

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

Minutes of Regular Meeting  
June 3, 2013

**Call to Order.**

The Allenstown Select Board Meeting for June 3, 2013 was called to order by The Chair at 6:03p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: Jerry McKenney, Richard Merrill, Armand Verville, Bob Lee, and Deb Lee

Others Present: Jim Mullen, Equipment East

Other Public Officials: Larry Anderson, Sewer Commission; Carol Merrill, Budget Committee; and Carl Caporale, Sewer Commission

Allenstown Staff: Diane Demers, Office Manager; Ron Pelissier, Road Agent; Deb Morsehead, Library Trustee; Pauline Boutin, Library Trustee; Christine Frost, Library Trustee; Paul St. Germain, Acting Fire Chief; Rob Martin, Deputy Fire Chief; and Shaun Mulholland, Interim Town Administrator.

**Citizens Comments:**

N/A

**Meeting with Library Trustees to discuss the town providing an Accounts Payable service**

Mrs. Morsehead stated that she is currently the president of the Library Trustees however she will be resigning as of June 15, 2013. She stated that she is not in favor of having the town take it over but that the other trustees would like them to take it over. She stated that it is recommended by the New Hampshire Library Trustee Association (NHLTA) that it stay within the library.

Mrs. McKenney asked if there was a reason she doesn't want the town to take over the funds. Mrs. Morsehead stated that the NHLTA recommends that the library funds be handled by the library. She stated that if they are town funds they can be handled by the town. She expressed concern of the town would be able to make decisions for the library if they were handling the funds. The Chair stated that the Library trustees would be managing the funds so that the Town would just be writing the checks.

Mrs. Boutin stated that she does not feel qualified to do Accounts Payable and that she is not sure that Ms. Frost is either. She stated that she has spoken with Local Government Center and other towns and they pointed out that the benefit of having the town do the payroll is that the town already has the program.

Mrs. McKenney asked if they had an accountant as a trustee at one point. Mrs. Morsehead stated that they had an employee of the library doing it and that they determined that was illegal so she took it over. Mrs. Boutin stated that the way Mr. Mulholland presented it to her it would make the auditing process much easier.

The Chair stated that they need to decide what they want to do. He also stated that he thinks having the town do it would be better because the trustees can change at any time. He stated that the town's people might get annoyed if the library trustees hire an accountant when the town can provide the services.

Mr. Gryval clarified that the town would just be doing the clerical part of it and the trustees would handle the money. Mrs. Demers stated that they would have a separate check run and would sign their own checks.

Mrs. McKenney asked how the money part would work. Mrs. Demers stated that they will have their own chart of accounts just like the other departments. The Chair stated that the town wouldn't give them a check anymore but would put it into an account and that the trustees would cut the checks out of that account.

### **Review proposals for Town Services**

#### **Generator Services**

Mrs. McKenney stated that there was only two bids and that they should have three as is the policy. The Chair stated that they weren't able to get a third bid. Mrs. McKenney asked who does the services now and if there have been any problems with them. Mr. Gryval stated that Powers has been doing the generator services and that they haven't had any problems. He stated that they did the work on the generator at the town hall after it got struck by lightning. The Board reviewed the two bids.

Mr. Mulholland stated that if they look at the two bids, the services offered by Powers Generators are better than the services offered by Power Up. The Board determined to go with Powers Generators Service and that Mr. Mulholland would sign the agreement with them.

### **Electrical Services**

Mrs. McKenney asked Mr. Mulholland why they only had two bids on these services and if he had gotten one from Jim Cassidy. Mr. Mulholland stated that Mr. Cassidy didn't submit a proposal by the end of the bid process.

Mr. Mulholland stated that Granite State Electrical did some work recently at the town hall and highway department. He recommended that they go with Granite State Electrical over R&T Electrical. He stated that Granite State has done a good job with the work and they clean up after themselves very well. The Board further reviewed the two bids and determined to enter into agreement with Granite State Electrical.

### **Plumbing Services**

The Chair stated that they only have one proposal for plumbing services. Mr. Mulholland stated that he sent out bid requests and that was the only response that he got. The Chair stated that they are already doing work for the town hall. Mrs. McKenney asked if the library was part of the services. Mr. Mulholland stated that the Library and Sewer Department are welcome to buy into it if they would like to. The Board determined to go with G&O Heating & Air Conditioning.

### **Carpenter Services**

Mr. Mulholland stated that they didn't get any bids on carpenter services because they generally bid by the job and not rates. The Chair asked if they want more of a handyman services than a carpenter. Mr. Mulholland stated that he wouldn't know how they would advertise for that. The Board determined that they would leave this alone as they don't have a lot of jobs for these services.

### **Fire Alarm Maintenance/Fire Extinguisher Service**

Mr. Mulholland stated that they received four bids for these services. He stated that Granite State Electric only did a bid on the fire alarm piece of it because they don't do fire extinguisher. He stated that Capital Fire Alarms seems to have the best price. He stated that Capital Fire Alarms does their fire alarm and extinguisher services right now.

Mrs. McKenney asked about Capital Fire Alarms fee for smoke detector sensitivity testing and if the fee per location is for the year. Mr. Mulholland stated that only needs to be done every five years and that they did that last year. The Board further discussed the bids and determined table the bids right now to allow more time for the Board to review the bids.

### **Review Hiring Process for position of Chief of Police**

The Chair stated that this was for the members of the panel of the boards for the hiring process. Mrs. McKenney thought that they were going to go through MRI for the process. Mr. Mulholland stated that they talked specifically of how they were going to do this and that they weren't going to use MRI's services. Mrs. McKenney stated that she is not comfortable using local people.

Mrs. McKenney stated that she is concerned with the different panels that they have listed for the process. The Chair stated that the candidates will be narrowed down by the SA's and the phone interviews. Mr. Mulholland stated that he and Mrs. Demers will do that. Mr. Gryval stated that there are many applications coming in and that they need some professionals to look at the applications and tell them who the best candidates are.

Mrs. McKenney stated that she didn't realize that the process would be done this way. The Chair explained that this process is very similar to when Chief Hart was hired for his position. Mr. Mulholland stated that this is the same process that MRI does and that they won't have to pay MRI for the services if they do it in house.

Mr. Mulholland stated that there will be different panels in different rooms. He explained that the process will take two eight hour days. He explained that there are a number of in basket exercises that they have to do along with going before the different panels.

Mrs. McKenney asked who the two chiefs would be. Mr. Mulholland stated that he doesn't know yet and that he will have to see who is available. He stated that there is a lot of work to do and that they will probably have the panels meet sometime in July.

Mr. Gryval asked what involvement kind of the Board wants to have with the hiring process. Mrs. McKenney stated that they should see the final six candidates. Mr. Mulholland recommended that each member of the Board sit on the panel and observe the process at some point so that they can spend more time with the candidates. The Board determined to sit in on the Community and Employee panels.

The Chair asked how many resumes they have received at this point. Mr. Mulholland stated that they have received twenty-five resumes already.

**Discuss the purchase of a loader for the Highway Department and the disposal of the current loader**

Mr. Pelissier stated that they have been out a loader for a few months now. He stated that they came up with a list of reasons why they need a loader. He stated that they use the loader for snow plows, changing catch basin, breaking down the sand pile, loading the sanders, managing the transfer station, and weather related emergencies.

Mr. Pelissier stated that they worked out a way to purchase the loader. He stated that they found a used loader that has low hours and comes with a set of forks. He explained that the forks allow the Highway Department to move the oil containment pods and without that ability the town can't take oil and will have to purchase it first. Mr. Pelissier stated that he feels as though he wouldn't be doing his job if he did not advocate for buying a loader to serve the residents in town.

Mr. Mulholland stated that Mr. Pelissier found a loader from Equipment East. He stated that Equipment East has a leasing company that proposes a 3.65 percent interest rate and tax exempting it would put the interest rate at 2.75 percent. Mr. Mulholland stated that there are a couple of ways that they could fund the loader. He stated that they could pay for the loader through general taxation, they could use the capital reserve fund, and they could take the \$62,000 bond from the Police Station that ends in 2015.

The Chair asked what the plan for the old loader is if they approve this. Mr. Pelissier stated that they would put it out for a sealed bid. He stated that they have already gotten a few offers. He also stated that the offers were for about \$6,000 to \$8,000. He stated that with that money and the money in the reserve account they are only looking to finance about \$70,000 over three years.

Mr. Anderson asked what the balance was for the Capital Reserve. Mr. Pelissier stated that there is \$29,000 left in there. Mr. Mulholland stated that the first to annual payments would be \$14,000.

Mrs. McKenney expressed concern of the fact that she wasn't involved in prior conversations about purchasing a new loader. Mr. Pelissier stated that the residents acquired to him about purchasing the loader and if he was asked about it he answered it. He stated that he waited to bring it before the Board until he had done his research.

Mrs. Merrill asked why the loader wasn't put on as a warrant article. The Chair explained that they go from department to department each year and that this year was the Fire Department's turn. He stated that it doesn't have to go on as a warrant article and that the Select Board is elected to do this job and make the right decisions for the town. Mrs. McKenney expressed concern for the fact that it is a big purchase.

Mrs. McKenney stated that she was not happy with the process. The Chair stated that this is the Road Agent coming before them with the necessity and the purchase options. The Road Agent stated that this is not final and that it's all up to the Select Board. There was further discussion of the process the Road Agent used to come before the Board with a proposal.

The Chair asked Mrs. McKenney for her opinion of purchasing the loader. Mrs. McKenney stated that she is not in favor of it because last year when it was on the ballot the voters said no. The Chair stated that it was a tied vote which defaulted to a no.

Mr. Gryval stated that the Road Agent had informed him that there are catch basins that need to be lifted and that they can't do them without a loader. Mr. Pelissier stated that they can't do them with the backhoe because of the weight and not the proper usage of the equipment. He stated that they have been renting a loader to get the catch basins done. He also stated that there are some catch basins that are caving in.

Mr. Caporale asked if the loader is something that can be used for the new MS-4 requirements. Mr. Pelissier stated that every manhole and catch basin have to be changed to comply with the new requirements. Mr. Mulholland stated that they are going to be in violation of the permit when it takes effect.

Mr. Lee asked what the price on the loader was. The Chair stated that it is \$109,000 with the extended warranty for five years. Mr. Lee asked what the availability of parts if it breaks down. Mr. Mullen from Equipment East stated that they have a location in Massachusetts. He stated that the loader is 38% American built. He stated that the loader meets the By America standards that were set by the United States government.

Mr. Mullen stated that the loader is designed to be worked on and that the town can work on it themselves. He further explained the difference between the Liugong Manufacturing and other equipment manufacturers who produce these loaders. He stated that there are no computerized parts in the cabin and they can only do a diagnostic computer read of the engine.

Mr. Gryval asked Mr. Lee if he is in favor of the loader. Mr. Lee stated that he is a firm believer in the Cat machines but that this loader is much less expensive than a Cat. He also stated that his concern is the availability of the parts if the machine breaks down. Mr. Mullen stated that they make sure the machine will be up and running quickly.

Mr. Lee asked Mr. Mulholland to explain how they would pay for the loader without raising the taxes. Mr. Mulholland stated that there are two \$14,000 payments for 2014 and 2015 which would come out of the Capital Reserve. He stated that there are three payments for 2016, 2017, and 2018. He stated that the last payment for the Police Station drops off the radar in 2015 which is for \$62,000 of which they are going to spend \$30,500 for the last three years. The Chair stated that they will be appropriating taxes but that they will not be increasing the taxes by doing this.

Mr. Lee asked Mr. Mullen how long the loader will last them. Mr. Mullen stated that it will last them about twenty-five years.

Motion. Mr. Gryval made a motion to allow the Road Agent to enter into the agreement with the 2012 Liugong 842 Wheeler. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Mrs. McKenney asked Mr. Pelissier about the issue with a resident being given a trash bag. Mr. Pelissier stated that they don't give out trash bags. Mrs. McKenney stated that she saw one of the guys from the back of the truck give a resident a trash bag last Tuesday. Mr. Pelissier stated that it could be a volunteers and that he will have a discussion with them about that.

### **Sixty Day Review with the Acting Chief of the Fire Department**

Interim Chief St. Germain stated that everything has been running as usual. Chief St. Germain stated that he is a little confused on if they want a review on him or on the Fire Station. The Board determined that they would do a non-public later on to discuss this further.

### **Accept the New Hampshire Fish and Game Department OHRV grant**

Motion. Mr. Gryval made a motion to accept for the New Hampshire Fish and Game Department OHRV grant in the amount of \$1,080. 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.

### **Committee and Project Updates**

#### **Planning Board**

Mr. Gryval stated that there is a meeting this Wednesday however there is nothing on the agenda except for approving the minutes.

#### **Old Allenstown Meetinghouse**

Mr. Gryval stated that the construction is set to begin soon for the ceiling at the Meetinghouse. He stated that he spoke to Mr. Verville and there was some miscommunication about the building being turned back to the town because the building belongs to the town. He explained that once the ceiling is completed there won't be a need for the Steering Committee because the committee was formed in order to refurbish the Meetinghouse and once the ceiling and fence are done there won't be a need.

Mrs. McKenney asked if Mr. Verville will remain on the committee in order to maintain the building. Mr. Gryval stated that they didn't really discuss that because that is a couple years out.

### **Budget Committee**

Mr. Gryval stated that he and Mr. Mulholland attended a meeting a couple of weeks ago and that they updated them on what is going on with the Select Board.

### **Safe Routes for School**

Mr. Pelissier stated that the bids are going out. He stated that they are looking to start the sidewalks in the fall.

### **Tri-Town Ambulance**

Mrs. McKenney stated that she received an email from Mrs. Booker wanting to know what bills haven't been paid so that she has to get that to them.

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

#### **Purchase Orders, Abatements, and Other Business**

The Board executed fines for the residents whom haven't registered their dogs. Mrs. McKenney stated that it seems larger than usual. Mrs. Demers stated that it around 300 and that it close to average.

The Board executed the contract for the town engineering firm.

Mr. Mulholland distributed the personnel evaluations for the Select Board to execute.

### **Accept the Resignation of the Library Trustee**

Motion. Mr. Gryval made a motion to accept the resignation of Deb Morsehead as Trustee of the Library effective June 15, 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.

### **Cystic Fibrosis Run**

Mr. Mulholland stated that the run goes on every year but that they use the turnpike so the Select Board needs to approve that. The Board approved the usage of the turnpike for the run.

### **Ratify the Consent Calendar**

Motion. Mr. Gryval made a motion to ratify the consent calendar for June 3, 2013. Mrs. McKenney seconded the Motion. There was no additional discussion.



### **Review and Approve Minutes**

Mrs. McKenney stated that she wasn't able to go through the May 20, 2013 minutes yet.

Motion. Mr. Gryval made a motion to accept the minutes for May 13, 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.

Motion. Mr. Gryval made a motion to ratify the manifest of May 23, 2013 in the amount of \$45600.15. 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 made a motion to ratify the manifest of May 30, 2013 in the amount of \$61418.43. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

### **Other Business**

Mrs. McKenney asked if they were going to discuss the change of the Health Officer. The Chair stated that it was not on the agenda for today. Mr. Gryval stated that they had discussed changing the job description so that the Health Officer would report to Mr. Mulholland instead of the Select Board. The Chair stated that they hadn't approved it because Mrs. McKenney hadn't been able to review it yet. The Board approved the changes in the Health Officer's job description.

Mrs. McKenney stated that she has reviewed the Safety Policy and that she was fine with it. She stated that there was something she had a question on it. The Chair stated that when she finds what her question was she can ask Mr. Mulholland about it.

Mrs. McKenney asked if they received a signed contract back from the School Board on the SRO and if she could get a copy of that. Mr. Mulholland stated that they received a copy and that he will get her a copy.

### **Non-public Session**

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3, 2a at 7:55pm. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to go back into public session. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of someone other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3, 2a. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to go back into public session. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public session because it could adversely the reputation of someone other than a member of the Board. 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.

Motion. Mr. Gryval made a motion to go into non-public under RSA 91A:3, 2a at 7:55pm. Mrs. McKenney seconded the Motion.

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

Motion. Mr. Gryval made a motion to go back into public session. Mrs. McKenney seconded the Motion.

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

The Chair stated that he spoke with Lt. Paquette and updated him with the direction of the Select Board for the hiring process. He stated that after he spoke to Lt. Paquette, he said that Mrs. McKenney went down there and spoke to some of the members at the Police Station. Mrs. McKenney stated that she had only told them that she didn't support the decision of the process. The Chair stressed that the decision was made as a Board and that he found her actions to be unprofessional. There was further discussion on the actions and the fact that the Board needs to stick together when decisions are made.

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; Mrs. McKenney-Yes. The Chair declared the Motion passed.




The Chair adjourned the meeting at 8:49pm.



TOWN OF ALLENSTOWN  
 SELECT BOARD  
 MEETING MINUTES  
 June 3, 2013

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**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF	7.1.13 DATE
 JEFFREY GRYVAL	7-1-13 DATE
 SANDRA MCKENNEY	07-01-13 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF	DATE
	JEFFREY GRYVAL	DATE
	SANDRA MCKENNEY	DATE

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