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

Minutes of Regular Meeting  
December 12, 2011

**Call to Order.**

The Allenstown Select Board Meeting for December 12, 2011 was called to order by the Chair at 6:01pm.

**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.**

Mr. Anderson expressed that he believed there to be a balance of over \$100,000 for the rest of the year, after the purchase of the highway truck. Mr. Anderson expressed concern for not using the money to reduce the taxes for the town. He also expressed concern that the residents should vote on the purchase of the highway truck as it is considered a major equipment purchase.

Mr. Gryval responded that the new highway truck would be replacing two (2) trucks and that vehicles of this nature are not considered capital investments anymore by most municipalities. The Sewer Department has two (2) trucks that were approved by the Budget Committee without going to a special ballot.

Mr. Anderson stated that any major vehicle should be voted on to buy. That a newsletter to vote on the vehicle should be sent out. Mr. Anderson also expressed concern with how the Budget Committee passed items at prior meeting and that questions were not answered properly.

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The Chair expressed that not many residents show up for voting even if they were to put it to the voters. The Chair and Mr. Gryval expressed that Mr. Anderson should bring up the concern of unanswered questions to the Budget Committee as the Select Board is separate from the Budget Committee.

### **Presentation of Certificates to Allenstown Participants in the Cert Training**

The CERT coordinator presented certificates to the three (3) Allenstown residents for their participation of Allenstown Disaster Recovery Efforts. Maureen Wishart, Denise Cantara, , and Ernie Cantara, all whom successfully trained for 20 hours at the Richard Flynn Fire Academy under the direction of the National Cert Program administered by the Federal Emergency Agency and Department of Home & Security. A CERT stands for Community Emergency Response Team. Their role is to support the emergency management director and police chief, Shaun Mulholland, and assistant emergency management director Robert Martin, fire chief.

Mr. Gryval congratulated the participants on the time spent and dedication shown in completing their Cert Training.

### **Session of Cert Program**

The Chair asked where the Town is with the Cert Program at this time. Mr. Apple responded that Ms. O'Callaghan has done some research on the CERT Program and whether to engage in a formal CERT Program. There are a good number of people participating in the CERT Program. Mr. Apple recommended having an initial discussion about the CERT Program since Ms. O'Callaghan is present at this time.

Mrs. McKenney asked Ms. O'Callaghan what she envisions the CERT Program could offer Allenstown.

Ms. O'Callaghan responded that it offers a group of people who have been trained together and know each other. They also have an understanding of what's necessary in a time of emergency and are willing to come to the shelter and work with people. The CERT training gives a sense of confidence.

The Select Board asked Ms. O'Callaghan a series of questions regarding how the CERT Program works in regards to other town CERTs coming in and assisting, who the CERTs are to report to, the difference of the shelter volunteers versus the CERT volunteers, and who would be responsible for paperwork such as background checks and accreditations.

The Chair asked Chief Mulholland and Chief Martin for their opinions on the CERT Program. Chief Mulholland recommended setting up a program like Goffstown has done, including job

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description for CERT volunteers. He also recommended having a CERT Coordinator to be in charge of and put together a CERT Program with guidelines.

Ms. O'Callaghan asked that she be able to start getting another group together for CERT training. It has been determined that volunteers can go through the CERT training even if there is not a CERT Program in place or if the Board decides not to approve a CERT Program.

Mr. Gryval expressed that he liked the idea but is concerned with how the business of the CERT Program would function. His concern is to who would appropriate and how it would be protected from any potential liability. Mr. Gryval recommends a presentation to the Board answering questions that were brought up at this time. Mr. Gryval asked what would be the best way to go about setting up a CERT Program; should there be a committee or just one person elected to formulate rules, job descriptions and educate CERTS volunteers on what their rights are.

The Board asked Ms. O'Callaghann to get more information in regards to all their questions. Once that has been done, the Board will review the information and make a decision at that time. In the meantime, Ms. O'Callaghan may still solicit volunteers for the CERTs Program. Ms. O'Callaghan will have answers for the Board after the holidays in January.

#### **Meet with Road Agent to Discuss Year End Purchases**

Mr. Pelissier stated that he had nothing to report at this time. Mr. Pelissier is still waiting on estimates. He will have estimates for the highway truck for the Select Board by December 13, 2011 but no later than December 19, 2011.

Mr. Pelissier reported that two stop signs were stolen. One stop sign was recovered and put back in place and the other was replaced.

Mrs. McKenney asked if they had received any stickers for the recycling. Mr. Pelissier responded that the big stickers were received and will be used this week. The new recycling regulations have been put in place and that the residents have responded well.

#### **Discussion of the CNHRPC Representative Presentation and Projects**

Mr. Apple distributed an estimate received from Mike Tardiff. Mr. Apple answered questions via email to the Board. He does not have, at this time, the specific appointments from Mike Tardiff. Mike did respond with an estimate earlier in the day that the term was four (4) years and started in July 2009 and are to expire June 30, 2013. Mr. Apple doesn't have anything to report today. Mr. Apple recommends that if the appointments were made they need to find the papers which may have been sent up to Regional Planning Committee. Mr. Apple also recommends that if no appointments were made, than the Select Board needs to rectify that.

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Mr. Gryval recommends that because the two gentlemen are no longer appointed, the Town needs to send a letter to Central NH Regional Planning to remove them as representatives for the town of Allenstown. These gentlemen are not currently tied to the community and have not communicated with the Board.

The Select Board would like Mr. Apple to determine the politically correct way to remove the two gentlemen.

### **Consideration of Deed Waivers from Tax Year 2011**

Mr. Apple distributed a memo of the twenty-three (23) properties for Tax Deeding. Mr. Gryval was able to meet with Mrs. Demers to answer his questions regarding the twenty-three (23) properties.

Mr. Gryval expressed concern with some of the wording on the Deed Waivers and asked for clarification. Mr. Apple clarified that the proposed properties can be deeded on May 1, 2012 but not that they would be deeded. Deed waivers are internal and are meant for the auditor.

Motion. Mr. Gryval made a Motion to not deed the twenty-three (23) properties listed in memo at the end of tax year 2011, but will be looked at prior to May 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.

### **Discussion of Dead Tree Removal**

Mrs. McKenney asked Mr. Pelissier, the Tree Warden, if he was responsible for all the dead trees in Allenstown if they need to be chopped down or removed in regard to town property and trailer parks.

Mr. Pelissier responds that he is only responsible for town property not trailer parks. Mr. Apple responded that there is a statutory procedure that is set out in RSA 231 before the Tree Warden can take a tree which usually involves a public hearing. Trailer parks are considered private property.

### **Plan to Update Town Employment Officers List**

Mr. Gryval asked if a plan has been developed to update the Town Employment Officers List. Mr. Apple responded that there has not been a plan developed, that usually there is one developed closer to the end of the terms in April.

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Mr. Gryval recommends talking to all department heads and Committee heads to see who else is missing from the current list. There is supposed to be a CIP sub-committee that is to be appointed annually however, there is not one at this time. There is also an Old Allenstown Meetinghouse Committee with members appointed by the Select Board that should be on the list. This Select Board does not appoint anyone from the Budget Committee. Mr. Apple recommends the Board decide what the list should look like, what appointments should be on there. Mr. Gryval responds that the list should include all members for any of the Allenstown Committees.

### **Consideration of Additional Year End Purchases**

Mr. Apple stated that the only additional year end purchase at this time would be a new phone system for the Town Hall. The Board has reviewed the bids and has seen the recommended proposal by the current provider. The phone system in the Town Hall is twenty-five (25) years old. The phone system doesn't work properly; frequently dropping calls. There are not enough phone lines at this time for all employees. The new phone system would rectify those problems.

Mr. Gryval expressed concerned on what is left for year-end spending and if this is the priority the Board wants to spend it on. The Chair recommends determining this issue next week when the year-end numbers are more accurate.

### **Consideration of Executive Management 2010 Audit**

Mr. Gryval asked what the purpose of signing the statement was. Mr. Apple responded that they are making representations to the auditing company. It's a statement that the Board has cooperated, is not hiding anything, and is not aware of any cheating.

Motion. Mr. Gryval made a motion to execute the Management Letter for the 2010 audit. Mrs. McKenney seconded the Motion. There is 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 Review Committee's Recommendations of Contract of Legal Services**

Mr. Apple stated that the Review Committee had reviewed the applications and responses to the RFPs and narrowed it down to the top three (3) applicants. These applicants were interviewed on December 1, 2011. Mr. Apple sent the Board a copy of the three (3) applicants' submissions prior to this meeting. The Review Committee's recommendation to the Select Board is that the Board retains the Donahue, Tucker, & Ciandella firm out of Exeter, NH. They have a flat fee which is included in the materials and were asked to prepare a fixed retainer on the three levels of \$10,000; \$20,000; and \$30,000. The \$30,000 retainer proposed was already in the materials

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provided to the Board. In the \$10,000 retainer they would do routine work, attend town meetings and do two (2) training sessions with public officials; however, does not include land use appeals. This firm has a commitment to education for Public Officials. The \$20,000 retainer includes everything that the \$10,000 retainer includes plus they would do the land use appeals and attend additional meetings. The Review Committee recommends the flat rates which are \$175 for partners, \$150 for associates, and \$100 for paralegals; rates are fixed for 2012 and 2013. There is to be a ten (10) dollar increase in 2014 which would then change the rates to \$185 for partners, \$160 for associates and \$110 for paralegals. These rates were constant with the going market at this time; all candidates were in the same range.

Mr. Gryval expressed concern for any drawbacks to using DTC. Mr. Apple responded that his only concern was that of getting double billed if a group of associates discussed a matter. The firm assured him that that wouldn't happen. Mr. Apple expressed that he would watch to make sure that didn't happen. A contract will be developed with them at a one year term. They are prepared to come on board as of January 1, 2012.

Motion. Mr. Gryval made a motion to accept the committee's recommendation to hire Donahue, Tucker, & Ciandella at the hourly rates stated in their quote for a period of one year. 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.

### **Abatement Requests from the Tax Collector**

Mr. Apple has two abatement requests from the Tax Collector. They are two disabled tax deferrals that the Board needs to sign.

Motion. Mr. Gryval made a motion to abate the taxes for 37 Parkwood Dr. at the amount of \$774.72 for a disabled tax deferral application. 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. Gryval made a motion to abate the taxes for 6 Emily Dr. at the amount of \$571.33 for a disabled tax deferral application. 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.

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## **Expense Reports**

Mr. Apple distributed Expense Reports indicating that there is about fourteen (14%) percent left as they approach the second week in December. There is a payroll from the current week that is not included. Mr. Apple will update the expense reports and send them to the Board via email. The department heads have been notified on several occasions to get all of their bills in before the end of the year.

## **Personnel Action Form fro Call Fire Fighter**

Mr. Apple presented a Personnel Action Form for Christopher Roy as a call fire fighter. His status and rate changed.

Motion. Mrs. Mckenney made a motion for Christopher Roy to change his rate of pay to \$14.32 and position titled Call Fire Fighter Lieutenant effective December 1, 2011. 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.

## **Update on MRI**

Mr. Apple distributed an updated summary of work that MRI has provided. Things are proceeding in a timely and efficient way. Mr. Apple will have move to present on December 19, 2011.

## **Minutes**

Mr. Apple presented three sets of Minutes from September. There are also more drafts being reviewed at this time.

Mrs. McKenney made a motion to accept the (Sept. 12<sup>th</sup>) minutes provided. 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.

Mrs. McKenney made a motion to accept the September 19, 2011 minutes as written. Mr. Gryval seconded the Motion. There was no additional discussion

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

Mrs. McKenney made a motion to accept the September 26, 2011 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.

Mr. Apple distributed the non-public minutes for September 26, 2011.

Mrs. McKenney made a motion to approve the September 26, 2011 non-public minutes. 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.

### **Vouchers for Phase 2 Radios**

Mr. Apple distributed vouchers for Phase 2 radios for the Fire Department. Mr. Apple expressed that the vouchers needed to be re-executed because the contractor requires a certain level of detail and formality that the normal vouchers didn't have. Chief Mulholland has redone the vouchers to meet those details. There are total of eight (8) vouchers. The total amount for the vouchers is the same; they are just divided up into different parts.

The Board signed eight (8) vouchers for the purchase of Phase 2 radios for the Fire Department. Mr. Apple recommended that the Board void the old vouchers and do so by a motion referencing the voucher numbers.

Motion. Mr. Gryval made a motion to void voucher number 11-000199 in the amount of \$88,190.80. 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. Gryval made a motion to void voucher number 11-000198 in the amount of \$43,221.25. 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.

### **Purchase Order**



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Mr. Apple recommended that the Board move to approve the expenditure and move to encumber funds for an additional purchase order for the amount of \$412.50 to have one of the existing police department radios re-programmed.

Mrs. McKenney made a motion to encumber \$412.50 for programming of capital outlet police department radio. The Chair seconded the motion for further discussion. There was no additional discussion

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

### **Committee Updates**

There is no Planning Board meeting this week. The Budget Committee will meet this Thursday, December 15, 2011 at 6:15pm at the Fire Station. There was a Public Information Hearing at the Chichester Grange last Thursday, December 8, 2011. Jeff Gryval gave a brief description to why nomination into the River Protection Program is important to Allenstown. Allenstown Meetinghouse Committee met last Thursday, December 8, 2011; Mr. Gryval was unable to attend.

Mrs. McKenney attended the Tri-Town meeting last Thursday, December 8, 2011. Mrs. McKenney distributed information that was given to her at the meeting. The Executive Board would like to meet with the town of Pembroke Board of Selectmen and the town of Allenstown Board of Selectmen. They want to discuss concerns they have. Mrs. McKenney did tell them that Allenstown has an Inter-municipal Agreement with Pembroke that is standing. Mrs. McKenney recommends the meeting happen to allow the Executive Board to bring forth any concerns they have. Mrs. McKenney has spoken to Dave Jodoin who is going to recommend that the courtesy be extended to the board with the understanding that there is no recommendation that the Board changes their course. Mrs. McKenney recommended that there be a joint meeting and that it wouldn't be until January 2012. Mr. Gryval recommended that there be a joint meeting including Pembroke.

Motion. Mrs. McKenney made a motion to go Non-Public under RSA 91A:3Ile at 8:15 p.m. 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.

### **Return to Public Session.**

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The Board returned to public session at 8:55. The Chair announced that Mrs. McKenney had moved to go back to Public session, and that Mr. Gryval had seconded the Motion. All members of the Board voted in favor.

Motion. Mr. Gryval moved to seal the minutes of the previous non public session. 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.

### **Other Business**

Mr. Pelissier asked if he could purchase some Stop signs. The Board approved the purchase of the Stop signs.

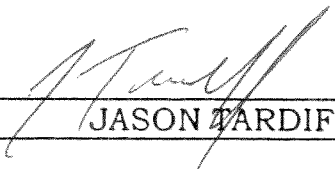
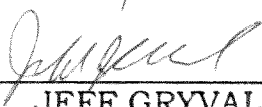
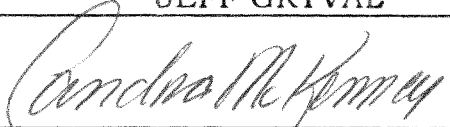
### **Adjournment**

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  
8:59pm

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF	2-27-12 DATE
 JEFF GRYVAL	2-27-12 DATE
 SANDRA MCKENNEY	02-27-12 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE