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

Minutes of Regular Meeting  
December 5, 2011

**Call to Order.**

The Allenstown Select Board Meeting for December 5, 2011 was called to order by the Chair at 6:00pm.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Trustee/Budget Committee; Carl Schaeffer, Parks & Recreation Commission; Richard Merrill, Sr., Planning Board; Carol M. Merrill, Budget Committee; Carl Caporale, Budget Committee; Ron Pelissier, Road Agent.

**Citizens Comments.**

No comments were made by citizens present.

**Final Candidate For Building Inspector Position**

Mr. Apple requested the Select Board's instructions regarding the final candidate for the Building Inspector Position. A panel had conducted interviews, with a substitute for Diane; they substituted Donna for Diane and felt that the Panel was consistent for what they wanted to do Thursday evening. The Panel concluded that Mr. Everngam was the better candidate. Mr. Apple comes to the board regarding the candidate because Mr. Everngam suggested he take a lower hourly rate and more hours to qualify for benefits. That it would be difficult for Mr. Everngam to take a job without benefits. The Panel felt that Mr. Everngam had the experience with codes while other candidates didn't have as much experience with code enforcement. Candidates #2

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fits hours, pay, and benefits, but does not have code experience. The salary for this Building Inspector position is generally \$28,000. Mr. Everngam agreed to take a lower amount which comes out to about Seventeen (17) dollars per hour with coverage cost of benefits which is about \$15,000 per year. This would have no impact on the budget as there is a family plan line included in the budget. In total the position would pay about \$28,800 salary plus the \$15,000 benefits coverage to equal a total cost of \$43,800 for the Building Inspector position.

Mr. Gryval expresses concern that he cannot justify spending that amount of money for this position. He is not in favor of spending the said \$43,800 for the Building Inspector position especially compared to what's been paid in the past by including benefits. It has been determined that the position currently pays \$62.50 per hour for the position.

Mr. Gryval recommends that the job be offered as posted for a part-time which is in the amount of twenty (20) hours per week and to negotiate the salary as no salary amount was posted for the position. The Line Budget rate for the position rate is between twenty-two (22) and twenty-four (24) dollars per hour.

Mr. Anderson expressed concerns of a potential lawsuit by not having the Building Inspector position filled and that Mr. Everngam would be less expensive than a potential lawsuit. His concern is that if a citizen comes in with a need and with the records being unorganized as they are right now, there could be a lawsuit.

Mr. Tardiff recommended that the position be offered at nineteen (19) hours per week with no benefits to Mr. Everngam and if he doesn't take the offer to repost it as a part-time position.

### **Discussion of the Inter-Municipal Agreement with Pembroke for Ambulance Service.**

Mr. Apple reported that Mrs. McKenney and David Jodoin would be attending a meeting on December 8<sup>th</sup> with the Tri-Town Board regarding the Inter-municipal Agreement with Pembroke for Ambulance Service. Mr. Jodoin asked for authority to indicate that Allenstown is not inclined to make changes to the Inter-municipal Agreement as drafted. Allenstown is prepared to move forward with the agreement regardless if Tri-town agrees to it or not.

Motion. Mrs. McKenney moved to approve the resolution as presented for Allenstown in regards to Tri-Town Ambulance Service. 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.

### **Consideration of the Final Select Board recommended Operating Budget**

Mr. Apple distributed proposals of the Selectman Approved Budgets and the Default Budgets. Mr. Apple is looking for the approval of the selectman budgets and the default budgets. The Library Budget didn't get transferred to the proposal; however, the Select Board did approve a library budget of \$50,753. The extra fifty-three (53) dollars is to include health and dental insurance expenses.

Mr. Gryval asks if this proposed budget puts it in line with what the Budget Committee came up with for a budget. Mr. Apple responds that it doesn't as of right now. The Budget Committee hasn't approved the solid waste line yet. However, their bottom line, \$5,185,240 includes the Solid Waste and Sewer. The Budget Committee only approved \$47, 832 for the Library. Mr. Apple reduced the 1% raise and additional sum of money from the book line. The Patriotic line also did not update from the program but the amount stayed the same. The Repairs to Town Hall line was eliminated which adjusts the Conservation and Capital line. The final proposed Budget \$3,529,951 without sewer because no position was taken. The Budget Committee's bottom line, including the Patriotic Line comes to \$5,187,591.

Mr. Gryval expresses concern that the budget is coming below the amount of last year's approved budget. Mr. Apple responds that the bottom line proposed budget is \$3,529,951 plus \$1,994,023 (the amount for the Sewer line) which totals a budget of \$5,523,974 which is significantly more than the 2011 budget.

Motion. Mrs. McKenney moves to accept the proposed 2012 Selectman Budget at \$3,529,951. 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 accept the default budget at \$5,515,759. 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.

### **Year-end Purchases and Encumbrances**

Mr. Apple reported that Chief Martin requested an appropriation for the phase two (2) of the radios which has been discussed. Mr. Apple requests the approval of the expenditure and move to encumber the funds at the entire amount of \$43,220. Mr. Anderson expresses the need to encumber the full amount of \$43,220 however a grant for half the amount is to be received.

Motion. Mrs. McKenney moved to expend \$43, 221.25 of the purchase of phase 2 radios, a grant to cover half the cost. 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 encumber \$43, 221.25 of the purchase of phase 2 radios, a grant to cover half the cost. 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. Mr. Gryval moved to expend \$88,190.80 of the purchase of phase 1 radios. 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.

Motion. Mr. Gryval moved to re-encumber \$88,190.80 for 2010 funds for phase 1 radios. 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. Apple reported that the Road Agent needs approval of purchase for a truck for the highway department and to authorize how much to expend for a truck, sander, and plow.

Motion. Mr. Gryval moved to authorize Road Agent to expend up to \$52,000 for the purchase of a truck, sander, and plow for the highway department. 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.

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Mr. Apple distributed an estimate for two (2) computers for the highway department. After comparing prices from the Town's IT provider with Target, Staples, and Best Buy; Mr. Apple recommends that Kilpatrick's estimate is the best price. The estimate of \$1500 includes computers, monitors, and licenses for both computers.

Mr. Gryval asked if there were any suites for the Microsoft Office products left in the Town Hall that were purchased for the Town Hall. Mr. Apple answered that only enough suites purchased for the amount needed for the Town Hall.

Motion. Mr. Gryval moved to authorize the Road Agent to expend up to \$1500 on the purchase of two (2) new computers for the highway department. 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. Apple distributed a draft of estimates for a new phone system for the Town Hall to be reviewed by the Select Board. A new phone system would upgrade the hardware downstairs and increase the number of extensions available to ensure that everyone who works in the Town Hall has an extension. All full-time employees currently have phones; the purpose is to extend phones to part-time employees. If there is any money left over, Mr. Apple recommends upgrading the phone system. Mr. Apple would recommend the TSE or the Northeast proposals.

An upgrade to the phone system will be put on the agenda for next week and decision to be made on December 19<sup>th</sup>, 2011.

Mr. Gryval asked if there were any other year-end expends to discuss. Mr. Apple answered that if there was enough money; website design and maintenance however it is not a major concern. Joyce has expressed possibly being able to help out with website design and maintenance. Mr. Apple is not recommending this expenditure at this time.

### **Meet with Chief Martin and Candidate Regarding Full-time Fire Fighter Position**

Chief Martin and Candidate Vinnie Lembo elected to have the interview be Public. Mrs. McKenney asked the candidate to tell the Board about himself. Mr. Lembo has lived in Allentown since 1993 and has owned a house here since 1998. He has been on the fire department for approximately 12 years and just passed the CPAT test.

Mr. Gryval asked if he'd applied for the full-time position a year and half ago or any other full-time positions. Mr. Lembo answered that he had not as he did not meet all of the requirements.

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However, he now has all the requirements that were posted for the position. He has a Class-A license with an endorsement for anything except a bus.

Mrs. McKenney asked if the Town has a current background check on file for MR. Lembo. Mr. Lembo answered that he didn't believe that there was but that he would sign a form as soon as possible in order to have one done. He also responded that the Town does have a copy of a current resume and a copy of his CPAT.

Mrs. McKenney also asked what other qualifying classes does Mr. Lembo plan on taking to improve his skills. Mr. Lembo answered that he is not currently signed up for any classes; however plans on signing up for an Advanced EMT class that is running in April. He also responded that he is constantly checking the classes available to see what would be beneficial for him to take.

Mrs. McKenney asked where Mr. Lembo sees himself as a fire fighter in three (3) to six (6) years from now. Mr. Lembo answered that he would like to be here in Allenstown as a full-time fire fighter. His family, especially his wife, is very supportive of him becoming a full-time fire fighter. He is open to taking on promotions should the opportunity arise. Mr. Lembo enjoys riding his motorcycle as a hobby. He has been involved with flood incidents and handles the stress in a professional manner. He believes that the current two (2) full-time fire fighters for Allenstown have a good attitude and set a good tone for others and that he would be good at doing so as well. Mr. Lembo responded that he felt comfortable handing a patient over to another fire department's care, such as Tri-Town and would be able to pass along vital information such as vital signs, details of the incident, etc. Mr. Lembo clarified the gap on his resume, that between 1988 and 1999 he worked various jobs. One of which was a job at Sears for five (5) years. He also did some trucking for a few years before determining that wasn't for him. Mrs. McKenney also asked Mr. Lembo what he considered his role to be as a fire fighter. Mr. Lembo responded that he believed it was his role to comfort and be there for the patient.

Mr. Gryval observed that Mr. Lembo seemed to have done a lot of preparing for the interview. He asked if Chief Martin had conducted a formal interview. Mr. Lembo responded the Chief Martin had not conducted a formal interview and had, however, just asked if he would be open to the position. Mr. Lembo knows that this is a starting point as a full-time fire fighter position. He gets along well with the other fire fighters at the station. When he has an issue with another fire fighter, we will address it with that person individually to try to resolve it.

Mr. Gryval asked about Mr. Lembo's maintenance and mechanic skills. Mr. Lembo expressed that he had experience doing oil changes, tires, light bulbs and other light maintenance. He has some experience with the maintenance and mechanics of a truck because of his past trucking jobs.

### **Discussion regarding the new Recycling regulations**

Mrs. McKenney asked Mr. Pelissier about the recycling and if the Town was going to take a firm stand on the new regulations it had put in place. She asked how things were going with properly labeling bags in order for people to know how to separate the recycling. Mr. Pelissier responded that people seemed to have a general idea of where things go. Mr. Apple commented that the usage of stickers help to educate people on how to recycle with no major consequences at this time. Trash will be stickered and left on the property if not separated properly. Mrs. McKenney suggested that there are clear/white trash bags that can be purchased at the grocery stores for people to put their recycled items in.

### **Tax Warrant for 36 Riverside Dr. for Veteran's exemption**

Mr. Apple asked that the Select Board abate a tax warrant for 36 Riverside Dr. because the property had a veteran's exemption with a veteran's credit and that the qualifying person had passed away.

Motion. Mr. Gryval moved to abate the property taxes of \$3,366.57 for 36 Riverside Dr. 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.

Motion. Mr. Gryval moved to approved added warrant property tax levy of \$1,405.53. 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.

### **Consider Deferring Tax Deeding for 24 Properties**

Mr. Apple distributed a list of 24 properties that would qualify for tax deeding. The tax collector; however, recommends that they should defer the tax deeding on the 24 properties. The tax collector recommends deferring the tax deeding on the properties because it would be unsuitable for the Town to take the title to them and to own them than to just leave them on the rolls for another year. There are two properties; one where there is a title problem and one where the person hasn't paid, that the tax collector recommends tax deeding in May.

Mr. Gryval expresses concern in not taking the deeds for the 24 properties. He asks that they get more information from the tax collector regarding the properties. Mr. Gryval would like to know

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where the properties are, how much is owed, and what type of properties they are. The properties are not mobile homes like the properties they approved for deferral last year.

Mr. Apple responded that while deferrals are not legally required they should be done so that auditors know that the Town is aware of them and that they have made a conscience decision not to take them at this time. The concern of owning the properties is that the Town would become a landlord of the sorts and would be responsible for maintenance of them.

Mrs. McKenney recommends that a memo be sent out ahead of time regarding the deferral of property taxes for their review so that they would have more time to ask any questions regarding the properties.

### **Wardens and Deputy Wardens**

Mr. Apple recommends re-appointing the current forest fire wardens and deputy wardens. The responsibilities of the Forest Fire Wardens is to inspect fire pits, provide training and permits.

Mr. Gryval moved to approve the nomination for the forest fire wardens and deputy wardens November 14, 2011 as submitted. This nomination is good for one year. 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. Pelissier needs to be appointed as the tree warden. He was left off of the discussion in April 2011.

Mr. Gryval moved a motion to appoint Ronnie Pelissier as tree warden for the town of Allenstown expiration date of April 1, 2012. 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.

### **Consider Mr. Everngam as Code Enforcement Officer**

Mr. Apple has been informed that although the Town is contracted to work with MRI for their code enforcer they need to appoint the interim Mr. Everngam, who is serving the Town at this time, so that he has enforcement powers. Mr. Apple drafted an Appointment form for him and should he take the job, it would be effective until April 2012.



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Mr. Gryval moved to appoint Markus Everngam as Code Enforcement Officer to expire April 1, 2012. 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.

### **Minutes**

Mr. Apple requests that the Select Board schedules a time to approve the minutes they would have at that point. Mr. Apple interviewed a woman that would be doing the minutes. Cheryl Haye has been helping with minutes from the backlog and submitted a draft today. Mr. Apple wanted to put an agenda item on for December 12<sup>th</sup> to approve the minutes that they have up to that date.

### **Discuss Appointments**

Mr. Apple reported that Jim Rodger asked for appointments to be passed out to the Select Board. Mr. Rodger is no longer a planning board member. Mr. Apple recommends referring to the planning board for further study. Appointments are good for a term of three (3) years. Mr. Apple requests the instruction from the Select Board regarding whether he should find out the length of the term, whether and when appointed, and when set to expire for Mr. Rodger.

Mr. Rodger hasn't been on the Planning Board since April 2011. He was not re-appointed; he withdrew his request. Mr. Apple recommends determining when Mr. Rodger was appointed, when does the term end and is it independent of his appointment to CNHRPC or does it lapse when his term lapses.

Mr. Gryval asked Mr. Apple for a copy of the spreadsheet that lists all of the Select Boards Appointments. Mr. Apple is to determine when the next Planning Board meeting is and who has been representing the Select Board at their meetings.

The Planning Board is currently discussing a Park 'n' Ride.

Mr. Anderson suggests taking the property in discussion be utilized better as an upgraded parking lot therefore the land around it could be developed. There are other sites that may be appropriate for the Park 'n' Ride that the Town cannot do anything else with.

Mr. Gryval expresses that if Mr. Rodger is not affiliated with the Town in any way, he's not the best person to have represent the Select Board. Mr. Gryval asks if someone should be nominated in the interim. Mr. Apple feels that a week isn't going to make a difference. If Mr. Rodger has an

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independent appointment than the Select Board should unappoint him. It is recommended that it be put on the agenda for next week to appoint someone.

### **Update on Boat Ramp.**

Mr. Apple reports that there is no update on Boat Ramp at this time.

### **Upcoming Meetings**

There is a meeting with the Concord Co-op on Wednesday, December 7<sup>th</sup>. There is a Budget Meeting on Thursday, December 15<sup>th</sup>. There is a Suncook Working Group Meeting on Thursday, December 15<sup>th</sup>. They will be discussing the Suncook River mitigation. The mitigation is still ongoing at this time; there are approximately 2 miles to appropriate. There is a meeting this Thursday at the Chichester Grange for the River nomination.

The Old Allenstown Meetinghouse will be meeting Thursday, December 8<sup>th</sup>. Mr. Gryval cannot attend that meeting. They will be discussing a potential grant for a new ceiling and an alarm system will be going online soon.

Mrs. McKenney will be attending the Tri-Town meeting on Thursday, December 8<sup>th</sup>.

### **Other Business**

Mr. Gryval asks about a letter received regarding outstanding issues on the biological upgrade of the sewer system, the monetary issues that the Town are responsible for and was there any feedback. Mr. Gryval also asked who was going to take care of those items. Mr. Apple spoke with the administrative assistant for the Sewer Department and is still awaiting an answer.

### **Adjournment.**

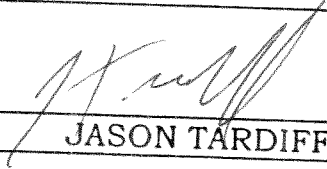


The Chair asked for any other business. There were no additional items.

Motion. Mr. Gryval moved 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 8:31pm.

**Signature Page.**

Original Approval:	
	7.27.12
JASON TARDIFF	DATE
	2.27.12
JEFF GRYVAL	DATE
	02.27.12
SANDRA MCKENNEY	DATE

Amendment Approvals:		
Amendment Description:		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE