

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 2, 2013

Call to Order.

The Allenstown Select Board Meeting for December 2, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commissioner and Budget Committee; Dave Eaton, Budget Committee; Jerry McKenney, Budget Committee

Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Financial Director; Rich Daughen, AFD; and Ron Pelissier, Road Agent.

Citizens Comments:

Mr. McKenney stated that he wanted to clear up the email that Mr. Mulholland sent out on November 22, 2013 about the Budget Committee. He stated that Mr. Mulholland stated in his letter that there was an illegal meeting at a Selectman's house. He stated that the issue is that he had the meeting as a Budget Committee member and not Mrs. McKenney.

Mr. Anderson asked why the meeting was sent out. Mr. Mulholland stated that the email was sent out because people concerned that there was an illegal meeting occurred. Mrs. McKenney asked Mr. Mulholland if it would have been more appropriate to have asked her if she knew about it before sending the email. Mr. Mulholland stated that it doesn't matter if he did because it wasn't an illegal meeting.

Mr. Anderson asked why the email wasn't sent out to the Budget Committee. Mr. Mulholland stated that he sent it out to all the Department and Committee Heads.

The Chair stated that he got that email and that he looked at it as the email covered everyone who was there. Mrs. McKenney stated that she was disappointed in the email. There was further discussion of the appropriateness of the email and the meeting not being illegal.

Purchase Order for Fire Department

The Chair stated that they have two purchase orders for the Fire Department and that Mr. Daughen is here on behalf of the Fire Department because the Chief isn't available tonight.

Mr. Gryval asked what a Rav 57 monitor and a blitz fire nosel was. Mr. Daughen stated that it is nozzles that they can set up let it go if they don't have enough man power. He stated that the nozzle would shut off automatically if it gets knocked off.

Mr. Daughen stated that the Rav 57 does a couple of things. He explained that to truly test for carbon monoxide you have to go to Concord Hospital. He stated that this detects if there is carbon monoxide in the person's blood. The Chair asked if Tri-Town was getting this apparatus. Mr. Daughen stated that they were not getting one of these. Mr. Gryval asked if they had the funds in their budget for this. Mr. Daughen stated that they do have the money in the budget for it.

Mrs. McKenney stated that they approved another purchase order a couple of weeks ago. Mr. Daughen stated that the equipment does cost money but that with the monitor, they are replacing a 20 year old apparatus. He also stated that they are looking at grants for other apparatuses. He further explained the multi-use ability of the equipment they are looking to purchase.

Mrs. McKenney asked how much money the Fire Department has left in their budget. Mr. Mulholland stated that he thinks it was \$67,000. Mrs. McKenney asked what their monthly expenses are. Mr. Mulholland stated that it fluctuates. She expressed concern of spending the money and not having anything left in their budget to cover unforeseen costs.

Mr. Gryval stated that they received a quote from the generator repairs. He asked Mr. Daughen if any of this was covered under the maintenance or if it could have been predicted. Mr. Mulholland stated that it could have been anticipated because of the equipment being old. He stated that last time the maintenance was done on it there was no leak.

The Board signed off on the two purchase orders for the Fire Department.

Discuss Status of Direct Deposit for Paychecks and electric paystubs

Mrs. Demers stated that she is working with Paychex however, they gave her a new customer service representative whom has sent left and now they have a new representative. She stated that she is trying to set it up to go to the web-based check stubs for January. She stated that more

and more people are going to direct deposit. She stated that if they don't get everyone on direct deposit, they are looking at printing checks in house which would cut the cost of the courier.

The Chair asked how many people were left to get onto direct deposit. Mrs. Demers stated that there are 19 people and that most of them are Fire Department staff. She stated that Chief Pendergast will be meeting with them. The Chair asked for an update in a couple of weeks.

Approve Amendments to Purchasing Policy

Mrs. McKenney asked for the process for a check to be signed by the Chair of the Select Board explained to her. Mr. Mulholland stated that it is not in the Purchasing Policy which is why she hasn't seen it.

Mr. Gryval stated that they have looked at the policy changes over the past several weeks. He also stated that they have discussed it with the Department Heads regarding any questions that they have. He stated that they did ask that there would be some training provided so that there is clarification on what the process is. Mr. Mulholland stated that the policy amendments basically put things into writing that they have already been doing.

Mrs. McKenney asked if they were going to have a public hearing on this. The Chair stated that they can do a public hearing on December 9th.

Review proposed Warrant Articles for 2014 Town Meeting

Mr. Mulholland stated that he has one to add. He stated that presumably there is an elected Road Agent that maybe isn't paid and then there is an expert Road Agent that actually does the work and manage the operations. He stated that he doesn't know anyone that has an expert Road Agent. He stated that the towns have an option of Appoint, Elected or Expert Road Agent and that they can have more than one.

Mr. Gryval stated that the letter was very vague about what an expert Road Agent is and how many you can have. He also stated that their lawyer recommended that they do some more research on that. Mr. Mulholland stated that he didn't try creating this on his own as this is very complicated.

Mr. Gryval asked the Road Agent if he was good with the Warrant Article. Mr. Pelissier stated that there are pros and cons to it. He stated that they have tried to pass this more than once and it has failed miserably.

The Chair asked what other warrants they need to review. Mr. Mulholland stated that there is the other issue of additional responsibilities of the Road Agent. He stated that as elected Road Agent, the only things that he would be responsible for are streets, sidewalks, and roadways. He stated that if they are going to pass some version of the additional responsibilities they need to

look at what they want to include or take out from the statute as they apply to the town. There was further discussion of the wording for additional responsibilities.

The Chair stated that they need to first decide if they want to leave the definition in and then decide if they want to leave it as is or change it. The Board agreed that they wanted to leave the definition in.

The Chair asked what they wanted to change from the definition if at all. Mr. Gryval stated that he is not comfortable leaving the beaches in there because that is more the Parks & Recreation and that would be too many masters for him to answer to. The Road Agent stated that there are committees that preside over these parks.

Mrs. McKenney stated that she thinks that if Mr. Pelissier is not there and the next Road Agent doesn't want to do it, it will fall on the Parks & Recreation. Mr. Mulholland stated that if they leave that in there then the Road Agent would have to work with the Boys & Girls Club and Park & Recreation to maintain the property. The Board determined to remove parks, cemetery, beaches, and playgrounds from the definition.

Mr. Gryval asked Mr. Mulholland what the difference between warrant article six and eight is. Mrs. McKenney stated that one is establishing and one is putting money into it. The Chair stated that one should follow right after the other one.

Mr. Mulholland stated that he was hoping that the Select Board would at least approve the money articles so that they could send them to the Budget Committee.

Mr. Gryval stated that he thinks that on Warrant Article VIII they should include a sentence that explains that there is no tax implication from it.

Mr. Gryval stated that for Warrant Article X which is for acquiring a new Dump Truck. He asked the Road Agent if he has done the research to know that the amount of money would provide him with the truck needed and everything that goes with it. Mr. Pelissier stated that it includes everything except a new radio. Mrs. McKenney asked if they should include wording that explains that. Mrs. McKenney suggested that they show which vehicle this new vehicle would be replacing. Mr. Pelissier suggested that they add in a sentence that includes the accessories included in the article. There was further discussion of the wording for Warrant Article X. There was further discussion of the wording for explaining the need of the truck to the residents.

The Road Agent explained that he knows that the article may not pass but that he feels it is important that the town knows the condition of their vehicles and let them make a decision from there.

Mr. Anderson suggested that they take all the known issues and come up with dollar amounts and explain to the town what the cost would be to keep maintaining the old truck versus purchasing a new one. He stated that people would probably understand the need for a new truck better if they did it that way.

The Board directed Mr. Mulholland to make the changes and then send the money articles to the Budget Committee.

Motion. Mr. Gryval made a motion to recommend Article X for the Dump Truck with the changes requested. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to recommend Article VIII to place \$10,000 into the Accrued Benefits Liability Trust Fund. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to recommend Article VI to create an Accrued Benefits Liability Expend Trust Fund. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to recommend Article VII to change the elderly exemptions. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to recommend Article IV to raise \$10,000 to be placed in the Capital Reserve Fund. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to recommend Article V authorizing the Selectmen to have the authority to acquire, sell land, buildings, and so forth. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to recommend Article IX to change the term of town clerk from one year to three years. 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. There was no additional discussion.

Continue Discussion of considering the sale of tax deeded properties

The Chair asked if they can take a property that they all agree on, put it up for sale and see how it goes. He also asked Mr. Mulholland if he has any properties to recommend. Mr. Mulholland stated that he was hoping that they would pick whatever groups. He stated that he needs to contact an auctioneer and have him advertising them. He stated that there are some properties on Poplar Road that they are not doing anything with. He showed the Select Board some properties on a map.

Mr. Mulholland stated that he would recommend that they send letters to landowners adjacent to the properties to see if they are interested in the lots. There was further discussion of possible properties to sell and the process to do so. The Board determined to put the four lots to auction and put a reserve on them.

Ratify the Consent Calendar

Motion. Mrs. McKenney made a motion to ratify the Consent Calendar for December 2, 2013. Mr. Gryval seconded the Motion.

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

Committee Updates

Budget Committee

Mr. Gryval stated that he gave them a copy of a graph of the costs for Solid Waste. He stated that he gave the Budget Committee a copy as well.

Mr. Gryval stated that there was a lot of discussion on all of the budgets that they covered. He stated that they approved a lot of the budgets that had no changes to them like the Conservation budget. He also stated that the budget with the most effected was the Fire Department budget as there was a \$40,000 cut. He stated that he spoke to the Fire Chief who was concerned with what to do now. He explained that he informed the Chief that they need to start planning for this but that the Budget Committee can still bring this budget back up.

Mr. Gryval stated that there was a budget overview that was sent around by a Budget Committee member that was sent around on some changes that they would like to see made. He stated that some changes were made but that they still have other budgets to approve.

Mr. Gryval stated that he was asked to go to one of the Budget Committee member's home tomorrow evening to answer questions that he may need to have answered and that he wanted to check with the Select Board first. He stated that he encouraged the Budget Committee member to have as many people there as possible.

Mr. Mulholland stated that they do not have the articles on the agenda for this week's meeting. Mr. Gryval stated that they are planning on finishing the town budgets this Thursday and then begin the School's budget at the next meeting.

Planning Board

Mr. Gryval stated that Planning Board is still working on a couple of warrant articles but that there are no dollar amounts. He also explained that they have an issue with one escrow amount that is low. He stated that the chairman and the people from Central NH that it was going to happen and that it happened quicker than expected.

Mrs. McKenney asked if the Planning Board spoke about Casella and if they can be open on Saturdays. Mr. Gryval stated that part of the original site plan approval was that they would have certain operating hours. The Chair stated that Saturdays was not included in the original site plan. Mr. Mulholland stated that they would have to go through DES first and then the Planning Board to be able to operate on Saturdays.

Mr. Gryval stated that they are still working on getting some numbers together on the Solid Waste and that they are hoping to be able to present something to the Select Board soon. He stated that they are working on the negotiating contract issues but that all the big hurdles have been crossed.

SVTRA

Mrs. McKenney stated that there is a meeting on Wednesday. Mr. Mulholland stated that they will be talking about the issues of health trusts. He stated that he will be going to that meeting.

Review and Approve Minutes

Motion. Mr. Gryval made a motion to approve the minutes for October 28, 2013. 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. There was no additional discussion.

Motion. Mrs. McKenney made a motion to approve the non-public minutes session one for October 28, 2013. 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. There was no additional discussion.

Motion. Mr. Gryval made a motion to approve the non-public minutes session two for October 28, 2013. 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. There was no additional discussion.

County Commissioners Tax Increase

Mr. Mulholland stated that he sent them the information from the County Commissioners in regards to their anticipated tax increase and that as it stands right now is it a 5.5 percent increase.

Mr. Mulholland explained that they have a series of public hearings and budget meeting where the town representative can vote on the budget. Mr. Gryval stated that they need to inform Mr. Turcotte where exactly they want him to stand on the proposed budget but that they don't know enough about the budget to tell Mr. Turcotte where they stand. There was further discussion on the position that the Select Board wanted to take on the budget.

Letter from Town of Deerfield

Mr. Mulholland stated that he received a letter from the Town of Deerfield regarding a public hearing on a cell tower. He stated that they are required to notify the town by registered mail which they did and that the town can choose whether or not to weigh in on it. He stated that it is an issue of that it's on top of a hill and residents could see it, however, there are trees there so it wouldn't be that visible.

Letter of Complaint

Mr. Mulholland stated that he sent them a copy of the letter of complaint. Mrs. McKenney asked where that house is. Mr. Mulholland stated that it is a house between the GoGo Mart and Self-Storage place which is considered commercial property. The Chair asked if they received that

answer from the Assessor. Mr. Mulholland stated that he does not know if they spoke to the Assessor.

Mrs. McKenney asked Mr. Mulholland if he got in touch with the resident at all. Mr. Mulholland stated that he did not. Mrs. McKenney suggested that they check with Mrs. Severance to see if they have an appointment set up with her. The Chair asked if he had a response to the letter. Mr. Gryval stated that they need to make a response for all the residents and that it should be a uniform response. He stated that they post it to notify the residents and that they should clarify that to the residents. Mr. Mulholland stated that he will draft a letter and have the Board review it before he responds to these types of letters.

Other Business

Mrs. McKenney asked if they got the Space Needs Committee setup. Mr. Mulholland is not setting up the committee. He stated that he sent out the charge. Mrs. McKenney stated that she has a handwritten list. The Chair stated that there was an email sent out stating that they have been selected as a member of the Space Needs Committee.

Mrs. McKenney asked if they received anything from the Department of Labor. Mr. Mulholland stated that it came back and that there were no violations that could be noted.

Mrs. McKenney stated that she wanted to discuss the conversation at the last meeting where she illegally signed a manifest. The Chair stated that she didn't illegal sign it but that she put a note on the manifest and that they can't do that. Mrs. McKenney stated that she spoke with Mrs. Pratt and that she was told that she can put a note on the manifest. The Chair stated that the auditors are the ones telling them that they shouldn't do it. Mr. Mulholland stated that the Town Counselor already stated that it should not be on the manifest. Mrs. McKenney asked that they get that in writing.

Mrs. McKenney left the meeting at 7:54pm.

Non-Public Session

Motion. Mr. Gryval made a motion to go into non-public under RSA 91a sub-section E at 7:54pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed. There was no additional discussion.

Motion. Mr. Gryval made a motion to enter back into public session at 9:05 pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed. There was no additional discussion.

Motion. Mr. Gryval made a motion to seal the previous non-public session. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed. There was no additional discussion.

Motion. Mr. Gryval made a motion to adjourn. Mr. Tardiff seconded the Motion. There was no additional discussion.


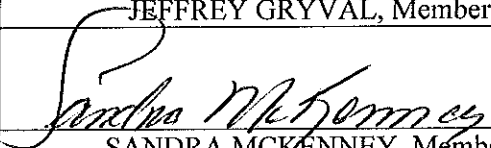
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed. There was no additional discussion.

The Chair adjourned the meeting at 9:05pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 2nd , 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12.16.13 DATE
JEFFREY GRYVAL, Member	DATE
 SANDRA MCKENNEY, Member	12/16/13 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	SANDRA MCKENNEY, Member	DATE