

TOWN OF ALLENSTOWN  
BOARD OF SELECTMEN  
MEETING MINUTES  
February 28, 2011

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**I. Call to order:**

The Allenstown Board of Selectmen Meeting for 2/28/2011 was called to order by Chairman Tardiff at 6:02PM.

**II. Roll Call:**

Members present on the Board:

Chairman Jason Tardiff  
Selectman Roger LaFleur  
Selectman Jeff Gryval

Town Administrator Paul Apple

Audience: Please see attached sign-in sheet

**III. Citizens' Comments**

Chairman Tardiff called for citizens' comments. Sandra McKenney commented that a nice job was done on the Town Report.

**IV. Meetinghouse Renovation**

The Board prepared to hear a presentation from the Old Allenstown Meetinghouse Steering Committee regarding interior renovations. Selectman LaFleur notified Chairman Tardiff that he was recusing himself from discussion on this topic. Armand Verville introduced himself to the Board and said he was there representing the Steering Committee regarding this matter. He referenced materials presented to the Board which provided an overview of the bidding process, for interior work proposed, and recommendations for expenditure of the LCHIP grant money received. He said the Committee

was asking the Board to approve Blazon Construction as contractor for this project and noted there would be no town funds utilized for this project. Mr. Verville also stated that it was strongly suggested by Senator Barnes and Representative David Hicks that the money awarded should be used in full by July 1, 2011. He said there are safeguards in the contract with Blazon to ensure fulfillment of a June 1, 2011 deadline and he will work closely with Administrator Apple to make sure payments are distributed accordingly. Mr. Verville said the Committee had discussed repairing the ceiling in the Meetinghouse rather than pew renovations. He opined, however, that a lot of different variables would hinder ceiling restoration at this time.

Selectman Gryval spoke as Ex-Officio of this Steering Committee. He stated he has worked closely with the Committee over several months and has had the opportunity to see how professionally and proficiently the LCHIP grant has been executed. He noted that a lot more can be accomplished with this grant than previously thought and then reminded the Board that this was the exact same, straightforward process that came before the Board last year. He said he anticipates quite a noticeable change to the Meetinghouse by this summer.

The Board discussed with Administrator Apple and other members of the Steering Committee the decisions before them this evening. It was noted that further discussions would need to take place within the Committee to determine whether to proceed with the pew renovations or address the ceiling issues. Chairman Tardiff noted that until this was resolved, no decisions from the Board could be rendered. Administrator Apple stated that the Board could decide about the contract award at this time. He reviewed the information on the bid and the scope with the Board for further clarification. The Board then discussed the payment schedules utilized and confirmed the intention of the Committee was to use as much of the grant money as possible by the noted deadlines.

A motion was made by Selectman Gryval to award the contract, in the amount of \$8,358.00, to Robert Blazon Construction for repairs to the interior of the Old Allentown Meetinghouse. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Abstained  
Selectman Gryval – Yes  
Motion Passed

The Board then reviewed newly presented information on provisions and specifications that would have to be included in the contract with Blazon to remain compliant with state regulations for the grant. Administrator Apple suggested taking this matter under consideration for readdress by the Board in a few weeks. He said the award has been approved but the contract needed to be written with these specific inclusions. Once this is done, it can come back before the Board for deliberation. The Board confirmed this won't delay the project and was the preferred course of action.

## **V. Recognition for Selectman LaFleur**

Administrator Apple stated that since this was the last scheduled Board meeting before Election Day, he wanted to take a moment to recognize Selectman LaFleur for his service on the Board over the past three years. He noted that Selectman LaFleur's family was in attendance this evening as well and thanked them for their patience during this time. He then presented Selectman LaFleur with a plaque commemorating his service to the Town of Allenstown.

Selectman LaFleur thanked the Board and the citizens of Allenstown who elected him to the Board in 2008. He said it has been a pleasure to serve in this capacity and noted there have been many positive changes over the last few years. He wished his fellow Board members luck for the future and said he hopes they are able to get as much accomplished as he has over the past three years. The remaining Board thanked him for his well-wishes.

## **VI. Public Hearing for Emergency Management Performance Grant**

Administrator Apple presented EMPG information to the Board for the acquisition of a back-up generator. He said this encompasses the generator, electrical infrastructure, and transfer switch which all totals \$56,361.00. He noted this was a familiar topic to the Board and it was being presented this evening for Board acceptance. He stated the only difference from prior protocol is that an "abstract" of this evening's meeting minutes was prepared, outlining the board's approval. This was done for submission without delay of regular minutes processing. Selectman LaFleur then reviewed with Chief Mulholland the grant particulars and figures presented before the Board.

A motion was made by Selectman Gryval to open a Public Hearing for the \$56,361.00 EMPG. Selectman LaFleur seconded this motion.

### **Roll Call Vote:**

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Chairman Tardiff said the meeting was now open to the public and asked if there were any questions. Sandra McKenney asked about generator placement in an emergency. The Board reviewed the protocols established by the Emergency Management Director regarding utilization. Administrator Apple noted the main advantage to this program is that the generator is mobile so that it can be effectively placed as emergencies warrant. Chief Mulholland expounded upon the protocols further and addressed various scenarios presented. A discussion ensued amongst the Board regarding the costs of the different emergency scenarios and the generator's potential use outside of shelter concerns. Chairman Tardiff called for any additional comments from the public. No other comments were forthcoming. Chairman Tardiff said the Public Hearing would remain open for a while longer.

## **VII. Sewer Improvement Project**

The Board was presented with information from Michael Trainque regarding the ongoing Sewer Improvement Project and amendment to the construction contract. He discussed with the Board the five proposed change orders noting amendments in some costs due to additional materials and upgrades that were required. He said this all totaled \$20,449.30 but this is being offset by a \$20,000.00 credit in shipping charges for equipment. Chairman Tardiff asked from where the overage would be derived. Mr. Trainque said this would be the responsibility of the Sewer Commission. Mr. Trainque confirmed these changes were fairly recent. Selectman LaFleur said the figures weren't adding up correctly. Selectman Gryval then asked if any of the Sewer Commissioners were appearing before the Board this evening. Mr. Trainque said, "not that (he was) aware of". Administrator Apple noted that a request was made for some representation by the Sewer Commission but he guessed there was a scheduling conflict.

The Board said they were unprepared to act on any of the change orders this evening until the Sewer Commission can appear before the Board and answer questions these pose. The Board also discussed noted discrepancies in the figures presented and confirmed with Mr. Trainque that the work has already been done; noting the paperwork before them was a formality. Selectman Gryval asked who approved the changes. Mr. Trainque said the Sewer Commissioners approved these. Chairman Tardiff asked when the changes were approved. Mr. Trainque said the earliest one was in the summer of 2010. Selectman LaFleur asked who had the authority to make these changes; the Board or the Sewer Commission. He furthered that the Board was retained to oversee expenditures and because of that, the change orders should have been presented to them beforehand for approval. The Board agreed that Mr. Trainque wasn't the one that needed to answer to these concerns but rather, the Sewer Commission. The Board then asked Administrator Apple to convey their intent to have the Sewer Commissioners appear before them at the next scheduled meeting, and that they need to possess accompanying detailed information on what is entailed for project completion.

## **VIII. Public Hearing for EMPG (revisited)**

Chairman Tardiff revisited the Public Hearing for the back-up generator EMPG. He asked for any further questions before the hearing would be closed. Selectman LaFleur reviewed with Chief Mulholland exploration of any other available funds. Selectman LaFleur then made a motion to close the Public Hearing. Selectman Gryval seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman Gryval to accept the Emergency Management Performance Grant in the amount of \$56,361.00 for the purchase of a portable back-up generator. Chairman Tardiff seconded this motion.

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Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – No  
Selectman Gryval – Yes  
Motion Passed

Chief Mulholland then reviewed with the Board the timelines involved with the back-up generator acquisition and implementation.

A motion was made Selectman Gryval to accept the “abstract” of the meeting minutes for 2/28/11. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

## **IX. Police Cruiser Lease Agreement**

The Board reviewed information presented by Chief Mulholland regarding a lease agreement for a new police cruiser. Administrator Apple explained which motions needed to be made by the Board.

A motion was made by Selectman Gryval to approve the Master Equipment Lease Purchase Agreement between Ford Motor Company and the Town of Allentown, dated 8/12/1994, and to authorize Administrator Apple to sign the agreement for the amendment. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – No  
Selectman Gryval – Yes  
Motion Passed

## **X. Minutes**

Administrator Apple presented the Board with several sets of minutes, both public and non-public, for approval.

A motion was made by Selectman Gryval to accept the public meeting minutes from 1/31/11 ‘as written’. Selectman LaFleur seconded this motion.

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Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman Gryval to accept the public meeting minutes from 2/07/11 ‘as written’. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman Gryval to accept the public meeting minutes from 2/14/11 ‘as written’. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman LaFleur to accept the non-public meeting minutes from 1/10/11, for the session ending at 7:48PM, ‘as written’. Selectman Gryval seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman Gryval to accept the non-public meeting minutes, for the session ending at 7:30PM noted as ‘session one’, minutes from 1/24/11 ‘as written’. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Abstained  
Selectman Gryval – Yes  
Motion Passed

A motion was made by Selectman Gryval to accept the non-public meeting minutes, for the session ending at 7:39PM noted as ‘session two’, minutes from 1/24/11 ‘as written’. Chairman Tardiff seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Abstained  
Selectman Gryval – Yes  
Motion Passed

## **XI. Purchase Orders/Approval Signatures**

Administrator Apple presented the Board with purchase orders for review and approval signatures. The Board discussed the presentations amongst themselves and signed accordingly. A brief discussion ensued regarding usage of Volunteer Park and town liabilities. The Board asked Administrator Apple to investigate prior usage approval procedures.

## **XII. Fire Chief Search Process**

Administrator Apple gave a brief update to the Board regarding the ongoing search process for Fire Department Chief. He said one internal application has been received and asked for Board direction on how to proceed. He recommended having the applicant appear before the Board for discussion on the position. The Board agreed with this recommendation and asked Administrator Apple to schedule an appearance of the candidate before the Board.

## **XIII. Retirement Expenses**

Administrator Apple updated the Board on the Governor's Budget Address noting that the state contribution to retirement (about 35%) would be passed on to municipalities. He said this would be a manageable expense at about \$20,000.00-\$25,000.00 for half a year and this was anticipated.

## **XIV. Non-Public Session**

Selectman Gryval made a motion to enter into non-public session at 7:43PM, pursuant to RSA 91-A:3, II(d). Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

## **XV. Public Session Reconvened**

A motion was made by Selectman Gryval to enter back into public session at 8:23PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Selectman Gryval made a motion to seal the prior non-public session's minutes which ended at 8:23PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

## **XVI. Non-Public Session (#2)**

Selectman LaFleur made a motion to enter into non-public session at 8:26PM pursuant to RSA 91-A:3, II(e). Selectman Gryval said he was deferring to the Chairman's judgment regarding entering into the non-public session. Chairman Tardiff reviewed the information presented and Selectman LaFleur noted that he was bringing this to the Board as the Ex-Officio for the Planning Board. Selectman Gryval then seconded the motion noting that everyone seemed to know about this issue except for him.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

## **XVII. Public Session Reconvened**

A motion was made by Selectman Gryval to enter back into public session at 9:03PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Selectman Gryval made a motion to seal the prior non-public session's minutes which ended at 9:03PM. Selectman LaFleur seconded this motion.

Roll Call Vote:

Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

## **XVIII. Adjournment**

Selectman LaFleur made a motion to adjourn the 2/28/11 Board of Selectmen meeting at 9:03PM. Selectman Gryval seconded this motion.

Roll Call Vote:



Chairman Tardiff – Yes  
Selectman LaFleur – Yes  
Selectman Gryval – Yes  
Motion Passed

Meeting adjourned at 9:03PM.

TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
MEETING MINUTES  
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**Signature Page**

| Original Approval:   |                 |
|--|-----------------|
| <br>JASON TARDIFF | 4.18.11<br>DATE |
| <br>JEFF GRYVAL   | 4-18-11<br>DATE |
| <br>   |                 |
| SANDRA MCKENNEY  | DATE            |

| Amendment Approvals:   |                 |       |
|------------------------|-----------------|-------|
| Amendment Description: | Approval:       | Date: |
|                        |                 |       |
|                        | JASON TARDIFF   | DATE  |
|                        |                 |       |
|                        | JEFF GRYVAL     | DATE  |
|                        |                 |       |
|                        | SANDRA MCKENNEY | DATE  |