

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
February 6, 2017

Call to Order

The Allenstown Select Board Meeting for February 6, 2017 was called to order by Mr. Gryval at 6:02p.m.

Roll Call

Present on the Board: Jeff Gryval and Dave Eaton.

Excused: Jason Tardiff

Allenstown Staff:

Shaun Mulholland, Town Administrator
Karen Simmons, Finance Director
Kathleen Pelissier, Town Clerk
Dana Pendergast, Fire Chief
Paul Paquette, Police Chief

Others:

Matt Monahan, CNHRPC
James Garvin, Meet Me in Suncook Committee member
Chad Pelissier, Allenstown Planning Board
Stephanie Cheney, Pembroke Recording Secretary
Tina Courtemanche, Pembroke Select Board
David Sheldon, Pembroke Select Board
Michael Crockwell, Pembroke Select Board
Bob Samson, Pembroke Select Board
David Jodoin, Pembroke Town Administrator

Residents:

Diane Adinolfo, Allenstown
Dana Carlucci, Pembroke
Thomas Hebert, Pembroke
T. Peters, Pembroke

Citizens Comments

No citizens' comments.

Public Hearing-Consider the proposed changes to the Personnel Policy Revision 10. Consider proposed changes to the Payroll Policy 2009-003.

Mr. Mulholland explained that there is a change to page 20 of the personnel policy that corrects the fact the Town is on a digital system and not a paper system. The Sewer Department is now under the Town's payroll system.

Mr. Gryval opened the discussion to the public. He explained that the Payroll Policy changes state that time worked has to be submitted to the Payroll system for approval for each week on the last work day of the week for each week worked.

General: Saturday is the last work day of the week.

Mr. Pendergast stated that Monday is preferable to Saturday. Further he stated that time does not always get submitted daily, but it does get submitted within a day's time. Generally he does the payroll on Sunday or Monday. Mr. Pendergast stated that he spoke with Mr. Tardiff and he said since the fire department staff don't work on Saturday, it was okay to do it on Monday morning. Mr. Pendergast stated he is not in favor of changing this to Saturday. For the fire department it is easiest to do the approvals on Monday.

Mrs. Pelissier asked if the time approval is a problem for the Select Board. She also asked if there is something more staff could be doing to assist in the process. She also stated that doing approvals on Monday morning works well for her office.

Mr. Gryval stated that when he did payroll approval he would have to do it Sunday or early, early Monday and not everyone's time was always submitted at that time. That presented a problem because he would be at work on Monday and still had to approve the payroll and wait for people to be chased down. He stated Jason Tardiff is currently doing the payroll. Mr. Gryval added that it is just best to follow the policy and the timelines set within the policy.

Mr. Mulholland added that it is problematic to have to chase staff down to submit their time after the deadline as it takes time from other tasks for the day.

Mrs. Pelissier expressed that she was happy to hear Mr. Gryval's explanation for why the policy is helpful to the Board members. Without that explanation she did not understand why it was so important to have the time submitted by Saturday.

Mr. Gryval closed the public hearing and asked that this item be pushed to the next Select Board meeting so that all members could be present for the vote.

Discuss proposed Capital Improvements Plan and review proposed applications for projects. Focus will be on fire department projects at this meeting.

Mr. Gryval stated that he sees six items to be discussed. The Air Compressor, the Ladder Truck, the Rescue Vehicle, the Self Contained Breathing Apparatus, the Second Floor Remodeling, and the HVAC System. Why don't we start with the most important one to you and work our way back.

Mr. Pendergast stated the most important is the Rescue Vehicle for next year and that falls in line with the Fire Department's MRI study which said the fire department should get rid of the vehicle they currently have and replace it with a medium duty type rescue vehicle. In falling in line with the MRI timeline and the CIP Mr. Pendergast put in place for MRI, the current engine lease will end this year. Mr. Pendergast explained that if the fire department can roll the rescue vehicle in nothing will change in the budget. The fire department is currently paying that money and would continue paying that same amount. By doing this the fire department can invest in a better vehicle that will last 20 years. The rescue vehicle goes out on 67% of the calls. It goes out to accidents and all fires, it is a medical unit. Right now it is an ambulance configuration, which is not the best set up for the need of the department. The Fire Department does not need the bed compartment as they do not transport victims. The new vehicle will look like a mini version fire engine. It will have all equipment compartments.

Mr. Pendergast continued by stating that the next most important purchase would be the ladder truck in 2019. That also falls in line with the MRI study. Mr. Pendergast explained the fire department would get rid of engine 4 and the pump truck and get a quint truck in their place. A quint has a tank, pump and ladder. It would be a backup engine. It will be a bigger truck but it will fit in the bay at the fire department. The pump panel on the quint adds another 4 feet in length. Mr. Pendergast added that the fire department has a ton of auxiliary equipment and won't need to buy any of that with this purchase. Mr. Pendergast explained the Fire Department has a need for a ladder truck because of remote buildings and safety of our fire personnel when having to get to a roof. It is more stable with a wider base and there would be less chance of falling off. The Fire Department would make this purchase after paying for the Rescue Vehicle so again the Fire Department would continue using the same amount of allotted funds without increasing taxes.

Mr. Mulholland stated that by continuing this capital budget the Town will keep Allentown's tax base stable and allowing the Town to keep their vehicles in working order without a large maintenance overhead.

Mr. Pendergast stated that the fire department's current air compressor is 20+ years old and is not compliant with current filling tanks. After 2021 the unit will no longer be viable. He stated that if there is a catastrophic event with the current compressor the Fire Department would not be able to fill the tanks. They will have to go to other towns to fill the tanks which will be time consuming and can be costly. He has attempted to write a grant for the SCBA but hasn't received that. Mr. Pendergast further explained that the fire department has looked at reducing the amount of air packs and bottles which will fall in line with the planned reduction of vehicles. One air pack cost about \$5400.

Mr. Pendergast stated the fire department would like to get the second floor finished. It is framed in but not insulated nor are rooms completed and there is no bathroom. In completing the upstairs he would like to include expanding the training room downstairs by knocking out a wall which will allow the fire department to do more. Mr. Pendergast stated a rail chair lift could be installed to accommodate a handicap individual needing to access the second floor. The stairwell is certainly wide enough to accommodate that. He would also like to add an egress so the second floor could access both the administrative wing and the apparatus room downstairs separately to save time to get between the second floor and the apparatus room when personnel have to go out on a call. Mr. Pendergast added that currently the building is losing heat due to the second floor not being insulated.

Mr. Pendergast explained the fire department replaced one of the HVAC systems this year and would like to replace the others as they are getting old and it will allow the department to run heating at

higher efficiency. The older system uses Freon which is getting extremely difficult to get. The Fire Department did have to take parts from the old unit that was recently replaced to fix broken parts on the two older units that remains. The one new unit that was installed runs more efficiently and is generating a savings in heating costs.

Mr. Gryval stated the board will likely have more questions once they review all the department requests and are prioritizing needs.

Mr. Mulholland offered to update the Fire Departments Capital Budget requests to reflect the conversations he and the Board have had with the Fire Chief.

Accept resignation of a member of the police department.

Chief Paquette stated that Officer Luis Moreta has resigned from the Allentown Police Department and submitted a letter of resignation.

Mr. Gryval made the motion to accept the resignation of Officer Luis Moreta.

Mr. Eaton second the motion.

Mr. Gryval: All in favor?

Mr. Eaton: Aye

Mr. Gryval: Aye

Mr. Gryval inquired into the hiring process the Police Department is going through.

Chief Paquette stated that they have received some applications and have been reviewing them.

Planning Board

Mr. Gryval made the motion to remove Jason Tardiff as the Ex Officio to the Planning Board.

Mr Eaton second the motion.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval made the motion to appoint Dave Eaton as the Ex Officio to the Planning Board.

Mr Eaton second the motion.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Discuss the personnel evaluation system

Mr. Gryval stated they were waiting for one Board member to be present to discuss the personnel evaluation system. This item is moved to the next Select Board meeting agenda.

Town administrator's report

Mr. Mulholland spoke about Legislative Bills up for review. He started with Senate Bill 240 that states that municipalities will have to pay for public waterline hookups for residences that have septic/well contamination, even if they are not near existing water lines. Mr. Mulholland further explained that this is a violation of NH Constitution Article 28-A. He also stated that the Town does not have any authority to monitor contaminants. This stems from issues with a landfill located in Greenland. Mr. Mulholland makes the recommendation that the landfill should have to deal with this, not the town. This bill is a constitutional issue making municipalities pay for something without any help from the State. What position would you like me to take? If this passes anyone with a contaminated well meeting the requirements could have the taxpayers pay for the extensions even though Allenstown does not have a waterworks department.

Mr. Gryval and Mr. Eaton both stated that Mr. Mulholland should testify against Bill 240.

Mr. Mulholland stated that Bill 108 Electronic Records has passed, Bill 89 Revolving Fund was recommended passed as is. Bill 190 and 170 no answers on those yet. Bill 181 no action yet. Bill 204 is being addressed this week. Bill 254 no action yet. Capital reserve funds no action on that. Bill 394 has not been heard. Bill 525 School Funding has not been assessed yet.

Mr. Gryval stated that Bill 525 seems like it could drag out for some time. Mr. Mulholland agreed.

House Bill 170 that states minutes have to be posted on our website within five business days.

Mr. Mulholland stated the Town/Board should start considering contingency plans in regards to cash flow. Especially considering the School Board proposals and how that may impact taxes. Mr. Gryval asked do we have any options here? To which Mr. Mulholland stated no, we are the tax collectors and have to respond on demand. Fortunately the school allows us to schedule our disbursements to them. Without that we would have to pay immediately and that would run our funds dry.

Mr. Mulholland gave the Select Board a raffle permit to sign.

Mr. Mulholland gave the agreement with the State to get fuel to the DOT to the Board to sign.

Consent calendar, minutes and manifests

Mr. Eaton: I make the motion to ratify the Consent Calendar for February 6, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to accept the minutes for the non-public meeting, session 1 on January 26, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the minutes for the non-public meeting, session 2 on January 26, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the minutes for the January 9, 2017 Select Board meeting and the January 14, 2017 Select Board meeting.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Mulholland explained that he is looking for backup for typing minutes to take some of the pressure off Mrs. Caruso who is currently doing the minutes. It is uncertain that Mrs. Hetu will resume typing minutes.

Discuss development of the Road Agent's personnel evaluation.

This item along with the Town Administrator's is moved to the next Select Board meeting agenda.

Approve Payroll and Accounts Payable Manifests:

Mr. Eaton: I make the motion to approve the Payroll and Accounts Payable Manifests as listed on the agenda for the February 6, 2017 Select Board meeting.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval announced a recess at 7:20pm and stated the meeting will resume at 7:30pm for the meeting with the Pembroke Planning Board & Board of Selectmen.

7:30 PM Meet with the Pembroke Board of Selectmen, Pembroke Planning Board and the Allenstown Planning Board to discuss the Charrette of the downtown area.

Mr. Gryval welcomed everyone and thanked them for being there. He noted that Pembroke Board of Selectmen, Meet Me in Suncook members, Pembroke Planning Board members, Allenstown Planning Board members as well as were in attendance.

Mr. Mulholland went over a PowerPoint that detailed information from the Plan NH Charette from October. He noted that the focus of this meeting was to discuss Suncook Village and that it was to be looked at as a shared area, rather than a section of Allenstown and a section of Pembroke. He went on to say that Allenstown wanted to speak with Pembroke regarding the Connectivity possibilities and Economic Development challenges of that area. One thing that was spoken about in the charrette was the rail trail that Hooksett is developing and Concord has developed, there is a gap in the section in Allenstown and Pembroke that is not being used. The railroad bed exists and a trestle exists where there had been a bridge near the mills. Allenstown wants to talk with Pembroke about this as part of the Connectivity Project. Mr. Mulholland explained the focus of Economic Development in the Suncook area will be on types of housing and businesses. He pointed out that the charrette covered challenges such as marketing and funding (grants, etc.). Mr. Mulholland used Manchester, NH and Pembroke's revitalization of their mill areas as examples of what Allenstown is exploring. Mr. Mulholland stated Allenstown would like to keep the mill that is running in Allenstown in business as it benefits both towns

Mr. Monahan talked about form based zoning. He explained that it is different from traditional zoning. Instead of looking at the uses of zones it looks at the structure of zones. It capitalizes on the infrastructure. Form based zoning will allow for the current buildings in Suncook Village to have shops and business on the first floors and apartments on the second floors. The first step is to look at density. The next step is to look at distances from the sidewalks and between buildings. Form Based Zoning would have wording such as 'setbacks not to be greater than' as opposed to the other way around in normal zoning. With Form Based Zoning you see mechanicals on roofs and parking behind buildings. The whole idea is that it is about the physical aspects. It addresses the Connectivity and reinforces the nature of Suncook Village and enhances economic development because of the density of the zoning.

Mr. Mulholland stated private sector looks at Suncook as a market area. If one area of the village starts to deteriorate that affects the whole area, as well as if one section is improved. He noted that citizens from both towns do not look at Suncook Village in pieces and that in fact citizens from both towns will go to the wrong town hall because they don't know any better, that it is not one town. I propose that the Suncook Village Commission start looking at the current zoning ordinances in Pembroke and Allenstown and have discussions to determine if the two towns want to work together to enhance Suncook Village as a whole and mirror the zoning in that area of each town to enhance economic development.

Mr. Gryval explained that the Allenstown Planning Board members are very interested in pursuing this plan. He suggested that perhaps two members from each town's Planning Board and an ex officio from each town's Select Board could come together as a team to research this endeavor. He then asked the Pembroke representatives in attendance if this is something the Town of Pembroke is interested in pursuing.

Mr. Sheldon responded that he believes that this plan would benefit Pembroke and pointed out that Allenstown and Pembroke are sister towns whose fire and police departments work closely with one another. He agrees that Suncook Village is a benefit to both towns. He expressed that he is happy to know that Allenstown is working on this project. He stated he would like Pembroke and Allenstown to work together on this project.

Mr. Gryval reiterated the point that both towns could benefit from improving the Suncook Village area. He believes that Pembroke and Allenstown representatives working together will help to spur this endeavor and make it successful. He explained that during the Charette citizens from Allenstown toured the area on foot and were excited to know that there could be more businesses in the area like the brewery that recently moved onto Glass Street. He asked again if Pembroke would like to consider this project and get back to the Allenstown Select Board.

Ms. Courtemanche stated that the Pembroke Select Board would have to meet to discuss whether they would join in on this project. She explained that members of the Pembroke Select Board may be changing in March. To which Mr. Gryval replied that changes are anticipated in boards and committees.

Mr. Monahan suggested that the committee would keep the overall goal in mind and adjust/plan accordingly. He pointed out that Lancaster has done this and would be a good example to look at when considering how to accomplish the project.

Mr. Mulholland reiterated that other mill towns are doing this and that it would be beneficial to Pembroke and Allenstown to work together. He explained that there are grant funds available for this type of project. Mr. Gryval reiterated just developing the rail trail would be beneficial to both towns for recreation. Mr. Monahan stated that a planner from the NH Rail Trail committee is interested in attending a meeting around discussing the development of the Allenstown/Pembroke rail trail.

Mr. Gryval asked for questions, comments or concerns from the representatives of Pembroke.

Mr. Carlucci explained that the Charette is similar to an MRF the town of Pembroke explored in the past. He also feels that citizens of the Town of Pembroke are interested in further development of the Suncook Village area and the China Mill. He believes it will have a great financial benefit. He also explained that a citizen from the Pembroke is interested in the rail trail and the Pembroke Zoning Board keeps the rail trail in mind when reviewing that area.

Mr. Garvin stated that a lot of the ideas in the Charette echo of ideas that the Meet Me in Suncook Committee (MMSV) has discussed in the past. He explained that the nice thing about the MMSV committee is that it has always had representation from both towns and of course its focus has been on Suncook Village. The MMSV committee has researched the rail trail and explained that when the bridges in the Suncook Village area were rebuilt there was a lot of documentation around the connectivity of the two towns. He went on to explain that there are a lot of citizens that look at Suncook Village as their home town (unofficially). Those citizens would be interested to assist this

project. He stated that there is a history of preparation that has occurred over the past 10 years that would be beneficial to this commission. He offered to assist in the project.

Mr. Mulholland explained that the first step would be to look at the zoning ordinances and determine if Form Based Zoning is possible.

Pembroke Member noted that the church building was in disrepair. Mr. Gryval agreed and explained that property is owned by the Manchester Arch Diocese and the last he heard from them was they were not planning to do anything with that property.

Mr. Gryval thanked everyone for coming and noted that he heard that the Pembroke Zoning Board is interested in the project as well as the Meet Me in Suncook Village committee. He stated that the Allenstown Select Board looks forward to hearing back from the Pembroke representatives on their decision to join with Allenstown on this project.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(d)

Mr. Gryval: I make the motion to go into non-public meeting at 8:10pm.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval: At 8:53pm we are back in Public Session. Both Mr. Gryval and Mr. Eaton are in favor. I make the motion to seal the non-public session as it involves an ongoing legal matter.

Mr. Eaton: I second that.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

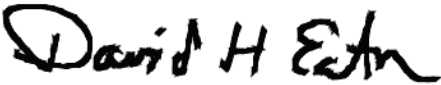
Mr. Gryval: Aye.

Mr. Gryval made the motion to adjourn at 8:54pm to which Mr. Eaton agreed.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

February 6th , 2017

Signature Page

Original Approval:	
JASON TARDIFF, Chair	DATE
	02/13/2017
DAVID EATON, Member	DATE
	02/20/2017
JEFFREY GRYVAL, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	JEFFREY GRYVAL, Member	DATE

Signature Certificate



Document Reference: XU4843JU6J3FKJSWA7PHIG

RightSignature

Easy Online Document Signing



Jeffrey Gryval

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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

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IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

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Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2017-02-20 11:48:27 -0800

2017-02-20 11:48:27 -0800

2017-02-20 11:42:37 -0800

2017-02-13 11:14:24 -0800

2017-02-13 11:03:31 -0800

2017-02-13 10:32:06 -0800

Audit

All parties have signed document. Signed copies sent to: Jeffrey Gryval, David Eaton, and Shaun Mulholland.

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 165.156.39.29

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 165.156.39.29

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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