

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 14, 2014

**Call to Order.**

The Allenstown Select Board Meeting for July 14, 2014 was called to order by The Chair at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

**Others Present.**

Residents of Allenstown: Sandy McKenney

Others Present: Chris Emond, Boys & Girls Club; Donna Lane, CDBG Consultant; Loren Martin, Avatar; Justin Smith, Boys & Girls Club; Frank Rhodes, Rod & Gun Club, and Richard Berube, Rod & Gun Club.

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Tax Collector; and Ronnie Pelissier, Road Agent.

**Citizens Comments:**

N/A

**Public Hearing for Community Development Block Grant to build the town a new Boys & Girls Club at Whitten Street Park.**

Handouts were available.

Mrs. Lane read the application which stated "Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development projects, \$500,000 for Public Facility and Housing projects and up to \$350,000 for Emergency Projects. All projects must directly benefit primarily low and moderate persons or households. Up to \$12,000 is available for planning studies.

This hearing is to discuss a proposed CDBG public facility application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for the construction of a proposed Allenstown Boys and Girls Club at the Whitten Street Park. Currently the Allenstown's Boys and Girls Club operates out of two modular units at the site in Allenstown, this building would replace those and increase capacity for services and beneficiaries served. Currently the Allenstown's Boys and Girls Club operates out of two modular units at the site in Allenstown, this building would replace those and increase capacity for services and beneficiaries served. The majority of the beneficiaries are from low and moderate income households.

This project conforms with Allenstown's Housing and Community Development Plan's Goal of The Town will encourage adequate childcare and recreational services to meet the needs of the community. (short-term goal)

Mr. Mulholland stated that this public hearing is for a grant for a new building at Whitten Street. He stated that they are applying for \$500,000 in funds to match some of the other funds that they have asked for.

The public was asked for comments.

Mr. Emond stated that they serve about 75 kids with two portable classrooms. He stated that they are seeking funds from the CDFA and some private funds to be able to put a two story structure at the Whitten Street Park. He stated that this would increase the capacity 50% so that they would be able to serve 125 kids a day. He explained that the operations are self-sufficient. He stated that Concord has been concerned that funds would be siphoned off from their organization to other organizations but that has not happened because it is a fee based program.

Mr. Emond showed the audience a rough drawing of the proposed site on Whitten Street Park. He explained the changes with the intent of making it a more community centered park. He stated that they budgeted about \$150,000 for site work which they asking some private companies for.

Mr. Anderson asked if they would be getting rid of the Whitten Street entrance. Mr. Emond stated that they would be sealing that off and putting in a bike path over there. Mr. Mulholland stated that they have been in discussion with a property owner on Ferry Street for a 20 year lease plan to build a roadway there.

Mrs. McKenney asked if they were going to put up that pavement. Mr. Mulholland stated that they would pull up some of it but that they want to have enough to put a bike path in there.

The Chair closed the public hearing.

**Public Hearing for the town Housing and Community Development Plan**

Mrs. Lane stated that the town has a Housing and Community Development Plan which is a requirement to apply for CDBG funds. She stated that the plan outlines goals for Economic Development and Community Development and Housing. She stated that this project will address a goal in the town's Housing and Community Development plan.

The public was asked for comments.

The Chair closed the public hearing.

**Public Hearing for Residential Impact Displacement Relocation Assistance**

Mrs. Lane stated that every time communities apply for funds from the CDBG, they are required to have an Anti-Displacement Relocation Assistance Plan even though they are not relocating anyone. The plan outlines measures required if there was relocation.

The public was asked for comments.

The Chair closed the public hearing.

Motion. Mr. Gryval made a motion to adopt the updated Housing and Community Development Plan. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Motion. Mr. Gryval made a motion to adopt the Residential Anti-Displacement and Relocation Assistance Plan. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the submittal of the CDBG application and vote to authorize the Town Administrator to sign and submit the application and upon approval of the CDBG application authorize the Town Administrator to execute any documents which may be necessary to effectuate the CDBG contract. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

**Meet with Richard Berube from Suncook Rod and Gun Club and discuss current use tax issues in regards to the property on Dodge Road.**

Mr. Berube stated that the issue is that they have taken some of the land and put it into current use and now there is a part of a trail that was taken out of current use and is being taxed for the property on that trail. He stated that he would like the Select Board to put the property back to current use.

Mr. Mulholland stated that they have a different assessing company, Avatar, which is correcting some of the deficiencies from the previous assessing firm. He stated that the Select Board is the Assessing Board so they have some authority to do things but that they can't violate what the law tells them that they have to do. He stated that last year they gave the Rod and Gun Club an abatement because of what they have done for the town. He stated that by issuing the abatement, they would be reducing the taxes as if the land was in current use.

Ms. Martin stated that the road access into that property and the cleared areas that are used for target practice are not considered current use. She stated that some years ago, it was put into current use so that is why they took it out of current use. She stated that they thought that the Select Board had the authority to put the land into current use but that under the provisions of the statute they do not have the authority to put the land into current use but that they can abate taxes at their discretion for just cause. She also explained that there is no permanent way to abate the taxes for the land.

~~Mr. Mulholland stated that they have the abatement before them to grant it should they choose to.~~  
Mr. Berube stated that he was confused as to why the land is not considered current use. Ms. Martin stated that the only provision for roadway access is for temporary logging and that his access is not driven on regularly. She stated that it would need to be classified as wetlands, unproductive land, forest land or farm land. Mr. Berube stated that most of the land is swamp land and that he is not sure why it doesn't qualify as current use land.

Mr. Rhodes stated that this all came about when someone flew over the property and saw that part of it was cleared out. Mr. Mulholland stated that the situation is that the current use tax files in the town were in horrible condition and that they all need to be cleaned up. He stated that they have always done things a certain way but that was wrong and unfortunately people like the Rod and Gun Club are suffering for it.

The Chair stated that the only way to change the law is by addressing the State but that they have to go by what the State law says. Mr. Mulholland stated that the Select Board can grant the abatement every year and that they can do it without anyone from the Rod and Gun Club coming in.

Mr. Gryval asked what they would have to do to change the property to allow it to qualify it as current use. Ms. Martin stated that they would have to reclaim the property so that it would qualify as forestry or farm use.

Motion. Mr. Gryval made a motion to abate all but the \$22.46 of the property taxes for Map Lot 410-009. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

### **Town Holiday Event**

Mrs. Houlis stated that she has been trying to think of some kind of community activity that the Parks and Recreation Commission could sponsor for the town that is achievable. She stated that she was thinking of doing a holiday event around December 6, 2014 where they open up the town buildings and create a holiday festival with different themes in each building. She suggested that they have Christmas Caroling, holiday crafts, reading stories, baked goods, and holiday movie. She stated that she has spoken to SNHU and that she may be able to get volunteers to come down and help. She asked the Select Board for their thoughts, concerns, and suggestions. The Select Board thought that it was a great idea and that they were looking forward to it.

Mr. Gryval stated that he has heard a lot about the old skating rink that the town used to have and asked Mrs. Houlis if she has looked at trying to do something with that again. Mrs. Houlis stated that they talked about it. Mr. Mulholland stated that they tried to do it a while ago and they flooded the park. Mrs. Houlis stated that they need to find the right place for it and determine how much work it would need.

### **Fire Department Proposal Personnel Evaluations**

Mr. Mulholland stated that they need to do initial evaluations on their employees so that they could evaluate them for merit increase and was given thirty days to produce the documents which they have.

The Chair stated that he thinks that the Fire Chief should have been here to present his plan to the Select board.

### **Department Head Monthly Status Reports for June**

Mr. Pelissier stated that the truck should be here this week. Mr. Gryval asked if he was going to have one person assigned to the truck. Mr. Pelissier stated that it won't be used for the stuff that they are doing right now because the truck is not setup for those projects at this point.

Mr. Mulholland stated that they need to decide what they want to do with the old truck once the new one comes in. Mr. Gryval asked Mr. Pelissier what he would recommend they do with it. There was discussion of putting it out to bid or going to auction.

Motion. Mr. Gryval made a motion to send the 1990 truck they are replacing to Ritchie Brothers Auctions when the new one comes in. Ms. Walker seconded the Motion. There was no other discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

#### **Discuss and Approve Granite Street/Chester Turnpike Realignment Project**

Mr. Pelissier stated that the alignment is off significantly and that it is a corner that is heavily used. Mr. Mulholland stated that they have a purchase order for the engineering for \$17,000 and then estimated materials of \$29,000 with a total cost of \$40,000. He stated that they think that the materials cost is high and that they can come in lower than the \$39,000 that they have left in the Construction Services budget. He stated that they would do the site work themselves but that the paving has to be contracted out. He also stated that they plan to do this before the sidewalks get done and that it will fix the current drainage issue. There was discussion of the location of the road with the realignment.

The Chair asked if any of the residents have any questions regarding this. Mr. Mulholland stated that there is one resident who thinks that he owns more property than he does. He stated that they surveyed the land to determine where they own. He stated that the property owner could have documentation proving that it's his property and could only stop the project if he got a court order to do so.

Mr. Mulholland stated that they will need to approve the purchase order for engineering work in the amount of \$17,000 and then they will have additional purchase orders for paving and purchasing of pipe when the Road Agent gets to that point.

Mr. Gryval asked the Road Agent if he thinks that is the best use of the funds for the Construction Services line. Mr. Pelissier stated that he does as that corner is in very poor condition.

Mr. Mulholland stated that the Road Agent is going to meet with the utility companies to discuss what needs to be moved. He stated that they have noticed the public hearings for the residents in the area.

#### **Discuss selling tax dedeed land Map 109 Lot 17 for Economic Development purpose**

Mr. Mulholland stated that this is land that they had previously tax dedeed. He stated that there had been an arrangement to purchase the land and had entered into agreement on June 12, 2014.

Mr. Mulholland stated that the only thing that the Select Board could do tonight is to offer the property for sale. He explained that they would then have 90 days to notify the previous owner that it is the intent of the town to sell the property in which the previous owner has 30 days in

which to redeem it for all the taxes that are owed. He stated that whatever they sell the property for, anything in excess of the taxes and fees due goes back to the previous owner.

Mr. Mulholland stated that there are three different ways to sell the property; sealed bid, public auction or as justice requires. He stated that since there is already an agreement in place, the as justice requires would be more appropriate. He stated that it is an economic development project which benefits the town directly which is another exception and they could use that option if they choose to. He stated that they could require an escrow that they provide jobs on the property that they are going to do.

Mr. Scott Spindler explained that they are looking to develop the property with self-storage units and have some other uses they are looking at as well. He stated that spent several thousand dollars on flagging to have the boundaries of the property to be determined. He stated that the land is a little wetter than they were expecting. He stated that if possible they are also looking at putting in a car wash and industrial condos. He stated that they are 30 days into the due diligence period.

Mr. Gryval asked if the sale goes through, how quickly the construction would begin on the project. Mr. Spindler stated that they are looking to begin right away. He stated that the permits take a while to get through so the sooner they can begin that process the faster they can begin construction.

Motion. Mr. Gryval made a motion to offer Map 109 Lot 17 for sale under the as justice requires provision. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Ms. Walker – Yes. Mr. Gryval declared the Motion passed.

Mr. Mulholland stated that he will send the previous owner the 90 day notification letter and he will speak to them to see if they are willing to waive that to move things along. He also stated that he needs the Select Board to allow him to negotiate with the Mr. Spindler for the sale of the property. The Select Board gave Mr. Mulholland permission to negotiate with Mr. Spindler for the sale of the property.

### **Town Administrator's Report**

#### **Cemetery Acquisition and Construction Project**

Mr. Anderson stated that he went to DRED and spoke to Mr. Carpenter. He stated that the town has to put a package together requesting what they want for land. He stated that they are looking at about 3 acres of land on New Rye Road. He spoke about swapping some land with the State to get those three acres and offering the State about 8 acres of wetland that the town owns. The Chair stated that they can't purchase land without a town meeting and that they don't have the authority to swap land either.

The Chair asked Mr. Anderson if he had looked at the land that the town already owns. Mr. Anderson stated that he has been over there and that the people who live in the area do not want it there.

Mr. Mulholland stated that in order to submit the package they have to have a site plan to give to them. He stated that they need to see if they can get the DRED crew to do that and if not, they don't have the funds to do so. Mr. Anderson stated that if the DRED crew can't do it, he will get a quote for it and put it into next year's budget.

Mr. Gryval asked why they are looking at the New Rye Road compared to other town owned land. Mr. Anderson stated that they are looking at it because it is flat. Mr. Mulholland stated that there is the New Rye Road piece and a piece off of River Road which are owned by the State. He stated that they have looked at other properties in which they determined that the other properties were not viable for what they want to do.

#### **Vehicle Registration Fees**

Mr. Mulholland stated that Ms. Rogers was here to speak to them about increasing the vehicle registration fees from \$2.50 to \$3.00 which would be in line with other communities. Ms. Rogers stated that she would like to recommend that they make the increase. She stated that if they had charged the additional fifty cents on last year's registrations, they would have received an additional \$3,842 which stays in town.

Ms. Rogers stated that statutory authorization for the increase has been in effect for a while but that they have not actually increased the fee on the registrations. She stated that the RSA allows them to charge the \$3.00 fee. Mr. Mulholland stated that they have to have a public hearing before they can decide to increase the fee.

Ms. Walker asked how they calculate the cost. Ms. Rogers stated that it is not an exact science and that there are different calculations depending on rather the registrations are done online or in person. She stated that she thinks that it is calculated based on the amount of time it takes to do it.

The Select Board determined to schedule a public hearing for this on August 11, 2014.

#### **School District Playground Maintenance**

Mr. Pelissier stated that they moved the merry go round, framed off the area for the granite step they are putting in and will be painting all the school zones and crosswalks.

#### **Transcriptionist Agreement**



Mr. Mulholland stated that he has an updated Transcriptionist Agreement. He stated that it is the same contract as they have authorized before. He stated that there is a rate change from \$12 to \$14.00 an hour. The Chair asked if they had this before with her. Mr. Gryval stated that they authorized Mr. Apple to enter into the agreement with her as a contract agreement so that it would be easier for budgeting. The Select Board gave Mr. Mulholland to sign off on the updated Transcriptionist Agreement.

#### **Railroad Bed Sewer Line Issue**

Mr. Mulholland stated that the two properties on West Street have entered into an agreement with a construction company that will be putting in septic systems. He stated that they will need an extension because the contractor is on vacation and won't begin until August.

Mr. Mulholland stated that Mr. St. Germain has been in to see him and that Mr. St. Germain has a plan but that he needs approval from the School so he will be asking for an extension. He stated that they have not heard anything from the last property owner. He stated that if they don't hear from him, they will need to take court action on it.

#### **Status of SVRTA Employee Benefit Study Committee**

Mr. Mulholland stated that the study has been completed and that the report is about 381 pages but that they only need to read the 13 page summary. He stated that the report has been sent out to the committee for comments and feedback and that he is hoping to get it to the Select Board for review. He stated that he plans to put it on the website so that everyone can review it.

Mr. Mulholland stated that there is a meeting to accept the report on July 31, 2014. He stated that once that is accepted it will be officially distributed to all the Select Boards. He stated that they are looking at a joint meeting in August. He stated that as soon as it is done he wants to get it out to the town employees so that they can offer constructive feedback.

#### **AA Violation**

Mr. Mulholland stated that there is a court date of July 17, 2014 set for that. He stated that Chief Pendergast, himself and the town attorneys will be going to represent the town.

#### **MS-4 Storm Water**

Mr. Mulholland stated that he has a meeting with Central NH Regional Planning and their mapper this week. Mr. Pelissier stated that they are ready for the testing to be done and that they are waiting for the engineer from HTA to come out and do the testing.

Mr. Mulholland stated that they are marking all the areas with signage. He also stated that this is all in ViewWorks.

#### **Road Bond Project**

Mr. Mulholland stated that he sent out an email today with the map that the engineers will be using to present the project to the residents. He stated that he and the Road Agent have been discussing Ferry Street and what the most critical needs for sidewalk are. He stated that they will be discussing whether or not to reconstruct other sidewalks with the residents.

The Chair asked if he has heard anything from residents yet. Mr. Mulholland stated that he has heard back from residents who saw the notice in the newspaper. He stated that most of the residents want to know why their street isn't being worked on. He stated that the public hearings are just for discussion and that no decision will be made at that time. He also stated that he invited the Sewer Department to the public hearing but that he doesn't know if they will be there.

#### **Status of the new Accounts Payable process**

Mr. Mulholland stated that Mrs. Demers went to a SharePoint class today and was very enthusiastic about that today. He stated that she said that the capability of the program will do what they want it to do.

Mr. Mulholland stated that he has asked each of the Department Heads to have three vendors each week who have signed up for electronic invoicing and electronic fund transfer.

#### **Status of Town Hall Repairs**

Mr. Mulholland stated that he is getting pricing from masons and that he is waiting for more clarification on one of the bids. He stated that he has contacted four masons but only two have responded.

#### **Diane Ave Petition**

Mr. Mulholland stated that they have a petition for road layout and that he gave them the legal costs of about \$4,000 for Diane Ave. He stated that the petitioner doesn't want to pay that amount of money.

#### **Review and Approve Minutes**

Motion. Mr. Gryval made a motion to approve the meeting minutes of June 30, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Ms. Walker – Yes. Mr. Gryval declared the Motion passed.

#### **Ratify the Consent Calendar**

Motion. Mr. Gryval made a motion to ratify the consent calendar of July 14, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

### **NH Municipal Association Policy positions**

Mr. Mulholland stated that the Select Board needs to determine if they would like to take a position on the various policy positions proposed by NHMA and then who would represent the town at the annual meeting.

Mr. Gryval stated that he thinks that they should take a position on it because it will affect the residents in some way. He stated that the problem is that there are several of them and that they should really go through them one by one so that it is not a quick process. The Chair stated that they should schedule a few at a time for each meeting and that they can schedule to do the first five to ten positions at the next meeting.

Mr. Mulholland suggested that they try to have a Select Board member become a member of that committee. Ms. Walker stated that she may be able to do it.

### **Property Encroachments**

Mr. Mulholland stated that there are two property encroachments on River Road and Jilleric Road. He stated that one of the property owners is mowing the entire area and growing corn in it. He stated that he will be sending a letter out to the property owner stating that he needs to stop mowing, remove the horseshoe poles and stop growing corn after this season. He also stated that he will be sending a similar letter to the other property owner regarding mowing.

### **42 Riverside Dr. tax dedeed property**

Mr. Mulholland stated that they are cleaning up 42 Riverside Dr.. He stated that tomorrow is the deadline for the previous owner to remove all of her vehicles. He stated that they will probably have to remove some of the vehicles themselves because he doesn't think that she will want them.

### **Other Business**

Mr. Mulholland stated that there is a five dollar transportation fee that the voters can approve through a warrant article to pay for construction costs for roadways. He stated that it would bring in about \$38,000 a year. He stated that if the bond goes through next year the payment would be \$197,000 and that the transportation fee would help cover some of that. He stated that there are other communities that add the fee to the vehicle registration fees. He stated that it would have to be enacted through a town meeting. He stated that this is something for the Select Board to think about.

Mr. Gryval stated that he is in favor of letting the voters decide how they want to pay for things and that this is a different way of paying for it, however, it is a form of a tax.

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




A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Mr. Gryval declared the meeting adjourned at 7:52pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 14th , 2014

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	8-11-14 DATE
 JEFFREY GRYVAL, Member	8-11-14 DATE
 KATE WALKER, Member	8/11/2014. DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

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