

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

Minutes of Regular Meeting
March 18, 2013

Call to Order.

The Allenstown Select Board Meeting for March 18, 2013 was called to order by The Chair at 6:03p.m.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present: Dennis Fowler of Old Town Home Co-op.

Other Public Officials: Larry Anderson, Sewer Commission; Andrea Martel, Sewer Commission,

Allenstown Staff: Ron Pelissier, Road Agent and Shaun Mulholland, Interim Town Administrator.

Citizens Comments:

N/A

Discuss and Approve Boss Assignments

The Chair congratulated Mr. Gryval and anyone else who won at the elections last week. He stated that their first order of business is to elect a chairperson for the Board of Selectman.

Motion. Mr. Gryval made a motion to appoint Jason Tardiff as chairman for the Board of Selectman. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Abstained. The Chair declared the Motion passed.

The Chair stated that they needed to determine which Selectperson would represent the Board on different committees.

The Board determined that Mr. Gryval would represent them on the Budget Committee.

The Board determined that The Chair would represent them on the Planning Board.

Mrs. McKenney stated that she had asked Mr. Mulholland to keep Economic development on the agenda even though it's not active. Mr. Gryval stated that he doesn't think they need it on there every week and that they can put it back on the agenda once the committee is back together. He stated that he will work on The Board determined that Mr. Gryval would represent them on the Economic Development Committee.

The Chair asked Mrs. McKenney if it was worth staying involved with the SVRTA. Mrs. McKenney she thinks that they should and that they have been meeting more regularly. She also stated that she had sent an email out and was waiting on the Board to get back to her on it. She explained that the committee is trying to get all of the towns on one person for the maintenance contracts for the vehicles. The Board stated that they have no problem with that and Mr. Mulholland will follow up on the email. They also determined that Mrs. McKenney would continue to represent them on the SVRTA.

The Chair asked if they needed to have a Space and Needs Committee. Mrs. McKenney stated that she thinks that they should have the committee to help get things get taken care of for the Highway Department. The Board determined that the Chair would represent them on that committee.

The Board determined that Mr. Gryval would continue to represent them on the Old Allentown Meetinghouse.

The Board determined that Mrs. McKenney would continue to represent them on the Shelter and Record Retention committees.

Discuss and Consider plans for disposal of C&D Waste

Mr. Pelissier stated that they got the first bill for C&D which was about \$700 for January. The Chair asked if they have any way of knowing what they have coming in for revenue. Mr. Pelissier stated that he tried to get that today and that they don't have the revenues separated out. He stated that they have estimated that they could spend \$16-18,000 a year. Mr. Mulholland stated that he recommended that they put a separate line in so that they can track those revenues and expenses.

Mr. Pelissier stated that he is waiting on some rough numbers but that it is looking around \$9,000 for a scale and \$12,000 for the building. The Chair asked if they have to do the building for the scales. Mr. Pelissier explained that if he gets an outdoor scale, it will cost a lot more money. He also stated that the scale he is looking at can weigh up to 30,000 pounds. Mr. Gryval asked if they could get a used scale and if it would be worth looking into. Mr. Pelissier stated that it would save some money but that it depends on what they were looking at for quality. He explained the costs for the building including garage doors and the concrete. He stated that there is a potential extra cost of a program that would calculate everything out for them when using the scale.

Mrs. McKenney asked if it will be open just Saturdays and how that will affect the staff. Mr. Pelissier stated that it will be open the same days as the dump. He also explained that he will have to move some people around and bring them in at different hours.

The Chair asked Mr. Mulholland if they have to charge the residence exactly what it costs the town. Mr. Mulholland stated that they can charge any number that way they get back their operation expenses. The Chair asked Mr. Pelissier if he knows what the break even timeframe would be. Mr. Pelissier stated that he thinks it would take about two years. He stated that if they pay \$16,000 they would probably get \$12,000 in revenue.

Mr. Pelissier stated that there are complications that could arise. He explained that if they pick up trash from other towns without demolition permits, they could be taking things like asbestosis. Mr. Gryval asked if they could ask to see their permits. Mr. Mulholland stated that if they know they have asbestosis, they have to take care of it properly but that if they don't know there's not much they can do about it. He stated that the risk is to the employees and the health issues with handling asbestosis.

The Chair asked what Pembroke does for C&D right now. Mr. Pelissier stated that it went through a town meeting where they kept \$60,000 to fund the demolition. The Chair asked what the potential would be coming from Pembroke if Allenstown took their C&D. Mr. Pelissier stated that he thinks they would generate about \$45,000 worth of revenue and profit about \$15,000.

Mr. Gryval asked what they would charge the residents. Mr. Pelissier stated that they would be looking at \$0.634 cents per pound. He stated that would be \$140 a ton and they pay \$87 a ton to get rid of it.

Mr. Gryval stated that he didn't think they were going to be able to decide tonight which way they want to go. He asked Mr. Pelissier if he has a short-term plan. Mr. Pelissier stated that there are two alternate plans. He stated that they can continue to charge the \$10 a short ton or they

could have the residents bring it to Concord on their own. Mr. Gryval suggested that they get rid of the two sizes and just charge a higher price for a ton.

Mr. Pelissier stated that the charge is \$10 for a small load and \$20 for a large load. He explained that Mrs. Rogers has no way of knowing that they have a small or large load, so people can come in and say they have a small load. The Chair stated that they should just go with the one fee regardless of what size load. There was further discussion of the fee to charge for different size loads.

Mrs. McKenney stated that they don't have the money to spend for the scale and the building. She stated that they need to stop spending money because they don't have any coming in. Mr. Gryval stated that he agrees with Mrs. McKenney and that they need to determine a short-term and long-term solution if they aren't going to do the scales. Mrs. McKenney stated that to avoid the costs, they have to send people to Concord.

Mr. Gryval asked Mr. Pelissier if he had a particular line item in mind that he would be willing to sacrifice in order to cover the cost of the scale and building. Mr. Pelissier stated that he is waiting for the estimate for Cross St because he thinks there is going to be about \$25,000 left over in that line. He also stated that he is confident they will have money leftover in the Solid Waste line.

The Chair stated that they need to adjust the C&D fee as it is right now. Mr. Pelissier stated that they should just send it to Concord because they don't have the equipment to manage it. Mr. Gryval stated that they should up the price per load and let them know there are options of paying the fee or taking it to Concord. Mr. Pelissier stated that they would have the residents throw it into the dumpsters.

Mr. Gryval asked Mr. Pelissier what his short-term recommendation would be. Mr. Pelissier stated that they could up the cost and if necessary send them to Concord. There was discussion of the current set up for disposing of the C&D. The Board discussed adjusting the numbers to \$30 per ton and giving residents the option of going to Concord if needed. Mr. Gryval also suggested that they draft a letter for Mrs. Rogers to give people to explain why the cost is going up and the options that are available to them.

Mrs. McKenney stated that the residents won't understand about paying that cost. She stated that she would rather send them to Concord until they can figure out what they are going to do. There was further discussion of sending residents to Concord.

Mrs. McKenney asked Mr. Fowler what he thinks about the C&D disposal. Mr. Fowler stated that he takes all of this debris to Concord and that it is a lot easier to go there. He stated that an

individual homeowner is going to want to go downtown because of the convenience. He suggested that they give the residents Concord's hours of operation.

Motion. Mr. Gryval made a motion to change the price for a load of C&D to \$30 per load effective April 1, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Discuss Old Town Home Co-op proposal Tax Deed

The Chair stated that they received a letter on this last week. Mr. Mulholland asked if Mr. Apple opened up the mail to the Board. The Chair stated that he did for the majority of it because sometimes it looks like nothing of importance.

Mr. Fowler stated that in the past when they have gotten a home from the district court for nonpayment of rent, they have been able to have the taxes abated and written off the rent and legal fees. He explained that they demolish the homes and redevelop the lot. He stated that the home at 13 Edgewood is a nonpayment of taxes. He stated that they discovered that the home has a potential resale value to it.

He suggested that if they could work out something so that the town could get their back taxes on it and they could get their fees on it, everyone would get something. He stated that he was under the assumption that it would be easier for the town to take property through the tax lien process. He stated that if the town could take it for the tax lien process and then deed it over to them and they sell it.

He further explained that there are complications of the fact that the owner is dead and that the woman who was living there apparently has a hand written deed but it hasn't gone through the probate court. The Chair stated that he doesn't see what the advantage would be for the town to take the tax lien. Mr. Fowler stated that if they were able to sell it, the buyer would pay the back taxes.

Mrs. McKenney asked where the lady is that was living in the home. Mr. Fowler stated that this lady has been kicked out of the park for not paying rent twice but that she just moves to another home.

Mr. Fowler stated that they have the right to clear the lot but that they don't have anywhere to put the home until someone clears it. He stated that if the town doesn't take it, he will get hold of their lawyers to go through the process. The Chair stated that if the town takes it, they have to pay for the lot rent. Mr. Fowler stated that is an easy fix.

The Chair also stated that if they take it, they can only sell it for what is owed in taxes. Mr. Fowler stated that they can only sell it for their costs as well. Mrs. McKenney asked Mr. Fowler what his cost is right now. Mr. Fowler stated that their costs are about \$8,000. He stated that if they fixed it up, it would cost them about \$2,000 which would bring them to \$10,000 and allow them to break even.

Mr. Gryval asked Mr. Mulholland if they can do what Mr. Fowler is proposing. Mr. Mulholland explained that they could take it and then put it out to bid. He stated that the resident could take them to court if she wanted to claim it but that she would be responsible for the taxes. Mr. Mulholland also suggested that they could abate the taxes which would help them with costs of fixing the place up and selling it. There was discussion of the situation and what would happen if the town took a tax lien on it. There was also discussion for abating the taxes on the property.

The Board determined that there is nothing they can do at this time for Mr. Fowler. Mr. Fowler asked if they were able to get ownership, would the Select Board abate the taxes on it then. The Board stated that they would abate taxes on the property once they have ownership for it.

Continue Discussion on MS-4 Project

Mr. Mulholland stated that they met with Keyo Graphics and Waterworks and determined that it would cost about \$10,000 to do the field work and the mapping would be another \$4-5,000. He stated that they could split that cost in thirds which would cost Allenstown \$5,300 for a total project cost as long as the Sewer Department and Water Department agree to that.

Mr. Mulholland stated that one of the issues is that the Sewer Department has to have their mapping done by April 2014. He stated that it is a two to three day job. Mr. Gryval stated that if they are going to split the cost and still get it all done by the time both departments are required, then they have to do it in the summer of 2013 and pay for it this year.

Ms. Martel stated that she has not spoken to her Board yet but that she knows they have the money in the budget because they knew that this was coming and had put money in the budget. She explained that they had planned to hire an intern for the summer and do all the in house work. The Chair asked if the mapping system the Sewer Department has can do the mapping that needs to be done. Mr. Mulholland stated that they are going to send the town a proposal to do that.

Mr. Mulholland stated that they are waiting on the proposal from Water Works. The Chair asked Mr. Mulholland if he has any suggestions of where they can get the \$5,000 from. Mr. Mulholland stated that he is hoping to have a global picture of all the demands from the budget and have some answers for them.

Mr. Anderson suggested that they wait until the Sewer Commission meets tomorrow night to see what they determine. Mr. Mulholland stated that he was considering seeing if the Sewer Commission would pay the town portion up front and the town would pay them back in 2014. Mrs. McKenney stated that they don't want to start getting into debt for 2014. The Board determined to put this on the agenda for next week and to have a Sewer Commissioner present to discuss it further.

Mr. Mulholland stated that he is getting responses with regards to the PBS process for the engineering firm. He stated that he thinks it would be best to wait until they get that issue resolved so that they can then find out who is going to write the plan for them. He asked the Board who they wanted to be at the meetings regarding the processes. The Chair stated that they would like to have both Mr. Mulholland and the Road Agent go to the meetings.

Mr. Mulholland stated that he would like to generate a letter to the EPA in regards to how this issue has caused a hardship on the Town. The Board gave Mr. Mulholland permission to draft the letter.

Continue Discussion of Town Administrator job description

Mr. Gryval stated that he did not formally write up what he wanted in there or didn't want in there. He stated that they can spell out every little thing or they can keep it very broad. He stated that the Town Administrator would be running the office of the Board of Selectman and will be responsible directly to them and running everything through them because he has no statutory authority with the only responsibility being what they give him. He stated that he thinks they should just say that in simple words.

Mrs. McKenney stated that knowing Mr. Mulholland as she does, he is going to want a little more detail so that he knows what he is responsible for. The Chair stated that they have to write this for the town administrator position not the person filling it. Mrs. McKenney asked what his responsibilities are going to be. Mr. Mulholland suggested that they have discussion amongst themselves and then get his input. The Chair stated that he is leaning towards what Mr. Gryval is suggesting.

Mr. Mulholland stated that North Hampton's job description is missing a few things. He explained that they are missing the by-laws and who the town administrator is responsible to. He also stated that it is missing who is in charge of what. Mr. Gryval stated that when he first came on the Select Board, he was under the impression that the Town Administrator was responsible for anything that went on in the Town Hall. There was discussion of the department heads leaning too much on the Town Administrator for help with projects.

Mr. Mulholland stated that the people who work in the Town Hall need to know who they are to report to and who is responsible for them. Mr. Gryval stated that he thinks that the Town

Administrator should be responsible for anyone who works in this building. Mr. Mulholland suggested that they use the same format as they do in the other job descriptions. There was discussion of the order of hierarchy that department heads should follow when there are conflicts. Mr. Mulholland stated that if the Board agrees on the supervision exercise piece, he can draft up the rest of it and list the duties.

Mr. Gryval stated that he would be curious to know what Mr. Mulholland thinks the job description should be. Mr. Mulholland stated that he wanted to clear up the issue of supervision and other than that it is just listing the duties. He stated that he is not so sure that the Town Administrator makes any budgetary decisions and that they may want to add a paragraph in there about the budget. He stated that the Town Administrator should make recommendations to the Board regarding the budget. The Board determined that Mr. Mulholland would draft up the job description and get it to them by March 25th.

Discuss Services to go out to Bid

Mr. Mulholland stated that he sent out an email of the list. He stated that he will be including the Fire Department, Sewer Department and Library in the bid for IT Services. He stated that the Generator Maintenance is going up to bid Town Hall, Police Department, and Fire Department with two generators.

Mr. Mulholland suggested that for electric services that they deal with one vendor and get a price for a year. He stated that they could set a price and use that vendor for doing small projects without having to go to bid. He suggested that for HVAC they get a bid for a multi-year contract. Mr. Mulholland stated that they are using Capital for fire alarm testing and fire extinguisher services but he's not sure they will do a multi-year contract.

Mr. Mulholland stated that he needs to know what the Board wants to do with Assessing Services. He stated that they do not have a contract for those services right now. Mr. Gryval stated that right now Mr. Corcoran is working without a contract and they will need him next year for the evaluation therefore, he is not sure that they should do a contract. The Board discussed current issues with errors in assessing work and determined that Mr. Mulholland should speak to Mr. Corcoran regarding their concerns.

Mr. Mulholland stated that he is also working on the electricity supplier, engineering services, and assessing services. The Chair stated that they also wanted to look for a mechanic services for the town. Mr. Mulholland stated that he has the RFP's scheduled to go out for bid in April.

Town Administrator's Report

Discuss Sponsorship of POW MIAs

Mr. Mulholland asked the Board about the letter he sent them regarding sponsoring a chair for a POW. He stated that the email came from Robert McQuigan from Hooksett who is doing a fundraiser and asking each town to sponsor a chair for POW MIAs.

Mr. Gryval asked where they would put the chair that would be appropriate. Mr. Mulholland stated that other towns have put the chair out at a public venue. The Chair asked if they could put it somewhere out by the flag. Mr. Mulholland stated that it looks like most of the venues are inside and that they don't really have the place to do it. The Chair told Mr. Mulholland stated that if he could come up with a place to put it, then they would like to do it.

Discussion of Upcoming Legal Training

Mr. Mulholland stated that he sent them information regarding the legal training. Mrs. McKenney asked if they are only supposed to go to the evening one. Mr. Mulholland stated that it doesn't matter but that he thought it would make more sense that the paid employees go to the afternoon and wanted to make it available for the committee people that work during the day.

Mrs. McKenney asked if they should make it mandatory that the department heads go to the evening ones. Mr. Gryval stated that if they make it mandatory for people like Lt. Paquette and Chief Martin to go to the evening one, then they are on paid time.

Mrs. McKenney stated that when Rob Martin comes to meetings as Chief, he is not charging for his time. Mr. Mulholland stated that he is getting paid and that he is an hourly employee when he's at the meeting. Mr. Gryval stated that as an hourly employee he's a fire fighter at the Fire Station and as the Chief, he gets a \$10,000 stipend for his chief duties. Mr. Mulholland stated that Department of Labor is going to view it differently and if anyone complains about it, the town will have to pay him back for all of the meetings he has attended.

Mrs. McKenney asked Mr. Mulholland if he had any dates picked out for the training. Mr. Mulholland stated that he didn't have anything set and asked what the better night of the week for the committees. Mrs. McKenney suggested that Tuesday night would be good.

Purchase Orders, Abatements, and Other Business

Mr. Mulholland stated that there is an abatement from 21 Century Mortgage Corp. He explained that they moved a trailer out of the park on May 31, 2012 and forgot to tell the town about it and want an abatement for it. The Chair stated that they don't have a way of knowing that the company came in on that date and moved the trailer out. Mr. Mulholland stated that that was his point as well and that they didn't follow procedure which is a misdemeanor for not doing so. He recommends that the town says no to the abatement. The Board determined not to grant the abatement request for 21 Century Mortgage Corp.

Mr. Mulholland stated that he has quite a few abatements to do because of assessing errors that were found. He stated that the abatement recommendations need to be revised to include why they are making those recommendations and more details about the abatement and exemption requests. Mrs. McKenney stated that she thinks they should turn these back because there is no explanation for these. The Board reviewed and discussed the abatements that were distributed to them.

Mrs. McKenney asked who picked up on all the errors that are being made with the abatements. Mr. Mulholland stated that he does not know. Mrs. McKenney stated that she would rather wait on these abatements and discuss this with assessing first. She also stated that there are abatements that say plus interest and they don't have an amount of the interest for them. The Chair asked that they can sign them and vote on them but can they get explanations before they are executed. Mr. Mulholland stated that he will get explanations on the abatements for them. The Board signed the abatements and determined that they did not need to do motions for them.

Mr. Mulholland distributed a list of appointments that would be coming up in April. The Board reviewed the list and took off those that are no longer on committees. Mr. Mulholland stated that this is on the agenda for next week.

Mr. Gryval stated that he got a chance to talk to Senator Reagan last week about Senate Bill 179. He stated that Senator Reagan took responsibilities for the goof ups on the bill. Mr. Gryval stated that he had explained some of the confusions that they had. He stated that he thanked Sen. Reagan for working with them on this.

The Chair asked Mr. Mulholland how the intern is working out. Mr. Mulholland stated that the intern got the grant done for the generator and that he is going to have her work on the JMLC. He stated that she also went over the policies that they recommended for change. Mr. Gryval stated that he had a chance to meet her and thought that she was very personable.

Discuss and Review Traffic Count Locations

Mr. Mulholland stated that he has the traffic count locations and is waiting on input from others on them. He stated that the locations include Route 3 up to Hooksett town line, Route 3 just north of the intersection at Route 28, Deerfield Rd on Route 28, Deerfield Rd just west of Mt. Delight Road and Route 28 at the Pembroke town line. He stated that this will give them a good idea of how much traffic they have coming from out of town.

Resignation Letter from Dick Merrill from the Planning Board

The Chair stated that there was an email about Dick Merrill resigning from the Planning Board effective April 10, 2013. The Board signed off on Mr. Merrill's resignation.

Motion. Mr. Gryval made a motion to accept the resignation of Dick Merrill effective April 11, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Mr. Mulholland distributed letters for the grants they will be discussing at next week's meeting. He stated that there is nothing new for purchase orders other than the three town hall ones that they already have. Mr. Mulholland stated that the bill for the removal of materials at 289 Pinewood Road came in at \$21,300.

Review and Approve Minutes

Mrs. McKenney stated that she missed the error of the Turner Group instead of Tanner Group for the discussion of a town engineer.

Motion. Mrs. McKenney made a motion to approve the March 11, 2013 Selectman's minutes as amended. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Town Hall Repairs

The Chair asked if anyone had a chance to speak with the Building Inspector regarding town hall repairs. Mr. Gryval stated that he has not spoken to him but that he has looked around the building. The Chair stated that they had tabled this because they had the purchase orders. Mr. Mulholland stated that he got a quote to fix all of the heating stuff upstairs which came in at a cost of \$1,890.

Mr. Mulholland stated that he had Jim Cassidy at the town hall today and looked at the electrical issues. He stated that Mr. Cassidy will be breaking the quote down into three quotes, one for any safety issues, one for lighting and one for electrical plugs. The Board determined to hold off on the purchase orders until they see where the prices come in at for the electrical work.

Mr. Mulholland stated that he spoke with Mr. Pelissier about getting a chain linked fence from Holiday Acres for the town hall.

Other Business

Mr. Mulholland stated that there was an issue between department heads that he was able to work out. He explained that an employee didn't notify the Mr. Pelissier about going on vacation but had notified the Fire Department. He stated that there was discussion of the proper process and that the employee should have gotten permission from Mr. Pelissier first because that is his primary boss.

Committees Updates

Planning Board

The Chair stated that there was a meeting last week. He stated that they spoke with Allentown Aggregate about their plans.

Budget Committee

Mr. Gryval stated that there was no meeting.

SVTRA

Mrs. McKenney stated that there is a meeting on March 27, 2013.

Meetinghouse

Mr. Gryval stated that there was no meeting.

Tri-Town

Mr. Mulholland stated that there is a meeting on March 19, 2013.

Record Retention

Mrs. McKenney stated that there hasn't been a meeting.

Safe Routes to School

Mr. Mulholland stated that they sent out an estimate of how many engineering hours it would take to do the work. He explained that DOT sent a response suggesting that they try a different amount of hours which he has been informed isn't possible.

Shelter Committee

Mrs. McKenney stated that they are having a meeting on April 11, 2013. She stated that they haven't heard anything back on the letters they sent out. She also stated that someone donated things like shampoo and soaps for the shelter.

The record cut off at this point.

Motion. Mr. Gryval made a motion to adjourn. Mrs. McKenney seconded the Motion. There was no additional discussion.


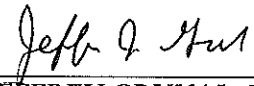
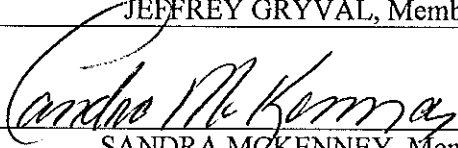
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 9:37pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 18th, 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	4.8.13 DATE
 JEFFREY GRYVAL, Member	4-8-13 DATE
 SANDRA MCKENNEY, Member	04-08-13 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	SANDRA MCKENNEY, Member	DATE

