

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
March 3, 2014

Call to Order.

The Allenstown Select Board Meeting for March 3, 2014 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: Dave Eaton and James Rodger

Others Present: Chris Emond , Justin Smith, Executive Councilor Pappas

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Joyce Welch, Health officer; and Ron Pelissier, Road Agent.

Citizens Comments:

N/A

Meet with Executive Councilor Chris Pappas

Executive Councilor Pappas stated that he is the Executive Councilor for District 4 representing 19 communities. He stated that he decided to tour each of the towns in the district to introduce himself to them and to let them know that he is going to assist them in any way that he can. He stated that on the Executive Council they work closely with the Executive branch of the state government and make sure that it is managed effectively. He stated that he is always working to make sure that the right people get nominated for key positions in the state government because he thinks that it is important that they have local representation. He further explained that the Executive Council approves contracts over \$10,000 and what that entails.

Executive Councilor Pappas stated that they are also involved in the state ten year transportation plan and have recently sent that off to the Legislature for its approval. He stated that it is a

framework for how the State is going to spend their transportation funds over the next decade. He stated that they try not to do too many things and keep the focus on maintaining the network as it is now and taking care of the state bridges. He stated that they also worked on the appointment of nine judges.

He stated that he wanted to mention a couple of projects that they are working on. He stated that they are coming up with a mitigation plan for the Suncook River. He stated that there have been some federal funds identified that they can use to get that done. He stated that in addition to that, they deal with Homeland Security funds.

Mr. Gryval asked how the grants are trending that the Executive Council approves. Executive Councilor Pappas stated that the trend does seem to be flat lining with respect to grants that are offered.

Mr. Gryval asked about the nine judges that were appointed and if that was due to people leaving or retirement. Executive Councilor stated that it is due to people leaving, appointments being up, and retirement cases.

Executive Councilor asked the Select Board if they have seen any of the cutting back over at Bear Brook State Park because of the creatures. Mrs. McKenney stated that it doesn't even look the same anymore and that they are sad that had to happen.

Discuss the Plans for a new Recreation Center at the Whitten Street Park of the CDBG application

Mr. Mulholland stated that they have been working with the Boys and Girls Club and that they have a conceptual plan for replacing the facilities down there.

Mr. Emond explained the history of the Boys and Girls Club in Allenstown and the projects that the program has been providing to the children. He stated that the program is thriving and funding itself on its own. He stated that the current portable classrooms need to be replaced. He stated that they are seeking permission for the process to begin for the renovation.

Mr. Emond stated that the only way for the project to work is that it will need to be funded either through a block grant or through some tax funds. He stated that he only sees the Boys and Girls Club to be able to contribute about \$100,000 to be used as some matching. He stated that they do have experience working on raising the funds as they just went through it with Concord. He stated that they have a grant writer who recommends that they start raising the funds now and if they don't get the funding in the first year, they carry it over until they get the funding. He stated that they will not start construction until they are fully funded.

Mr. Smith explained the challenges that they face with the amount of students that they have had recently. He stated that there have been challenges with having enough space for all the students to have room to do homework as well as during snack or activity time. He stated that they are hoping to build more room for each of the activities individually. He stated that during the summer they do an adventure trip and that they fill up with the student maximum they can take. He explained how if they had a bigger area they would be able to take more students and do more bus runs.

Mrs. McKenney stated that the Boys and Girls Club works well with the conditions that they have had to deal with and that it is a great place for the students to be at.

Mr. Smith stated that another issue that they have is after it snows they have a difficult time with the entrances. He stated that the park needs to be plowed because they only have one area for students to play on the basketball court and that they do focus on getting students outside.

Mrs. Houlis stated that she has been working closely with the Boys and Girls Club on the plan for renovations. She stated that Mr. Emond gave her a tour of the Boys and Girls Club in Concord and that something similar on a smaller scale would be very beneficial to the town. She stated that they would be able to take in more students. She stated that they want to make sure that it is something that would make sense for them to take on.

Mr. Smith stated that right now he is the one managing the front door when students arrive and leave. He explained that with a new building, they would be able to have a front desk area and allow him to do other tasks such as speaking with parents about the students.

Mrs. McKenney asked how many people they currently have on staff right now. Mr. Smith stated that there are seven staff members including him. Mr. Emond stated that with the renovation they would need to increase the amount of staff. He also stated that the main cost in the buildings is them. He stated that they would only be adding part-time staff which is not that expensive.

Mr. Emond read the proposal to the Select Board which states that "the Boys and Girls Club of Greater Concord and the town of Allenstown seek the authority to apply for \$500,000 in Community Development Block Grant funding and \$700,000 in Community Development Finance Authority Tax Credits. The town of Allenstown would be responsible for applying and administrating the block grant and the Boys and Girls Club would be responsible for applying and selling the CDFA tax credits. The Boys and Girls Club will also commit to the goal of raising private national funds of \$100,000 to the sum of the budget contained in the package. The project will only go forward if they are able to secure all necessary funding upfront."

Mrs. McKenney asked if they have a timeline for getting all of this done. Mr. Emond stated that the CDFA application is due in April which he is confident that they can do. He also stated that

they have to presell the tax credits because the CDFA will want to see that they will be able to sell them. He stated that the Block grant is not due until July. He also stated that they would start getting award notices in August and that they would have meetings in October. He stated that they would know by October 2014 if they are going to have all the funding necessary for the project. Mr. Emond further discussed the layout of the proposed facilities and entry way.

The Chair asked if the two building that are currently there will remain there or be moved. Mr. Emond stated that they will be removed. The Chair asked what the age range is of the students that attend. Mr. Emond stated that the age range is from 6 years old to 18 years old. He stated that they split them up into four age groups. Mr. Smith explained that they have been seeing an increase in the number of students that attend and that they expect more in the summertime.

Mr. Gryval asked if they would scale back a bit if they did not get the \$100,000 of private funding. Mr. Emond stated that they would scale back if they did not get the necessary funding. He stated that in talking to the architect there is a little bit of wiggle room but not much. He stated that he thinks he could get the funding and have plenty of interest.

Mr. Mulholland stated that the town would have to build an access road for Ferry Street. He stated that they are waiting on an agreement with Occidental Petroleum to finish that up. He further explained the condition of the current road access and the importance of getting that fixed. He stated that they are responsible for maintaining the building which is something that they need to be aware of that. Mrs. Houlis stated that she would be concerned about a building being put up and not maintaining it. Mr. Mulholland stated that is why they need to have a lease agreement for it.

Mrs. McKenney asked if they have a capital reserve fund for the maintenance for the Recreation Center. Mr. Mulholland stated that they have a capital reserve fund for Parks & Recreation but that they are using that for the entrance way. Mrs. McKenney stated that she thinks they should have a reserve fund and put about \$3,000 or so away each year for potential repairs.

Mrs. Houlis stated that she thinks that they need to do an open house to invite the residents to see the property and to utilize the building for community activities when the Boys & Girls Clubs are not using it to help show the value of the building. Mr. Emond stated that the next step would be to have a public hearing but that the abutting neighbors should be able to have a look at it first. Mr. Mulholland stated that the abutters will be notified by writing and then they will open it up to the public.

Mr. Gryval asked if that would be a Planning Board process or something that the Select Board will do. Mr. Mulholland explained that it would be a different process when they would submit a site plan to the Planning Board. He stated that there will a quite a few public hearings before they are done with the process.

Mr. Mulholland stated that they need a motion from the Select Board today to apply for the grant. He stated that there will be a formal agreement written out between the town and the Boys and Girls Club. He explained that the town will have to manage the project which is required in the grant. The Chair asked if this was similar to what they did with the Sewer Department building. Mr. Mulholland stated that they will be similar to what they did with the bio grants.

Motion. Mrs. McKenney made a motion to apply for the Community Development Block Grant for the Allenstown Boys & Girls Club. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Discuss the consolidation of the maintenance person as custodian between Parks & Recreation and Town Hall

Mr. Mulholland stated that they have a proposal before them to consolidate the position for the Parks and Recreation Department. He stated that the position would now fall under the town and in which the maintenance of the Parks and Recreation building and the town hall would be performed by one person at 19 hours a week. He stated that they would advertise for that position.

The Chair asked how many hours are put in for the Parks and Recreation building. Mr. Mulholland stated that there are 12 hours allotted for the building and that it's not based on hours for the town hall. He explained that there is more that needs to be done at the town hall and discussed the different tasks.

Mrs. McKenney stated that they need to make sure the person comes to the town hall at least twice a week. She asked about duties and responsibilities section of the proposal and what they mean by replenishing the supplies. Mr. Mulholland stated that they would replenish supplies in the bathrooms such as stock up the paper towers or toilets but that he would not actually purchase the supplies.

Mr. Gryval asked if Parks and Recreation is on board with this proposal. Mrs. Houllis stated that they are on board with it and that they would make sure that the position is working and that everyone is satisfied.

Mr. Gryval asked what the process will be for the position. Mr. Mulholland stated that they will advertise for the position, do background checks, and checks to make sure they can do light maintenance work. He stated that they would develop protocols to what has to be done.

The Chair asked if there is a date to have this all done. Mr. Mulholland stated that they will move forward as soon as they get approval for all this. The Board approved the proposal of the consolidated position for custodial person.

~~Discuss the status of the Sewer and Public Health issue regarding the sewer line along the railroad.~~

Mr. Mulholland stated that the Sewer Department was assisting the Health Officer in determining the cause of a number of issues they were having out there. He explained that the line did freeze up and that they found a number of clogs. He stated that there was a second location where some ice had formed about some roots blocking the line. He stated that the Sewer Department was able to break up some of it so that septage flows out to the public main so that there has been a temporary fix.

Mr. Mulholland stated that this could freeze up again and probably will. He stated that the line was only 10 (ten) inches beneath the ground which is substandard. He stated that it is broken which could be for a number of reasons including people driving over it. Mrs. McKenney asked if they could stop people from driving over it. Mr. Mulholland stated that they could but that it is the school's issue to address. He stated that the only reason they are involved is because it is a public health issue.

Mr. Mulholland stated that the Sewer Department has agreed to help out the Health Officer again and map out the tar length and give them a full report of the deficiencies and issues. He stated that if there are deficiencies, they will notify the homeowners that they need to take care of that.

Mr. Gryval asked if the report comes back that there are deficiencies, is it incumbent on the Town to make the notifications or the Sewer's. Mr. Mulholland stated that it is the town's issue so that they would need to make the notifications.

Mrs. McKenney asked if Mrs. LeBlanc out of her house. Mr. Mulholland stated that she is not because they were able to break things up enough to clear out the sewage but that it could freeze up again and cause further problems. Mr. Mulholland showed them a map of the area that is causing issues.

Town Administrator's Report

Pembroke Water Works Tax Assessment

Mr. Mulholland stated that they have asked him to attend a meeting March 20, 2014 and that he thinks that at least one member of the Select Board should also attend the meeting.

Mr. Mulholland explained that as part of the Fairpoint litigation, they are going to have to tax Pembroke Water Works for their lines because of the statute. He stated that Pembroke wants to discuss it more at the meeting on March 20, 2014.

Mr. Mulholland stated that Matt Monahan has been sending him what they have for inventory as required. He stated that PSNH did send their inventory in and that Water Works is doing the best they can. The Chair asked what was meant by inventory. Mr. Mulholland stated that it is how much pipe, hydrants, and pumps they have. He stated that he is forwarding that information to the Assessors so that they can determine the value of the inventory. The Chair stated that he can go to the meeting with the Pembroke Water Works.

Additional Changes to the Personnel Policy in terms of the Family Medical Leave Act

Mr. Mulholland stated that they should be evoking the provisions of the FMLA for anyone that is out for more than three days. He stated that they should start the paperwork right away so that they start the clock right away. He explained that FMLA time includes paid time. He stated that there is a whole process to get this done.

FEMA Training

Mr. Mulholland stated that he will be out of state from March 23, 2014 to March 27, 2014 for training which is paid for by the Federal government. He stated that he moved things around so that they don't have to have a meeting on March 24, 2014 unless they need to.

Welfare Fair Hearings Board

Mr. Mulholland stated that the Welfare Fair Hearings Board had a hearing. He stated that the Fair Hearings Board sustained the decision of the Welfare Administrator. He stated that one thing that came up was that there was some feeling that they should relook at their guidelines for their allowances. The Chair stated that Mrs. O'Callaghan changed the numbers and went through the guidelines extensively. Mr. Mulholland stated that he doesn't think that she did the allowances. He suggested that they have Mrs. Demers look into the allowances amounts. The Board determined that Mrs. Demers should look at the allowances.

March School Board meeting

Mr. Mulholland stated that he has been asked to attend the March School Board meeting and to give them a briefing on the Sewer line issues. He stated that he would like a Select Board member to go with him to that. Mr. Gryval stated that he would go with Mr. Mulholland to that meeting.

Proposed Changes to the

Mr. Mulholland stated that there are legislative proposal forms that they can now submit in regards to the issue of not being able to change the recommendation of the Budget Committee, School Board and Board of Selectman on a warrant article after the Deliberative Session and the inability to post the changes. The Board determined to submit a request on that as the Budget Committee and they spent a lot of time on the budget and they can't change their

recommendations. There was further discussion on the need to be able to change their recommendations and notify the residents of such changes.

Mr. Mulholland stated that the other part of it is that they are looking for people to serve on the three legislative committees to review the different pieces of legislation that are being proposed. He stated that he thinks it would be wise to have representation on that committee. Mr. Gryval asked who would have to sit on that committee. Mr. Mulholland stated that it could be any town official. He stated that there are fifteen to twenty people on each sub-committee and that they will be meeting starting in April. The Chair asked how much time they think will need to be put into it. Mr. Mulholland stated that there are five meetings between April and May but that he doesn't know how long the meetings will be.

Public Hearing on March 18, 2014

Mr. Mulholland stated that there is a public hearing on March 18, 2014 at 5pm in Concord on the Healthtrust rate setting. He stated that he will attend that meeting if he has the time to do so.

Review and Approve Minutes

Motion. Mrs. McKenney made a motion to approve February 24, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Consent Calendar

Mr. Gryval stated that he has some questions about some of the things in the Consent Calendar. The Board reviewed the information in the Consent Calendar.

Mrs. McKenney asked if anything has been started on the police officer interviews. Mr. Mulholland stated that he had not heard anything about it.

Mr. Mulholland explained that if they sign the document, they are agreeing to give someone a past year's elderly exemption that they never applied for. He stated that the resident applied for abatement for this year as well as an elderly exemption for a past year's. The Board further discussed whether or not to sign off on the abatement requests and elderly exemption requests.

Mr. Mulholland stated that the purchase order for the landfill relies upon the fact that they are taking the money out of the capital reserve fund assuming it is voted in next week. He stated that if they don't vote for it, the money would have to come out of the operating fund somewhere.

Motion. Mr. Gryval made a motion to approve the Consent Calendar of March 3, 2014. Mrs. McKenney seconded the Motion. There was no additional discussion.

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

Other Business

Mr. Gryval stated that the Planning Board did not meet the third week of the month because they didn't have much to discuss. He stated that they are meeting on this Wednesday. Mr. Mulholland asked Mr. Gryval to speak to the Planning Board about getting the agenda up on the website and updating the calendar. He stated that Ms. Martel volunteered to do it and that she has access to do so. Mr. Gryval stated that he will speak to her about that and see if she has time to do it. Mr. Mulholland stated that these things should be on the website.

Mr. Gryval stated that he wanted to discuss with the Road Agent cleaning up some of the snow by the Parish Hall before the elections as they are expecting quite a few people turning out. The Chair stated that he will call the Road Agent tomorrow to have it cleared out better for the elections.

March 10th Meeting

Mr. Mulholland stated that the March 10, 2014 meeting should be a light meeting. He stated that they want to recognize the selectman for their time and serving the community as they have. He stated that Mrs. McKenney has served the community for many years and served in many different ways so he thinks that it is important that they recognize her for them.

Mrs. McKenney stated that she won't be on any town boards after next week. She stated that she will be staying on the Senior Center and on Crimeline, unless there is any objection. Mr. Gryval stated that she does a great job with that. Mr. Mulholland stated that it would be great if she could stay on that because she is great with leadership role and has a lot of experience. She explained that she tried to step down from it but that no one offered to fill that role. The Chair asked if she was on the Shelter Committee. Mrs. McKenney stated that she was on that but nothing has happened lately.

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

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



The Chair adjourned the meeting at 7:40pm.



TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 3rd , 2014

Signature Page

| Original Approval: | |
|--|-----------------|
|  JASON TARDIFF, Chair | 3-10-14 DATE |
|  JEFFREY GRYVAL, Member | 3-10-14 DATE |
| SANDRA MCKENNEY, Member | DATE |

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

