

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

Minutes of Regular Meeting
September 19, 2011

Call to Order.

The Chair called the Allenstown Select Board to order at 6:00 o'clock p.m. on September 19, 2011.

Roll Call.

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

Others Present.

Residents of Allenstown: N/A

Others Present: N/A

Other Public Officials: Larry Anderson, Trustee/Budget Committee; Carol M. Merrill, Budget Committee; Richard Merrill, Sr., Planning Board; Deb Moreshead, Library Trustee; Kimberly Carbonneau, Library Trustee; Peter Houlis, Parks & Recreation Commissioner designate; Beth Houlis, Parks & Recreation Commissioner designate; Don Chaput, Budget Committee; Katherine Bollenbach, Library Treasurer.

Allenstown Staff: Robert Martin, Chief, Allenstown Fire Department; Paul Apple, Town Administrator

Citizens Comments.

The Chair called for citizens' comments. There were none. Mr. Tardiff noted that they would be addressing some Agenda items out of order.

Discuss Appointments to Parks & Recreation Commission.

Mr. Apple described a recruiting effort to fill vacancies on the Parks & Recreation Commission yielded two candidates, Mr. and Mrs. Peter Houlis of Chestnut Drive. Both had been interviewed by Commissioner Schaefer, who supports their candidacies. Mr. and Mrs. Houlis were present before the Board at Mr. Apple's invitation so that they could both explain their interest in working with Parks & Recreation and answer any of the Board's questions.

Mrs. McKenney asked why they were interested in the appointment. Mrs. Houlis answered that both she and Mr. Houlis felt it was important to be an active part of their community, and that since they had a baby who would be entering the school system in a few years; they wanted to get involved and give back to the community now.

Mrs. McKenney asked if they had ever done anything like this before, to which Mrs. Houlis replied that she had not; but, she does have marketing and event-management experience. Mr. Houlis replied that he was a police officer in the Town of Londonderry, and that he thought that Parks and Recreation would be an interesting challenge. He stated he was eager to do something to help out his community and had been thinking about different activities to do in each season.

Mr. Gryval stated that he was happy to see them coming forward to participate, and he was looking forward to hearing their ideas. Mr. Tardiff thanked them for volunteering.

Mr. Apple said he would work with Mr. Schaefer to get the paperwork in order, and would be in touch. Mr. and Mrs. Houlis thanked the Board for their time and left the meeting.

The Board decided to make the appointments, conditioned on successful back-ground investigations.

Motion. Mrs. McKenney moved to appoint Peter Houlis as a Parks and Recreation Commissioner. 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.

Motion. Mrs. McKenney moved to appoint Beth Houlis as a Parks and Recreation Commissioner. 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.

Consider Draft Intermunicipal Agreement Regarding Ambulance Service.

Mr. Apple distributed copies of the draft agreement. Mrs. McKenney said she had read through the draft and saw nothing that she would change in it.

Mr. Gryval asked why the level of service, or number of ambulances on duty at any one time was left out of the section entitled "Purpose of Agreement" on page two. Mr. Apple responded that the drafting committee decided those decisions should be left to the Joint Board established by the agreement because level of service may change over time.

Mr. Apple noted that the Pembroke Select Board was also considering the draft. Mrs. McKenney asked if the Allenstown Select Board was expected to vote on the draft tonight. Mr. Apple responded that no vote was expected because the Board had decided to hold a Public Hearing on the issue. He suggested that the Board consider draft after hearing input from the citizens who attend the Public Hearing, and a delay would also give the Board a chance to hear and consider any input from the Pembroke Select Board. The Board agreed.

The Board next considered the date for the Public Hearing. Mr. Apple said that when the matter was last discussed, the consensus of the Board was that Public Hearings on the ambulance, recycling and the Chestnut Drive

emergency lane designation should be on the same evening. He suggested that the Chestnut Drive Emergency Lane Public Hearing would have to be held separately because of the significant notice requirements, but felt the Board would be able to address the Intermunicipal Agreement and Recycling issues together.

Mr. Apple recommended a date of October 3, 2011 at the Allenstown Elementary School Gymnasium. The Board agreed.

Mr. Gryval asked if the Board's response could be that the Members have reviewed the draft, that the Board's initial response is favorable and that the Board had no changes to proposed. The Board agreed, and Mr. Apple stated he would contact the Pembroke Town Administrator.

Discuss Code Enforcement Officer Hiring Status.

Mr. Apple stated that the Town of Pittsfield had expressed an interest in sharing a Code Enforcement Officer under the terms of a simple contract and not an inter-municipal agreement. He suggested that an inter-municipal agreement binds both towns to the agreement until it expires, while a simple contract does not. The result is that If Pittsfield decided to suddenly withdraw under the terms of simple contract, then Allenstown would then be left with a full-time employee and not enough full-time work.

Mr. Apple relayed that Pittsfield did not want to introduce another political entity which would necessarily arise from an inter-municipal agreement. He said a simple contract would just be an agreement between the two boards.

Mr. Apple said the previous relationship between the towns was even more informal when Dan Kramer was the Code Enforcement Officer in both towns. There was no formal agreement. Mr. Kramer was simply a part-time employee in both towns. The towns also share a welfare director, again with no agreement, and no problems.

Mrs. McKenney asked if it would be possible to include a clause in the contract to protect both towns from an early or sudden withdrawal by the other. Mr. Apple said that such a provision could be included. Mrs.

McKenney also raised a concern that a candidate, who would be hired with the expectation of full-time work, may be left with only part-time work after the end of the first year when Pittsfield's financial obligation ended. Mr. Apple stated that candidates for the position would be informed that a review as to status would be conducted after the first year.

Mr. Gryval said that the contract would work well, provided that conditions were included to deal with a town's proposed early withdrawal. The Board agreed and instructed Mr. Apple to proceed with the drafting of a contract for sharing a Code Enforcement Officer with the Town of Pittsfield, and to advertise for a full-time Code Enforcement Officer rather than a part-time one.

Open Assessing and Legal RFPs and Set Schedule for Consideration of Same.

Mr. Apple asked the Board to decide on a process for considering the firms that had responded to the RFPs. He presented the options of appointing a committee of town employees or having the Select Board review the applications directly. He stated that there were 6 applicants for the assessing contract and 12 for legal contract.

Mr. Gryval stated that the committee approach would most effective. He recommended that Mr. Apple, Diane Demers and Donna Severance were the best candidates for the committee to review the assessing submissions. The Board agreed.

Mr. Gryval also said that Alicia Piazza, the Police Prosecutor, Chief Mulholland and Mr. Apple would be best suited for the legal RFP. The Board agreed.

Mr. Apple confirmed that the two committees were to review all of the bids choose the top three candidates and then from those recommend an interview list and a finalist.

The Board proceeded to open the responses to the assessing RFP. Mr. Apple stated that one had been received on the due date for bid acceptance, but about 30 minutes after the close of business. In addition,

the response did not include the information on the envelope that was requested in the bid. The Board decided it would be unfair to the other applicants to give the late bid any further consideration.

The Board identified the following firms that responded to the assessing RFP: (1) Cross Country Appraisal Group; (2) Municipal Resources Inc.; (3) Certified NH Assessing Services; (4) KRT Appraisal; and (5) Brett S. Purvis and Associates, Inc. Mr. Apple explained that there was no written response from Corcoran and Associates, the Town's current provider, because the terms of their service were already before the Board.

The Board identified the following firms that responded to the legal RFP: (1) Donahue, Tucker, & Shandella; (2) J. Miller & Associates; (3) Keeper & Dolder; (4) Daniel St.Hilaire; (5) Mitchell Municipal Group; (6) Upton & Hatfield; (7) Soule, Leslie, & Kidder; (8) Michael Donovan; (9) Daniel Kreen; (10) Hades, Hodes; (11) Sycus Law Office; and (12) Chamberlin Law Office. Mr. Apple explained that there was no written response from Ransmeier and Spellman, the Town's current provider, because the terms of their service were already before the Board.

Mr. Apple asked Select Board members if there were any conflicts of interest with any of the bidders. The Board did not indicate any conflicts. Mr. Apple noted that he had been a partner at Upton & Hatfield. The Board agreed there was no conflict, because the committee as a whole was responsible for making a recommendation and the Select Board would ultimately decide the successful candidate. Mr. Apple stated he would recuse himself from any vote if Upton & Hatfield were a finalist at the committee level.

Consider Approval of Job Descriptions.

Mr. Apple stated that he had made the changes previously discussed submitted a Certificate of Adoption for the Board to sign. Mr. Gryval stated that the changes asked for had been made and that he was satisfied.

Motion. Mr. Gryval made a Motion to adopt the Job Descriptions as written, effective November 1, 2011. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Consider Approval of Personnel Plan.

Mr. Apple stated that he had corrected the typographical errors identified by Mrs. McKenney distributed new drafts to the Board. The Board reviewed the draft, but had no questions.

Motion. Mrs. McKenney moved to adopt the new Personnel Policies and Procedures Manual for Allenstown NH, effective November 1, 2011. Mr. Gryval seconded the Motion. There was no further discussion.

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

Review and Consider Proposed 2012 Operating Budgets for Fire/Forestry, Library, Finance, Mapping, Reevaluation, Legal, General Government Buildings, Cemetery, Advertising/Regional Associations.

Library:

Library Trustees Kimberly Carbonneau and Deb Moreshead and Treasurer Katherine Bombach presented the 2012 proposed operating budget for the Library. Ms. Carbonneau said they had taken care of much of the building maintenance, such as fixing the roof, painting, and addressing the humidity problem in the basement. The Trustees felt they had enough money left to take care of the remaining maintenance issues.

Mrs. Carbonneau said that the Library's biggest need for 2012 is books. The book budget for 2011 was reduced to \$2,500.00 but for this year, The Trustees were proposing to return it to \$4,000.

The draft before the board, prepared by the Librarian, Cathy Vinevic, contained references to the 2010 budget. The Trustees could not account for this and Ms. Vinevic was out of town until the following week.

The Board asked the Trustees to consult with Ms. Vinevic and return with a revised draft so that they could fairly consider the 2012 Library budget. The Trustees agreed.

Fire Department:

Chief Martin presented his Proposed Budget for 2012 with a bottom line that was just \$2,048.00 higher than that of 2011. The 7 lines showing increases were Dispatch (up 3%), Office Supplies (up 13%), Gasoline/Diesel (up 20%), Other Equipment (up 25%), Full-Time Salaries (up 3%), Heat (up 9%), and Building Maintenance/Repair (up 50%).

There were a significant number of lines that decreased for 2012. These were Dues/Publications (down 14%), Postage (down 50%), Food (down 25%), EMS Supplies (down 33%), Outside Training (down 25%), Radio Maintenance (down 50%), and Vehicle Repairs (down 9%).

The 2012 bottom line is \$306,966.00. Mr. Tardiff attributed the \$2,048.00 increase to the addition of the Cell Phones line (at \$2,250.00) for 2012. Each Board member stated s/he was pleased and congratulated Chief Martin for a job well done.

Motion. Mr. Gryval moved to accept the Fire Department's 2012 Proposed Operating Budget in the amount of \$306,966.00. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Forestry:

Chief Martin's Proposed Forestry Budget for 2012 consisted of three lines: Part-Time Salaries, Supplies, and Vehicle Maintenance. Each line reflected amounts that were unchanged from 2011. The 2012 bottom line is \$4,000.00. The Board had no questions

Motion. Mrs. McKenney made a Motion to accept 2012 Proposed Operating Budget for Forestry in the amount of \$4,000.00. Mr. Gryval seconded the Motion. There was no further discussion.

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

Finance:

Mr. Apple noted an anticipated 10% increase in payroll costs, and said that he intended to seek a lesser-priced alternative next year in an effort to save some money. He also reminded the Board that the assessing contract was removed from this budget. The Finance bottom line came to \$47,175.00. The Board had no questions about the budget as submitted.

Motion. Mrs. McKenney moved to accept the 2012 Proposed Operating Budget for Finance in the amount of \$47,175.00. Mr. Tardiff seconded the Motion. There was no further discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-No; Mrs. McKenney-Yes. The Chair declared the Motion passed.

Assessing:

Mr. Apple noted that Mapping and Revaluation had been added to the assessing budget. There were two lines reflecting changes for 2012: the assessing clerk salary, which decreased due to a reduction in the number of hours worked, and the computer software line that was increased to \$6,200.00 because of software upgrades that must be done in the coming year in order to be compatible with the State's software.

Motion. Mr. Gryval moved to approve the 2012 Proposed Operating Budget for Assessing, in the amount of \$95,255.00. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Legal:

Mr. Apple noted that there had been \$4,500.00 moved from this budget to the Town Clerk budget for lien releases. He recommended keeping the bottom line of \$30,000.00 to allow for legal expenses related to the proposed withdrawal from the Concord Regional Solid Waste/Resource Recovery Cooperative. The Select Board agreed.

Motion. Mrs. McKenney made a Motion to approve the Legal Department's Proposed Operating Budget for 2012 in the amount of \$30,000.00. Mr. Gryval seconded the Motion. There was no further discussion.

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

General Government Buildings:

Mr. Apple noted the two lines with changes from 2011: the Repair & Maintenance line, reduced by \$550.00; and the Heat/Gas line, increased by \$2,000.00 to reflect the repairs made to the gas manifold. The proposed bottom line is \$23,900.00.

Motion. Mr. Gryval made a Motion to accept the General Government Buildings Proposed Operating Budget for FY 2012 in the amount of \$23,900.00. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Cemetery:

Mr. Apple stated that the cemetery budget had been underfunded for a long time; but, that given all the other issues that had been more pressing, he was recommending no funding changes again this year. Mr. Gryval asked what was necessary to resolve the cemetery issue, and Mr. Apple responded that the Town owns a parcel dedicated to a cemetery use, but that we need to hire a surveyor to lay out the plot lines.

Mr. Gryval asked if Capital Outlay funds could be used to start on the plot lines, and Mr. Apple responded that it could.

The Chair suggested having the lot cleared and leveled. The Road Agent suggested that the land was quite steep at the back of the lot and that this would involve a significant expense.

The Board directed Mr. Apple to determine the cost of clearing and leveling the lot and laying out the plots.

Motion. Mr. Gryval moved to accept the Cemetery Proposed Operating Budget for FY 2012 in the amount of \$3.00. Mrs. McKenney seconded the Motion. There was no further discussion.

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

Advertising/Regional Associations:

Mr. Apple recommended the same bottom line for the Town's CNHRP membership, at \$5,284.00. The Board had no questions.

Motion. Mrs. McKenney made a Motion to approve the Advertising/Regional Planning Associations Proposed Operating Budget for FY 2012 in the amount of \$5,284.00. Mr. Gryval seconded the Motion. There was no further discussion.

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

Town Administrator's Report.

Minutes.

August 8, 2011. Mr. Apple presented draft Minutes for the August 8, 2011 meeting for approval. The Board made no corrections.

Motion. Mr. Gryval made a Motion to accept the Regular Meeting Minutes of August 8, 2011 as written. Mrs. McKenney seconded the Motion. There was no further discussion.

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.

Miscellaneous Paperwork.

Mr. Apple presented two items for the Board's review: the first being an Intent for General Logging, and the second is a Certification of Real Estate Taxes Assessed, a report which goes to DRA. The Board reviewed and signed these.

2012 Holiday Schedule.

Mr. Apple then submitted to the Board the 2012 Holiday Schedule. The proposed schedule showed the Town Hall being closed on January 2, 2012 in observance of New Years Day; November 12 in observance of Veterans Day; and Christmas Eve and New Years Eve at noon. He noted that the earlier closure on New Years Eve was so that the Town Clerk/Tax Collector could get to the bank prior to 2:00 p.m., thus closing out the year in a timely fashion.

Motion. Mrs. McKenney made a Motion to accept the Holiday Schedule for 2012 as drafted. Mr. Gryval seconded the Motion. There was no further discussion.

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

Request for Approval: Sustainable Communities Letter.

Mr. Apple presented information regarding participation in a CNHRPC regional program, Providing Sustainable Communities. The Board had already approved Allenstown's participation in the program. He reported that the program had asked that the Board send a letter of support, a draft of which Mr. Apple submitted to the Board. The Board reviewed it and authorized Mr. Apple to sign and send it.

Update from Old Meetinghouse Steering Committee.

Mr. Gryval updated the Board, first saying they planned to have their budget completed within a week or so. Also, they had said that the grass was not getting mowed there, and asked the Road Agent to mow it when they mowed the cemeteries. The Road Agent agreed.

He said they hoped to put in some drainage, which should be at no cost. Further, they were looking at grants to get the ceiling finished, hopefully sometime next year, and an alarm system installed with some of the money they've raised. Lastly, the auto show had been a success, raising \$1,988.60.

Adjournment.

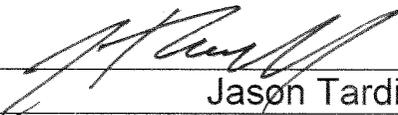
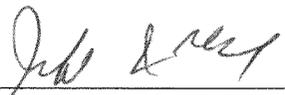
The Chair asked for any other business. There were no additional items.

Motion. Mrs. McKenney moved to adjourn. 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,

The Chair adjourned the meeting at
7:54 p.m.

Signature Page.

~Original Approval~	
 Jason Tardiff	12-12-11 Date
 Jeff Gryval	12-12-11 Date
 Sandra McKenney	12-12-11 Date

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