

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

Minutes of Regular Meeting  
August 22, 2011

**Call to Order.**

The Allenstown Select Board Meeting for August 22, 2011 was called to order by the Chair at 5:00 p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: None.

Others Present: John Levitow, Tri-Town Ambulance.

Other Public Officials: Fred Kline, Chair, Pembroke Select Board; Justine M. Coutemanche, Vice Chair, PSB; David A. Sheldon, Jr., Member, PSB; John Duggan, Jr., Member, PSB; Robert G. Samson, Member, PSB; David Jodoin, Pembroke Town Administrator; Harold Paulsen, Chief, Pembroke Fire Department; Paul Gagnon, PFD; Erik Paulsen, PFD; Carol Merrill, Budget Committee; Richard Merrill, Sr., Planning Board; Chad Pelissier, Highway/Planning Board; Larry Anderson, Trustee/Budget Committee.

Allenstown Staff: Shaun Mulholland, Chief, APD; Paul St. Germain, Deputy Chief, AFD; Eric Lambert, Captain AFD; Chris Roy, Lt., AFD; Bryan Sdankus, AFD; Paul Apple, Town Administrator

**Nonpublic Session I.**

Mr. Gryval made a Motion to enter into nonpublic session at 5:01 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 Mr. Gryval to enter back into public session at 5:12 p.m. 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 moved to seal the prior nonpublic 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.

Mrs. McKenney made a Motion to give Sean Mulholland, Ron Pellissier, and Paul Apple a 5% pay increase as of June 26, 2011. 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.

### **Nonpublic Session II.**

Mr. Gryval made a Motion to enter into nonpublic session at 5:15 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 6:17 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 moved to seal the prior nonpublic 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.

Mr. Gryval made a Motion to recess for 5 minutes at 6:20 p.m.

At 6:30 p.m., Mr. Tardiff reopened the meeting and announced that they had been joined by the Pembroke Select Board and David Jodoin, Pembroke's Town Administrator.

### **Joint Meeting with Pembroke Select Board Regarding Proposed Intermunicipal Agreement for Ambulance Service.**

Mr. Tardiff turned the floor over to Mr. Gryval, who began by thanking the attendees from Pembroke for coming to Allenstown to continue the joint meetings regarding the Tri-Town situation.

Mr. Gryval updated everyone to the fact that the Allenstown Select Board had taken everything that they'd heard from the Pembroke Select Board at the previous joint meeting very seriously. He said that in the 3 months since the last joint meeting, the Allenstown Select Board had spent a lot of time discussing the matter and had consulted with their Fire Department and Emergency Management personnel. The collective opinion amongst those consulted, he said, was that entering into an Intermunicipal Agreement with Pembroke would be the best way to go.

Mr. Gryval went on to say that Mr. Apple and Mr. Jodoin had been working together "behind the scenes" and, with the interests of both towns in mind, working toward putting a report together to begin the process of creating an

Intermunicipal Agreement. He stressed the fact that time was of the essence, both for the benefit of the towns as well as for Tri-Town. With that, he brought up the Joint Resolution that had been drafted, saying that Allenstown was ready to commit to working toward the Intermunicipal Agreement, and that with the Joint Resolution in place, a committee could be formed to begin the process of ironing out the details.

The Pembroke Select Board performed their vote, which turned out in favor of signing the Joint Resolution. Then, Mr. Gryval made a Motion to enter into a Joint Resolution with the town of Pembroke to help carry on an ambulance service for both towns. 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 Joint Resolution forms were passed around for the appropriate signatures to be applied.

Talk then turned to who would be on the committee, and whether or not any of the Selectmen should be a part of it. Mr. Gryval offered that with regard to that issue, the Allenstown Select Board was agreeable with whatever the Pembroke Select Board wanted to do. Both Select Boards agreed that the Town Administrators from both towns and the Fire Chiefs from both towns should be on the committee, and that a representative from Tri-Town would likely take part at some point.

Mr. Gryval summed up the overall feeling of the Allenstown Select Board by letting the Pembroke visitors know that Allenstown was looking forward to working together with Pembroke and forming a good working relationship between the two towns.

This last comment led Mr. Gryval to speak about the newly installed Continuous Warning Flood Gauge on the Suncook River. He explained how it was linked to a satellite; therefore it would give an early warning in the event of an excessively high water level which may threaten an overflow or flood. He informed the Pembroke visitors that the Allenstown Select Board, along with Allenstown's Emergency Management Director, was planning to hold a public informational evening to explain how the device works to interested residents. This would also inform residents as to how to connect their computers or smart phones to the system, giving them access to the early warning signals. He then, on behalf of the Allenstown Select Board and Emergency Management Director, offered to open this informational event up to the town of Pembroke, if they were interested.

The Pembroke Board thought this a good idea, and expressed interest in joining in on the event. There were a few minutes of conversation about the exact location of the gauge, which Mr. Gryval said he had actually had the opportunity to take a look at that day. That concluded the joint Select Board meeting, and the Pembroke Select Board departed.

### **Citizens Comments.**

Mr. Tardiff asked if there were any comments from Allenstown citizens in attendance, and there were none.

### **Meet with Lt. Roy Regarding New Live-In Students at Fire Department.**

Lt. Roy explained that there was just one new student this year, with several returning students that the Board was familiar with from last year.

Mr. Tardiff asked what the purpose of having the students was. Lt. Roy explained that the Fire Department was contracted with the school that the students were attending; the contract includes 25 hours of service per week, on top of their class time, to help pay for their room and board. He said their duties during those 25 hours were to go with the Department on calls, continuing with their training for Level I and Level II Firefighter certification.

Mr. Gryval made a Motion to appoint Brian Sdankis to the position of Resident Student Firefighter effective August 22, 2011 at a rate of \$11.84 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. The Board congratulated the newly appointed student, and signed where required on the corresponding forms.

Next, Mr. Gryval made a Motion to approve the pay raise for Shante Cunningham from \$10.74 per hour to \$11.84 per hour effective August 22, 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.

### **Discussion of Emission Permit Application for 288 Pinewood Road.**

Mr. Apple said he had asked the Health Officer and the Building Inspector to review the application, and had learned that the matter did not need to go before the Zoning Board or Planning Board. He said it was his recommendation that the Board not take any action on the application at that point.

Mr. Gryval made the point that since the application had been presented, many concerns had been raised by many people. He asked how the Board was going to manage this going forward, especially if they took no action; his concern was that their non-action would come across as if they had ignored the concerns. He elaborated on one major concern raised by a resident, which was whether the DES was doing inspections frequently enough. Mr. Apple replied that there was really very little that the Select Board could do with regard to the matter; saying it was in the hands of the DES, and the frequency of inspections was regulated by the State.

### **Discussion and Acceptance of Bridge Park and Ferry Street Boat Landing as Town Parks.**

Mr. Gryval asked about getting back to a plan discussed last year that had fallen by the wayside as more important issues took precedence, that being having a "Name the Park" contest through the school system. Mr. Apple said he had spoken to the former superintendant and the Principal about it, and they had thought it was a great idea. He said he would reapproach it with

them after school began, and that the actual event would likely take place in October or November. Select Board members had no further questions on the matter.

Mr. Gryval made a Motion to designate the land along Route 3, noted on Tax Map 110, Lot 1, consisting of .89 acres, a Town Park with the name of Bridge Park. 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.

With regard to the Ferry Street Park, Mr. Apple said he had received a request from an attorney representing the Sewer Commissioners to delay the vote on that designation so that they could meet with the Select Board to discuss their proposed plans for the development of Lot 4. He went on to say he had spoken with the Chair of the Sewer Commissioners, who indicated that they had conceptual plans to expand the plant, and they were concerned that the expansion might extend into the park. Therefore, the Sewer Commissioners and their attorney would be in attendance at the next Select Board meeting to discuss this issue. With that, the Select Board elected to table the Ferry Street Park designation until after they heard from the Sewer Commission in one week.

#### **Discussion of Rules of Conduct for Town Owned Land.**

Mr. Apple explained that this ordinance was mostly for his own use as a guide, and did not include the Parks. It would enable him to efficiently answer questions by the Police Department as to whether or not an event occurring on town property was legal or not.

Mr. Gryval made a Motion to accept CO 315, an ordinance regulating town owned property, effective September 22, 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.

#### **Discussion of Appointments to Suncook River Nominating Committee.**

Mr. Gryval explained that the purpose of this was to provide two names to Central NH Regional Planning, of people who will represent Allenstown in the nomination of the Suncook River for designation. They are looking for one Selectman and one town resident. As for the non-Selectman person, he suggested either the Emergency Management Director (Chief Mulholland) or the Town Administrator, Mr. Apple.

After a very brief discussion, Mrs. McKenney made a Motion to appoint Mr. Gryval as a full-time member of the Suncook River Nominating Committee and Mr. Mulholland as a full-time member, with Mr. Apple as an alternate for either of them. Mr. Tardiff 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 of Planning Board Vacancies.**

Mr. Apple began by notifying the Board of two resignations from the Planning Board, which the Select Board would need to accept. Mrs. McKenney was hesitant to accept one of them, that being Mr. Chaput's. After a brief discussion, the Board decided to hold on to Mr. Chaput's resignation until the following week's meeting in the hope that he might reconsider.

Mr. Gryval made a Motion to accept Howard Kohm's resignation from the Planning Board. 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. Tardiff then informed the Board that Mr. Richard Merrill had expressed an interest in joining the Planning Board, and that he thought him an excellent choice to fill one of the vacancies. A second interested person was Mr. Chad Pelissier. Mr. Tardiff felt they should appoint Mr. Merrill as a full-time member and Mr. Pelletier as one of the two alternates needed. Mr. Pelletier was fine with being an alternate, therefore the Select Board commenced with their vote.

Mrs. McKenney made a Motion to appoint Richard Merrill as a full-time member of the Planning Board effective August 22, 2011, his term to expire on April 1, 2014. 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 appoint Chad Pelletier as an alternate member of the Planning Board, effective August 22, 2011, his term to expire on April 1, 2012. 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, Abatement Requests, Other Business.**

Mr. Apple brought a few items before the Board for their approval, the first being an employee status change. After reviewing the forms, Mrs. McKenney made a Motion to approve the work status change for Brian Jordan from temporary full-time to part-time effective September 2, 2011. 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.

Next, Mr. Apple asked the Select Board to give him the authority to sign the letter to Central NH Regional Planning in order for Allenstown to participate in their grant program for Sustainable Communities Initiative. He said Mike Tardiff had asked him to bring this issue before the Board. Select Board members were fine with doing so, and signed the authorization for him.

The next item was regarding a Raffle Permit for the St. John the Baptist Church. They were planning to hold the raffle from August 29 through September 25 to benefit the Soup and Sandwich Program. Mr. Apple listed the prizes...First Prize: \$100.00 cash; Second Prize: \$50.00 gift card; Third Prize: \$25.00 gift card. Select Board members had no objections, and Mr. Gryval

made a Motion to approve the Application for a Raffle Permit for St. John the Baptist Church from August 29 through September 25, 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.

Next was a request from Roy Smith which Mr. Apple had received just that day; however he felt there was good cause to present it to the Board that evening. His reasoning was that Mr. Smith was still in the process of engaging in the analysis necessary to determine whether an update of his property's assessed value was required. Because of this, he had asked for an extension until October 1. Although he had asked for an extension last year, Mr. Apple recommended the Board approve his request based on the fact that there had been computer problems that had caused delays in gathering the required data. This, of course, was not at all within Mr. Smith's control and the delays not his fault in this instance.

The Board agreed, and Mr. Gryval made a Motion to grant the Extension Request filed by Roy Smith, for an extension which will end on October 1, 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 had an item which he was bringing before the Board on behalf of Chief Martin, regarding the Heart Monitor encumbered fund. He explained that the town of Hudson had recently purchased a new heart monitor and was willing to sell their previous one. He said the Board would just need to sign the voucher in order for the Fire Department to make the purchase.

There was some discussion with regard to the encumbrance of the funds and the age of the equipment. Chief Martin spoke up and said that the age of the equipment was not really relevant; the technology and whether it is outdated was really the important issue. He said that it was not outdated equipment, and, in fact, had been completely refurbished in preparation for its sale. Mr. Tardiff asked if any additional equipment would need to be purchased in order to put the monitor to use, and the Chief answered "No." With that, the Board was satisfied that this would be a wise purchase, and signed the voucher, approving its purchase.

Next, Mr. Apple had a Purchase Order in the amount of \$9,850 from Chief Mulholland to replace the roof on the police department which he handed to the Board for their review. Mrs. McKenney moved to approve the purchase order. 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 asked the Board for a Motion to suspend the Pawnbrokers Ordinance for 30 days because of a business owner who needed more time to bring his business up to compliance. Mr. Apple said he should have mentioned this to the Board and asked them to hold off on their vote at the last meeting, however he was not in attendance, and it had slipped his mind.

Mr. Gryval made a Motion to suspend enforcement of the Pawnbrokers Ordinance until September 22, 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 informed the Board that he had received a contact from the Central NH Regional Planning Commission inquiring about Allenstown's potential interest in a project that would determine whether or not to put a Park and Ride in Allenstown and a bike path along Rte 3. In order for them to go forward, they just need to know whether or not Allenstown is interested. The Board was immediately interested, saying the safety factor of a bike path vs. riding on the side of the road alone made it worth exploring. No vote was required on the matter; Mr. Apple said he need only reply to express their interest.

#### **Discuss Bear-Paw Regional Greenways Current Use Application.**

Mr. Apple then went back to an Agenda item from the previous meeting; the Bear-Paw Greenways Current Use application. The Board had previously tabled the matter as there had been some confusion regarding the legal description of the property. Mr. Apple said he did have a letter from the Council indicating that the description shown on the application was indeed the legal description as it is also shown on the Title.

Mr. Apple went on to explain to the Board that the property was actually already in Current Use, but the form was never executed at the time, and that needs to be executed so that it can be documented in the Registry. He showed the Board members exactly where they needed to sign, ensuring that they used black ink, and as such, the issue was put to rest.

#### **Discuss Relocation of Polling Station.**

Mr. Apple then took a moment to give an update on the relocation of the polling station. He said Ms. Demers, the Chief, and himself had met with the election official from the Attorney General's office at the Parish Hall the previous Friday. He had deemed the facility to be compliant and suitable for use as a polling station, so if the Board agreed, he wanted to move the polling station to the Parish Hall. He said they would install the required fax line and the appropriate signage would be acquired and installed where appropriate. Further, he said that the Parish had asked for a contribution of \$50.00 per election to cover the cost of electricity.



Mr. Gryval made a Motion to move the polling station from the Allenstown Elementary School to the Parish Hall and to authorize Mr. Apple to donate \$50.00 per election to the St. John the Baptist Parish Hall 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.

#### **Update on Concord Solid Waste Cooperative.**

Mr. Apple said he had met the previous week with representatives from Casella's and they were going to provide the Board with several proposals for disposing of Allenstown's solid waste. These proposals would then be used as comparisons against the current contract with the Coop. He said when he received the proposals he would forward them on to the Select Board members for their review.

Additionally, he informed them that he had contacted the attorney who had represented the town of Hopkinton in its withdrawal process from the Coop and had set an appointment to meet with her. At the meeting, she would perform an initial review of the agreement and let him know if she thought that withdrawal was a plausible option. This would enable the Select Board to weigh the cost of legal action with the other costs associated with the potential change.

Mr. Gryval asked if there was a possibility of finding another town to 'take Allenstown's place', thereby appeasing the Coop, and allowing for an easy exit for Allenstown, but Mr. Apple said he doubted it.

Mr. Apple let the Board know that he would contact them via e-mail after his meeting with the attorney to let them know what he learned, and what her assessment of the situation was.

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

Mr. Apple said that at the next Board of Selectmen meeting, he had proposed to do a thumbnail sketch, or overview, of the budget, and wanted to invite the Budget Committee to come and hear that. He said it would be a good way for everyone to hear the same thing at the same time, and to all be on the same page.

He elaborated on the thumbnail sketch, noting that there would be placeholders, especially on the Personnel and Executive lines. Those, he said, would be based on estimates, for example, health insurance. He wanted to make it clear that this overview would not be entirely accurate due to those types of issues, but would give a general idea of where the budget stands.

#### **Minutes.**

Mr. Apple had the Minutes from the July 25, 2011 meeting for the Board's review and approval. Several minutes were spent going over a few corrections

noted by Mr. Gryval and Mrs. McKenney, and Mr. Apple noted the changes so that he could amend the Word document as such.

Mr. Gryval made a Motion to accept the Regular Meeting Minutes of July 25, 2011 as amended. 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.

### **Other Business.**

Mrs. McKenney inquired about an e-mail she had received from Mr. Apple back on August 3 about the Fire Department doing their commercial property inspections. Her question was whether they had a schedule for the inspections? Mr. Apple answered that they would be done over the course of the year.

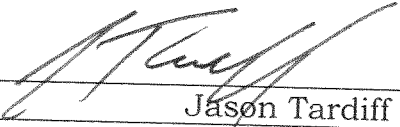
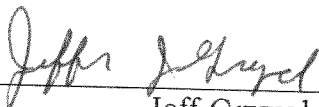
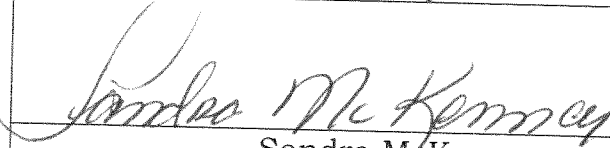
Mrs. McKenney then asked about the Job Descriptions. Mr. Apple said they were indeed ready, and that a date just needed to be set for their review and approval. Mr. Gryval asked if he would e-mail them to each Board Member so they could review them ahead of time.

Mr. Gryval referred back to the next meeting (on August 29) and asked if all of the information was yet available that was to be presented. Mr. Apple answered that he did have it and would be sending it to the Select Board later on that same week. Mr. Apple reminded the Select Board that it was just going to be an overview; it wouldn't be pages and pages of heavy reading.

### **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~                                                                                  |                  |
|------------------------------------------------------------------------------------------------------|------------------|
| <br>Jason Tardiff   | 9.26.11<br>Date  |
| <br>Jeff Gryval     | 9-26-11<br>Date  |
| <br>Sandra McKenney | 09-26-11<br>Date |

| ~Amendment Approval~          |      |
|-------------------------------|------|
| <b>Amendment Description:</b> |      |
|                               |      |
| Jason Tardiff                 | Date |
|                               |      |
| Jeff Gryval                   | Date |
|                               |      |
| Sandra McKenney               | Date |