

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

Minutes of Regular Meeting
August 29, 2011

Call to Order.

The Allenstown Select Board Meeting for August 29, 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: Valerie Merrill.

Others Present: Michael Trainque, P.E., Hoyle, Tanner & Associates; Joan Fontaine, Fuss & O'Neill Energy Alternatives; Steve Broadbent; Fuss & O'Neill Energy Alternatives, Michael Nicolono, Fuss & O'Neill Energy Alternatives;

Other Public Officials: David Coolidge, Budget Committee; Charles Martel, Sewer Commissioner; Dana Clement, Allenstown Waste Water Treatment Facility Superintendent; James A. Rodger, Sewer Commissioner; Don Chaput, Budget Committee; Robert Lee, Zoning Board of Adjustment; Ron Pelissier, Road Agent; Jeff McNamara, Sewer Commissioner; Jerry McKenney, Trustee/Budget Committee; Penny Touchette, Budget Committee; Larry Anderson, Trustee/Budget Committee; Jon Richardson, Budget Committee/State Representative; Richard G. Merrill, Sr., Planning Board; Carol M. Merrill, Budget Committee.

Allenstown Staff: Robert Martin, Chief, AFD; Shaun Mulholland, Chief, APD; Paul Apple, Town Administrator; Doug Smith, Finance Director;

Citizens Comments.

The Chair called for citizens' comments. Representative Jon Richardson talked about the effects of the state's budget vote upon Allenstown's budgets, namely the town budget. Mr. Gryval asked Representative Richardson if he'd heard anything about the leadership reopening the budget, and Mr. Richardson replied that a vote to reopen was being discussed.

Meet with Sewer Commissioners Regarding Extension Plans and Ferry Street Boat Ramp.

After reading the next item from the Agenda, Mr. Tardiff inquired as to who would be speaking on behalf of the Sewer Commissioners. Mr. Rodger first thanked the Board of Selectmen for temporarily holding off on their vote the previous week, which would have named Lot 4, or, the boat landing and the property surrounding it "Ferry Street Park".

He then said that the Sewer Commissioners had gotten some experts together to explain the concepts they have been exploring; however, first he turned the floor over to Superintendant Dana Clement.

Mr. Clement explained that the concept they were looking at actually went back to 1990, when the state changed environmental rules and the Sewer Commission was forced to seek alternatives to dispose of their 'sludge', the solid waste product that is left at the end of the treatment process. One method suggested at that time was to dehydrate the sludge, but that was not a feasible alternative, due to both space and money restrictions. Thus, the expansion project was set aside. As time went on, he said, they needed to replace the plant's emergency generator, at a very substantial cost. Again, the expansion project would wait.

He went on to tell of how a representative of Foss & O'Neill had approached him in reference to an interesting energy alternative for the treatment plant. He explained that there were existing high-pressure gas lines running through the property, which gives the plant access to relatively cheap gas. That would allow them to generate their own electricity at approximately one-half the cost they have been paying.

He said a couple of years ago the plant had changed from PSNH and as a result, saw their electricity costs decrease by 17%, or about .10 cents per kWh. Looking ahead, if utilizing an energy alternative such as that he had described, they would likely be able to generate electricity at a cost of only about .05 to .06 cents per kWh with their own generator, using the existing high-pressure gas lines.

Perhaps an even greater benefit to the plant, Mr. Clement continued, is the heat energy that would be created if the plant were generating its own power. That heat could then be used to dehydrate the sludge, which would decrease the cost of its disposal by about 80%, since it is priced by weight. On top of that savings, the dehydrated sludge itself is a saleable product that could be sold in bulk amounts through brokers or bagged and given to residents for garden use.

Mr. Clement summed the numbers up, stating that all of these individual cost benefits could add up to approximately \$400,000.00 savings per year to the treatment facility, a very substantial amount which, he stressed, would be saved year after year. It would put an end to the need for sludge disposal, turning it into a saleable product. It would cut the plant's electricity costs in half, *again*.

Next, he referred to a map which showed the plant property and some of its surroundings. He pointed out where the gas lines are, and then referenced where a new building would need to be erected. This building would house the generator, the sludge dehydration equipment, and also an area for pre-dehydrated sludge storage. Additionally, a meter extension would have to be installed and tapped into the high-pressure gas line; and an electrical transformer would need to be installed to allow for unused, generated electricity to be sold back to the power company.

Another item mentioned by Mr. Clement as something they “also possibly need” was a cooling water pump station, which would take water from the treatment plant and use it as cooling water for the generator as well as to provide heat energy back to the treatment plant-enough to heat *all* of the buildings. The additional heat surrounding the processing tanks would enable their biological process to function better during very cold weather, when they have sometimes had to repeat the process in the past. Not having to repeat the process would save money due to reduced chemical usage.

Finally, he offered that everyone at the plant felt that going forward with this expansion plan would be of substantial benefit to the town. It would likely be a 5-year project. Another important plus is that the gas company is required to provide money for clean energy, so 50% of the funding for the entire project would come from the gas company, with the other 50% coming from the Sewer Commission’s Capital Reserves.

Mrs. McKenney asked what the total cost was for the project, but final figures were not available. A rough figure of \$3-\$5,000,000.00 (3 to 5 million) was mentioned, again, with half of that amount being paid by the gas company. Michael Trainque, of Hoyle, Tanner, representing the Sewer Commission in this matter, introduced himself. He took a few minutes to further explain the gas company’s 50% responsibility as well as some of the choices to be made with regard to how to best contract with gas and electricity providers when there may well be times that the plant is using less energy than it is producing.

Mr. Gryval asked for a bit more detail on how the process works. He was concerned as to why this project has been on the back burner for 20 years if it’s so simple and so beneficial to everyone. Mr. Clement answered that if they had to buy the fuel to evaporate all the water from the sludge, the cost would be enormous. However, the heat created as a by-product of generating power would be so great that it would heat *a lot* of water to a very high temperature; in fact, he said the exhaust from the generator is around 1,200°F. If they can capture that heat, he said, and then use it to dehydrate the sludge, heat the building and the processor, that’s where the design really shines. Another point made was that natural gas is far more ‘usable’ and very cost effective; not to mention that it is already right there on the property.

Mr. Gryval, while contemplating the maps and drawings made available by the Sewer Commission, noted that the footprint of the proposed building looked fairly similar to the size of the green grass footprint in front of the existing facility. He asked if they had considered constructing the new building there,

rather than where it would extend onto the proposed park property. Mr. Trainque, however, explained that there was already some equipment in that area, and that it is scheduled to be removed and replaced by a pump station in the same spot.

Mr. Gryval then asked where they were at that time with regard to formulating the plans to make the expansion happen, noting that he thought it looked like a good idea. Unfortunately, although some materials pricing had been looked at, none of the more involved engineering had yet been done. Further, studies as to the stability of natural gas as used in this application were needed, and had their own costs involved; however it seemed that Sewer Commissioners didn't want to spend the money on those studies unless they had been given a green light by the town on the expansion project. They said the engineering process would likely take a couple of years, and construction probably wouldn't begin until 2013.

Mr. Gryval asked if it was safe to say that there was no place to put the new building other than where it was going to take out the boat ramp and the proposed little park there, and was told, yes, that was the case.

Mr. Tardiff expressed concern over the Select Board giving their consent to go forward with a project that still has so many unknowns. Shortly after that, though, Mr. Gryval asked the Sewer Department representatives if there was any possibility of revamping the very preliminary drawings of the expansion building that they had at the time so that the boat ramp might be spared. He thought that if they all worked together, they might be able to still use the grant money to fix up the boat ramp and expand the sewer facility in order to save the taxpayers that \$400,000.00 a year that Mr. Clement had talked about.

Further, Mr. Gryval asked if it might be possible to have Mr. Apple work with the Sewer Commission's attorneys to find a mutually acceptable way to go forward without the Select Board committing to something about which they really have very little information. Mr. Apple suggested, as a first step, that he call the state to find out where the flexibility lies with the projects and the associated grant money, then report back to the Select Board, and at that point, revisit the issue of whether to commit to the expansion project or not.

The Board had no further questions, and so at that point, the Sewer Commissioners departed.

Budget Summary Presentation.

Mr. Apple presented a revision of the document that he had sent to Board members the previous week. He reviewed the direction given to the Department Heads, which was to submit a proposed operating budget that would address the needs of their department without failing to consider the tax impact of proposed spending. The first "draft" had been due on August 1, and, after some revisions, what he was presenting that evening was the result.

The bottom line total of the proposed spending package, he pointed out, came to \$5,477,670.00. The first proviso was that that amount included the sewer budget, over which, he noted, they had very little control. Taking that away

would make a \$2,000,000.00 difference. This reflected a 4% increase in spending over the 2011 Operating Budget as adopted, as well as the proposed 2012 Operating Budget.

He said they had taken considerable time over the past month to consider the Default Budget, of which a draft had been provided to the Select Board. The Default Budget at the time stood at \$5,338,706.00, so the Proposed Operating Budget is 2.6% higher than the Default Budget as drafted, a difference of \$138,964.00.

He also noted that the Default Budget as drafted is 1.4% higher than the 2011 Operating Budget by virtue of contractual obligations and other obligations that are imposed upon the town throughout the year. This came to a difference of \$69,835.00.

Mr. Apple then talked about what residents would see on the ballot, which will be the Operating Budget and the Default Budget, with a 2.6% spread.

Next, he discussed some of the items which were not finalized numbers, such as those associated with the Sewer Department Budget. He also noted this on the Personnel line, due to the fact that he did not yet have the guaranteed rate increase information for health insurance.

He noted that a lot of the spending increases were due to increased fuel prices. Another noticeable increase due to a spending project was in the Capital Outlay Account, that being the quote for the installation of shatterproof glass at the Town Clerk's Office, a safety issue that was necessary to address.

As for the next step, he said he thought it best to agree to a schedule and a process by which the Board could review each budget and get efficient answers to their questions. He had sent the Select Board a draft of such a schedule, which he had created for their review. Select Board members had received an electronic copy earlier for review and were OK with the schedule as written.

The discussion about the budget continued with a few questions. Mr. Gryval asked about the Default Budget for Legal Expenses, which was \$4,500.00 less than previously. Mr. Apple explained that the \$4,500.00 was just "moved" into Ms. Demers' budget to cover legal expenses involved in some of the research she performs in her job. Other lines mentioned were Elections and Registrations, which was going to see an increase of almost \$10,000.00; and Civil Defense, with a decrease of \$8,000.00. Mr. Apple briefly explained how the Civil defense line change has to do with the upcoming Agenda topic about town-provided cell phones.

Mr. Apple then gave each Select Board member several budgets for review in preparation for upcoming Department's presentations. He again added the caveat that not all of the numbers represented in them were going to stay the same, changes would occur here and there over the next few weeks.

Next, Mr. Apple talked about a suggestion to try having Department Heads give just one presentation to both the Select Board and the Budget Committee at the same time, and then they would vote separately. He told the Board that it was entirely up to them to decide whether to do things differently this year or not. Mrs. McKenney wanted to try the "joint presentation" idea, citing that

hearing each other's questions deemed as though it would be beneficial. Mr. Apple opined that it would save quite a lot of time throughout the process if each Department Head only had to present their budget once. Mr. Tardiff agreed that it would work out great as long as the questions and answers from two committees didn't keep everyone there until midnight!

After giving that last some thought, Mr. Gryval agreed that it might be too much to try to squeeze into one night. In the end, Select Board members decided to stay with the separate meeting method.

Discussion Regarding Cell Phone Policy.

Mr. Apple reminded the Board about the e-mail he had sent them prior for their review, and then explained that there were two instances where they had to make some decisions. First, he wanted to sit down with the two Chiefs, and Mr. Pelissier, and decide whether they have the right spread, or distribution, as far as who has a town cell phone and who doesn't in each department.

Secondly, he said they wanted the Select Board to consider the idea of offering a stipend rather than paying for a phone, should an employee decline the use of a town phone because they already have their own, private one, and do not want to carry two phones, or for whatever reason.

Mr. Tardiff asked what the down side was, to which Mr. Apple replied that he didn't think there was one. To implement the new policy, if approved, an agreement would have to be drafted, after which somebody would have to make sure people had signed theirs.

Board members spent a few minutes looking over the details and noting the high cost of some of the different phones being paid for by the town, namely smart phones. Mr. Apple summed up the considerations to be made by the Select Board that night, saying they first needed to decide if the four people he'd mentioned earlier could get together and make the decisions about who needed to carry a town phone, and who didn't. Secondly, could they include in their analysis the stipend plan for the Board's consideration? Board members each expressed their verbal approval for Mr. Apple, Chief Martin, Chief Mulholland, and Mr. Pellissier to meet and begin the process.

Before moving on to the next Agenda Item, Mr. Apple gave the floor to Chief Mulholland for an update on the Emergency Operations during Hurricane Irene.

The Chief commended everyone who had come together to help set up the shelter as well as all of Allenstown's Emergency responders, who worked very efficiently to answer calls and take care of things as they arose.

Discussion Regarding Appointment of Second Member to Ambulance Negotiating Committee.

Mr. Gryval got right to the point, making a Motion to appoint Chief Martin to be the second member of the committee. 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.

Purchase Orders, Abatement Requests, Other Business.

Mr. Apple had no Purchase Orders, Abatement Requests, or other business for the Board for this meeting.

Town Administrator's Report.

Update on Concord Solid Waste Cooperative.

Mr. Apple said he had met with a representative from the Coop, and there really is no easy way out of their contract. The NH Legislature has, however, set up a procedure for withdrawal. He said at some point in the future, they were going to have to have a discussion about whether to leave the Coop, and then begin the withdrawal process, or how to best use the available resources and work it out. If they did want to leave it, it would likely be on the ballot on March and voted on.

Mr. Gryval made the point that the end goal is not to reduce tonnage with them, but to eliminate the need for their services at all.

After several minutes of debate, Mr. Apple repeated back what the Select Board had instructed him to do for his next move on the issue. They wanted him to invite the Treasurer to Allenstown for a meeting and to bring an outline of what their withdrawal conditions would be. Further, he said he was expecting several proposals for a new solid waste removal contract over the next couple of weeks.

Minutes.

Mr. Apple had not yet received the Minutes from Mrs. Wicks, but expected to hear from her soon regarding them.

Other Business.

Mrs. McKenney revisited the subject of Don Chaput's resignation from the Planning Board, inquiring of Mr. Chaput directly as to whether or not he was planning to withdraw his resignation. He answered that he did not want to withdraw it; he indeed wished to resign.

Mr. Gryval made a Motion to accept Mr. Chaput'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-No. The Chair declared the Motion passed.

Then, Mr. Gryval made a Motion to change Mr. Chad Pelissier from an Alternate to a full voting member of the Planning Board. Mrs. McKenney seconded the Motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed, and declared that this appointment filled the final empty seat on the Planning Board, leaving just the two alternate positions.

Nonpublic Session I.

Mrs. McKenney made a Motion to enter into Nonpublic Session at 7:33 p.m., pursuant to RSA 91-A:3, II(a). 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.

Public Session Reconvened.

A Motion was made by Mr. Gryval to enter back into Public Session at 8:08 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 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.

Nonpublic Session II.

Mr. Gryval made a Motion to enter into Nonpublic Session at 8:28 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 8:40 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 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.

Nonpublic Session III.

Mr. Gryval made a Motion to enter into Nonpublic Session at 8:48 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 8:54 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 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.

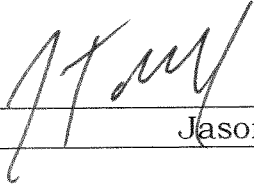
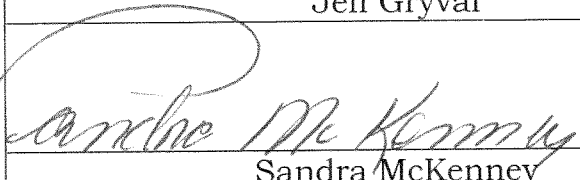
Other Business.

Before adjourning, Mrs. McKenney asked when the Board was going to meet to go over the Job Descriptions. Mr. Apple said probably not until the September 19 meeting.

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 at 8:57 p.m.

Signature Page.

~Original Approval~	
	10-10-11
Jason Tardiff	Date
Jeff Gryval	Date
	10-10-11
Sandra McKenney	Date

~Amendment Approval~	
Amendment Description:	
Jason Tardiff	Date
Jeff Gryval	Date
Sandra McKenney	Date



TOWN OF ALLENSTOWN
OFFICE OF THE SELECT BOARD
16 SCHOOL STREET
ALLENSTOWN, NH 03275
603-485-4276

RESOLUTION

WHEREAS, the Town of Allenstown owns land located along Route 3, noted on Tax Map 110 as Lot 1, consisting of 0.89 acres; and,

WHEREAS, the Highway Department has cleared the land and made it accessible as a public park;

NOW THEREFORE, the Select Board for the Town of Allenstown hereby designates the subject parcel as a public park to be known as "Bridge Park," and that said park shall be subject to the provisions in CO 300 - 313 in the Allenstown Code of Municipal Ordinances.

DONE in the Town of Allenstown by the Select Board in regular session on this the twenty-second day of August in the Year 2011.



JASON TARDIFF, Chair




JEFFREY GRYVAL, Member



SANDRA MCKENNEY, Member

Attest:



DIANE DEMERS, Town Clerk