

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

Minutes of Regular Meeting  
April 11, 2011

**Call to Order.**

The Allenstown Select Board Meeting for April 11, 2011 was called to order by the Chair at 6:01 p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: Debbie Lee

Other Allenstown Officials: Robert Lee, ZBA/Planning; Larry Anderson, ZBA/Budget Committee/Trustee; James A. Rodger, Sewer Commissioner.

Other Public Officials: None.

Allenstown Staff: Paul Apple, Town Administrator, Robert Martin, Fire Chief; Shaun Mulholland, Chief of Police, Eric Lambert, AFD.

**Citizens' comments.**

The Chair called for citizens' comments. There were none.

**Discussion of Further Appointments to Boards and Commissions.**

Administrator Apple updated Board members about plans made by the Zoning Board and the Budget Committee to hold organizational meetings after Board of Selectmen appointments are complete. He said that the Planning Board had not been successful in contacting Tanya Davis, therefore the plan is to have one of the Planning Board members contact Don Chaput, their Secretary, to have him call a meeting for the purposes of organization.

Two more people need to be appointed to the Budget Committee as two former members have moved on to other Committees. Penny Touchette has scheduled an organizational meeting for the Budget Committee on April 21, 2011 to address this and other appointment issues. Mr. Apple stated that he would not be able to attend that evening, so Ms. Touchette would need to be contacted regarding rescheduling.

### **Discuss Revised Purchasing Policy.**

Administrator Apple referred Board members to the relevant materials provided to them. He began by explaining that in their report, the auditors have advised that the town adopt a manifest. The second item was to expand the authority of the Town Administrator to make purchases, and thirdly to establish a Purchasing Agent so that materials can be bought for multiple departments simultaneously, thereby making use of money-saving bulk purchases.

The Purchasing Agent would cover the purchase of "*products and services*", as described in the revised policy, enabling him or her to shop around for savings on services such as car repairs or computer repairs, with the possibility of signing on for service contracts which would cover the needs of all departments if doing so offered a substantial savings.

Mr. Apple gave details of the second proposed change, which would authorize the Town Administrator to make purchases up to \$2,000.00 without Board approval and Department Heads to spend up to \$500.00 without Board approval. He said that he had vacillated over the latter amount, at times thinking it best to leave it at the current \$200.00 cap, thereby having "two sets of eyes" on most expenditures. The Chair stated that he thought it rather ludicrous that Department Heads are entrusted with the management of their individual departments' accounts (which typically carry an average balance of approximately \$500,000.00), yet they are not trusted to write a check for more than \$200.00 without seeking approval. Further, he proffered that he felt the Department Heads spending cap (without Board approval) should be changed to \$500.00, as is the case with most municipalities. Mr. Apple then agreed, adding clarification by saying that the policy's language would actually state the amount as \$499.99, and all were in agreement. He then explained that he planned to create a list, primarily for the use of the future Purchasing Agent, which would categorize items as those best purchased in bulk (items that are used by all or most departments) as well as those that would be best purchased individually. He said he hoped to meet with Department Heads to complete this list, as well as to create and coordinate an ordering schedule and request forms to be submitted when needs arise.

Jeff Gryval spoke about the non-approved spending cap amounts, stating that he agreed with the \$500.00 amount for full time Department Heads, i.e. the Fire Chief, Police Chief, and Road Agent, but that the volunteer Department Heads' (i.e. the Chair of the Budget Committee and the Chair of the Planning Board, etc.) cap should remain at \$200.00. Some discussion ensued concerning Mr. Gryval's point, leading to talk about what the details of the text would look like in order to make this exception. At this point, Mrs. McKenney made a motion to accept the Purchasing Policy as amended for the Town of Allenstown effective April 11, 2011. Mr. Gryval seconded the motion. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

Mrs. McKenney requested a copy of the Internal Control Procedures, as she did not have a copy for her files.

### **Discuss Proposed Revisions to Solid Waste Ordinance.**

Administrator Apple referred Board members to the relevant materials they had been provided, pointing out several fairly small changes to the wording and phrasing of the Solid Waste Ordinance for the purpose of clarification.

One new addition referred to the definition of “bagged garbage”.

It states that all household garbage *must* be bagged and then placed in a receptacle or directly at curbside for collection, not prior to 5:00 a.m. Recyclables are *not* to be bagged, and currently there are no plans to require residents to purchase or provide any special receptacles. Additionally, bags should not weigh more than 40 pounds, and receptacles should be covered in the event of rain so as not to add weight. Also new to the ordinance, multi-family dwellings with 6 or more units will now be required to acquire a dumpster. Lastly, dump stickers are, for the time being, available only at the Town Hall.

Administrator Apple noted that he hadn’t seen any provision with regard to coverage for the Road Agent in the event that he cannot perform his duties. Although Board members agreed that such a provision should be included, it was unknown as to just whom the duties would be temporarily assigned.

This concluded the Board’s discussion on the subject, and the Chair asked if any of the other attendees had any questions or comments. There were none.

Select Board members agreed at this point to push their Non-Public Session to the end of the meeting in order to finish up with other agenda items.

### **Other Business.**

Mr. Apple first addressed the Exercise Contract with Hubbard Consulting, stating that there were no significant changes to this year’s agreement compared to last year. Mr. Gryval made a motion to have the Chair sign the 2011 Exercise Contract for Public Consulting. Mrs. McKenney seconded. A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

Next, Administrator Apple provided a copy of the Agenda for the Tuesday, April 12, 2011 Sewer Commission meeting to the Select Board. Mr. Gryval will attend as the Board’s representative.

Mr. Apple gave an update on the Town Spending Report, stating that 78.27% of the bottom line remains unspent. He asked that the members of the Board review their copies of this report and contact him if they spotted any questionable line items.

### **Town Administrator’s Report.**

Regarding the next two items listed on the Agenda, the LGC Property-Liability

Trust Rate Guarantee Program and the Primex Workers' Compensation Contribution Assurance Program, Administrator Apple elected to defer discussion pending representative responses from both. Board members were agreeable to this.

Mr. Gryval spoke on the next topic, the Suncook River Remediation Plan and Allenstown's potential participation in the Proposed Suncook River Commission, which was conceived to involve all ten communities that rest along the river to deal with nothing but river issues.

Mr. Gryval explained that he was recently made aware of a course called National Flood Insurance Policy Training. This course is brought to interested parties by a representative from the NH Office of Energy and Planning. Allenstown attendees should include the members of the Board of Selectmen, Planning Board, and Zoning Board, as well as anybody else who plays a part in dealing with the flood-prone areas in town. The course would give instruction on how to deal with flood-prone areas, what the requirements are to qualify for flood insurance, and how to best use the policy to benefit the town. The projected date for this course to take place is in June. All Board members thought the training would be invaluable.

The next order of business was for Administrator Apple to obtain signatures from Board of Selectmen members on a purchase order for new computers, a Service Contract for the new generator, and one or 2 other items.

### **Meeting Minutes.**

After pointing out a few revisions to the transcribed minutes of the Select Board meeting held on March 28, 2011, Mr. Gryval made a motion to accept the Board's meeting minutes of March 28, 2011. Mrs. McKenney seconded. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

Next, Mr. Gryval moved to also accept the non-public meeting minutes of March 28, 2011 as written. Mrs. McKenney seconded. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

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

Mr. Gryval made a motion to enter into non-public session at 7:05 p.m., pursuant to RSA 91-A:3, II(d) (consideration of the acquisition, sale or lease of real or personal property, which, if discussed in public, would likely benefit a part or parties whose interest are adverse to those of the general community). Mrs. McKenney seconded this motion. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

### **Public Session Reconvened.**

A motion was made by Mr. Gryval to enter back into public session at 8:20

p.m. Mrs. McKenney seconded this motion. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

Mr. Gryval moved to seal the prior non-public session's minutes. Mrs. McKenney seconded this motion. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed.

### **Other Business.**

Mr. Gryval requested that any Select Board meetings that have yet to be transcribed be listed on the Agenda for the next meeting to ensure that they are addressed. He said that he was pretty sure that one or two meetings fell by the wayside during the March transition from one Minutes Clerk to the other.




Discussion ensued with regard to Mr. Gryval's planned attendance to the Sewer Commission meeting the following evening.

Board members soon noted that neither the Sewer Commission administrative assistant, Andrea Martel, nor the Superintendent, Dana Clement, had attended the staff meeting earlier in the afternoon. The Board was informed that the Town Administrator had been advised that the Commissioners had advised their employees specifically to *not* attend staff meetings. The Board questioned this. Mr. Apple advised that he did not know why the instruction had been given.

### **Adjournment.**

Mr. Gryval made a motion to adjourn the April 11, 2011 Select Board meeting at 8:30 p.m. Mrs. McKenney seconded this motion. A Roll Call Vote was taken: Mr. Tardiff – yes; Mr. Gryval-Yes; Mrs. McKenney-Yes. The Chair declared that the Motion passed, and that the meeting was adjourned.

**Signature Page.**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	4.18.11 DATE
 JEFF GRYVAL, Member	4-18-11 DATE
 SANDRA MCKENNEY, Member	04-18-11 DATE

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