He also was willing to meet the hourly rate.

#### **Other Business.**

Mrs. McKenney mentioned, for the benefit of the public, that there would be some environmental testing done in the area of Ferry Street which would involve some drilling. Mr. Apple added that he had received some cards to be hung on the doors of residents in the immediate area, and was hoping to find a few volunteers to hang them. Additionally, he said the work was not planned to be done on a weekend, which was a change over past plans.

Mr. Gryval mentioned that at the last Select Board meeting, they had decided to send a letter to the Pembroke Select Board clarifying their intended plan of action regarding Tri-Town. This would avoid any miscommunication or confusion created by the "rumor mill". He wanted to know where they were at with that. Mr. Apple said he planned to set a meeting with Tri-Town management, but it was as yet not set. He said they had been passing back



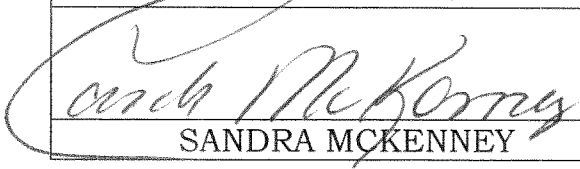
and forth an electronic copy of an Intermunicipal Agreement, noting changes to be made.

The Board decided to go ahead and have Mr. Apple draft the letter as discussed, stating basically that Allenstown is pleased to enter into negotiations with Pembroke regarding an Intermunicipal Agreement, provided that Tri-Town declares publicly that they are willing to participate.

**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.**

<b>Original Approval:</b>	
 JASON TARDIFF	7.25.11 DATE
 JEFF GRYVAL	7-25-11 DATE
 SANDRA MCKENNEY	07-25-11 DATE

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