

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
May 5, 2014
Amended

Call to Order.

The Allenstown Select Board Meeting for May 5, 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: Karen LeBlanc, Sylvia Bartlett, Bob Bartlett, Betty St. Germain, and Bob St. Germain

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Joyce Welch, Health Officer; and Ron Pelissier, Road Agent.

Citizens Comments:

N/A

Public Hearing on Personnel Policy Amendments

The Chair asked Ms. Walker if she had any questions regarding this. Ms. Walker stated that she had read the amendments and did not have any questions.

The Chair opened the public hearing and asked if there were any questions from the audience. There were no questions or discussion regarding the amendments.

Motion. Mr. Gryval made a motion to approve revision six of the personnel policy and procedures manual for Allenstown NH. Ms. Walker seconded the Motion. There was no additional discussion.

Open sealed bids for the sale of the 1960 Fire Tanker Truck

Mr. Mulholland stated that two bids were received for the Fire Truck. Ms. Walker opened the bids. Mr. Mulholland stated that the first bid was from Naomi Letendre in the amount of \$713.00. He stated that the second bid was from J.O.T.T Recoverable Trust in the amount of \$500.00.

Mr. Pelissier suggested that they reject the bids because he thinks that an auction is a better way to go. Mr. Mulholland stated that if they do the auction, they may have the expense of moving the truck to the auction house. Mr. Gryval asked what the redeeming quality is that would make it desirable at the auction. Mr. Pelissier stated that it is a military vehicle and could be viewed as a collectable. There was further discussion of whether or not to reject the bids.

Motion. Mr. Gryval made a motion to accept the bid for the Fire Tanker Truck in the amount of \$713.00. 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. The Chair declared the Motion passed.

Discuss the 2015 Budget Guidance for the Department Heads

Ms. Walker stated that her main focus for the Department Heads is to look at want versus needs. She gave the example of magazine subscriptions that they could get from a state agency for a lower price or no cost at all.

Mr. Gryval stated that he would like to see them continue with the COLA increases. He stated that last year they looked at cutting a position from the Police Department but that the voters have made it clear that they don't want to. He stated that he thinks that they should keep the budget as close to the number they were at last year with consideration to the expenses that they have no control over. There was discussion of what expenses would be considered out of their control which included utilities and long-term contracts.

Mr. Pelissier stated that there are some expenses that they will go over budget on. He explained that they have already gone over their overtime budget. Mr. Gryval asked him where he was coming up with the funds from his budget. Mr. Pelissier stated that they will have to see what is left at the end of the year and cut those down. He explained further how he will have to encumber funds for next year for paving projects that need to be done.

Mr. Gryval asked Mr. Pelissier how much road the paving line would cover that is in his current budget. Mr. Pelissier stated that they have enough for about 2,000 feet which is about a third of a mile. He stated that they should be doing about a mile and half a year but that they are very behind on that.

The Select Board asked the Department Heads to put together a budget and then bring it to them to discuss. They also instructed the Department Heads to ask them if there is further guidance of the budget they are not clear on.

Request the Sewer Commissioners to repair options for the railroad sewer line issue for a joint meeting to be held on May 19, 2014

Mr. Mulholland stated that the Health Officer prepared a report to the Select Board to use public funds to do that. He stated that none of the property owners are willing to do the work themselves. He suggested that they ask the Sewer Commissioners to develop different courses of action and make a request to them to do so. He stated that they would need to determine the costs for those courses of action, how it can be paid for, and appropriate the costs to each property owner.

Motion. Mr. Gryval made a motion to request the Allenstown Sewer Commission to come up with some plans and options for this Board to review, what those costs are and schedule of payment for the completion of the work. Ms. Walker seconded the Motion.

Discuss Highway Department regarding dump permits to collect money for disposable items

Mr. Pelissier stated that he has been telling his employees to buckle down on dump permits. He stated that a lot of residents have asked them to sell them the dollar permit at the transfer station. He stated that they were thinking of doing 20 permits a week. The Chair stated that as it sits right now, it is against the policy for them to sell permits. He also stated that residents will ask why they can't pay for an item like a mattress at the transfer station while they are there and able to pay for a permit. He stated that he doesn't have a problem with the customer service end of things but has an issue with who is going to be responsible for the paperwork and the money management.

Ms. Walker expressed concern of having money out in the open, no accountability of the money, no cash register, no way of giving receipts and that she has seen it happen in the past that when cash is lying around it doesn't end well. She further stated that she doesn't think it's a good idea to have money in the department.

Mr. Gryval stated that he would like to see if they can do that for the residents. He stated that he knows that before he was on the Select Board, they had a lot of issues. He also stated that the auditors don't like the idea of them having money at the departments which would cause audit problems if they don't have a procedure in place.

Mr. Mulholland stated that they would have to be able to reconcile and a policy to handle that, a number of policy and procedures in place and physical security measures put in place to handle that. Mr. Gryval stated that if the Road Agent can come up with the procedures and policies and a way of doing it so that the money is safe.

The Chair asked if they were getting more residents that don't have dump stickers or residents who want to dump trash. Mr. Pelissier stated that they are getting residents who haven't gotten their new stickers. He stated that the purpose of the permit is so that they know that those dumping are from the town.

A resident asked what she should do in a situation when she borrows a truck from a friend out of town to bring in a larger load than her car could do since she is supposed to have a sticker. Mr. Pelissier stated that she can get a one day permit for it. The Chair asked why they can't just check IDs. Mr. Pelissier stated that they have had issues in the past and that they were getting items from other communities. Mr. Mulholland stated that they can issue a sticker at the transfer station without collecting cash; however, they would need someone to be following specific procedures. There was further discussion of the correct policy and procedures in place to allow them to give the permits at the transfer station.

Town Administrator Report

Schedule for timeline of the asbestos abatement

Mr. Mulholland explained the timeline for the asbestos removal which, if the purchase order is approved, would begin on May 14, 2014. He also explained that before the asbestos removal begins, things will be moved around so that the areas can be worked on. He stated that at that time, the Building Inspector, Planning Board and Zoning Board will begin digitalizing their records. He stated that he has scheduled all meetings to be held elsewhere since the meeting room will be holding furniture and files. He stated that the flooring would be worked on after the asbestos removal is done.

Mr. Gryval asked if they are paying extra money to have them do the removal when the building is closed. Mr. Mulholland stated that he asked about it and that they will not be.

Mr. Gryval asked about the material not going back into the Planning Board room once everything is done. Mr. Mulholland stated that hopefully they will be able to shred all the paperwork. He stated that they will be validating the documents that have been scanned first. He stated that the company has a validation process that they go through before they actually shred paperwork. The Chair asked if there is any way those documents can be cleaned or gone through before they go. Mr. Mulholland stated that they will be going through the documents first before sending them out.

Select Board meetings

Mr. Mulholland stated that the May 12, 2014 meeting will be at the Fire Station and that is just for them to sign the Tax Warrant.

Oregon Trip

Mr. Mulholland stated that he will be out of the state starting next Sunday and be gone for a week to Oregon. He stated that there is a three hour time change but that he will be available by phone. Mr. Mulholland stated that he will be in Boston on Friday to make a presentation on Disaster Planning.

Bear Paws Assistance

Mr. Mulholland stated that the Bear Paws people have offered their advice in regards to managing the lands that the town owns that are along the Suncook River. He stated that they would be advising him and that he accepted their offer.

Resignation of Tiffany Lawrence

Motion. Mr. Gryval made a motion to accept Tiffany Lawrence's resignation effective May 4, 2014. Ms. Walker seconded the Motion.

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

The Chair asked Chief Paquette if he has a number two candidate from the recent hiring process that he would like to offer the candidate. Chief Paquette stated that he does but that he had another candidate that came by today that is certified who is looking and he will see him tomorrow to discuss the position.

Health Insurance Discussions

Mr. Mulholland stated that he has spoken to everyone except the Fire Chief.

Hoyle and Tanner

Mr. Mulholland stated that he and the Road Agent have spoken with Hoyle and Tanner who are developing a scope for shaping road projects that could possibly go into a bond for the 2015 budget.

Mr. Gryval asked about the sidewalk reconstruction project. Mr. Pelissier stated that the water department is working on the shut offs before they can begin the process. He stated that Mr. Mulholland sent a letter out to the residents that it effects.

Review and Approve Minutes

Motion. Mr. Gryval made a motion to approve the minutes of April 14, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the minutes of April 21, 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. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the minutes of April 28, 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-Abstained. The Chair declared the Motion passed.

Payment Plan Requests

Mr. Gryval asked if they could go over the documents. Mr. Mulholland explained that they approved the business in the past that has been making their payments. He stated that this payment plan for the business puts them on track to keep them current.

Mr. Mulholland stated that the next one is a couple who is making payments that it is not going to bring them current but that they had a discussion about this before. Mr. Gryval explained the situation in full to Ms. Walker about the family being behind and that the payments wouldn't get them caught up that they have been consistent with their payment which is why they agreed to the payment plan.

Mr. Mulholland stated that the last one is to keep the resident current in payments.

Mr. Gryval also explained to Ms. Walker that by standard, they mean that the Board agrees to enter into a payment plan with residents if the payments will get them caught up and they make their payments in good faith.

Volunteers Park Lease Agreement

Mr. Mulholland stated that they had an annual agreement with Volunteers Park. Mr. Gryval asked if they were giving them money or if they were doing the sand/salt this year. The Chair stated that he doesn't know if they did that this year and that's why they had the dollar amount in there.

Mr. Gryval explained to Ms. Walker that Volunteers Park is not a town owned land and that they do a lease with the owners each year. He stated that they need a load of sand/salt to do their property each year so instead of a lease, they give them a load of sand/salt each year.

Digitalize Records

The Chair asked if there are plans going forward as far as digitalizing new plans that come in. Mr. Mulholland stated that they have implemented the plan as of a few months ago. The Chair asked if they can put that as part of a condition of accepting plans to the Planning Board. Mr. Mulholland stated that they can do that.

Mr. Gryval asked if the Planning Board would have to change their wording in the site plan approvals. Mr. Mulholland stated that they would have to change the wording to require a PDF version of the site plans. He explained that PDF is the international language for record archives. He stated that they don't want a Word document because the software changes over the years and then they can't open anymore. There was further discussion of having PDF site plans.

Welfare Liens

Mr. Mulholland distributed Welfare Liens for the Board to approve. The Select Board signed the Welfare Liens.

Consent Calendar

Motion. Mr. Gryval made a motion to approve the Consent Calendar of May 5, 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. The Chair declared the Motion passed.

Other Business

Mr. Mulholland stated that he had another meeting with the NHMA Legislature Committee to discuss the progress of some of the bills. He stated that there was one that he thought the Select Board would find interesting. He stated that there is a bill for exempting the release of building plans for a house or building. He explained that the rationale behind it is that the businesses that have Homeland Security contracts would be required to release that as of right now. He also explained that someone could see where a safe is in the home and that people don't want others to do that. He stated that his suggestion was that they would allow those things to be redacted.

Mr. Mulholland stated that there is also a proposal for allowing municipalities to regulate the use of firearms by its employees. He stated that as of right now, they are not allowed to have fire arms in the municipalities. He stated that he suggested that they put in a statute that protects the municipalities from the liability of the firearms in the building. There was further discussion of the legislation not allowing citizens to carry firearms in municipalities.

Mr. Gryval stated that he has spoken to the Board as to what is going on with the Planning Board and if there are any questions to please let him know.

Mr. Gryval stated that the Budget schedule for this year mimics what they did last year. He stated that the Chairman of the Budget Committee informed him that he would like to see the schedule condensed and the budgets presented sooner. Mr. Gryval stated that he told the Chairman that he would speak to the Select Board but that he was not in favor doing that.

Mr. Mulholland stated that if they put one budget on the agenda each week which would allow them to get the budgets to the Budget Committee sooner. Mr. Gryval stated that he is not in favor of doing that. The Chair stated that the Budget Committee has access to everything as it is going on and they are not utilizing those resources.

Non-Public Session One

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3, II (a) at 7:25pm. 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. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 7:45pm. 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. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because it could adversely affect the reputation of a person other than a member of this Board. 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. The Chair declared the Motion passed.

Non-Public Session Two

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3 II (d) at 7:46pm. 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. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 8:08pm. 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. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because it could adversely under the negotiations of the 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. The Chair declared the Motion passed.

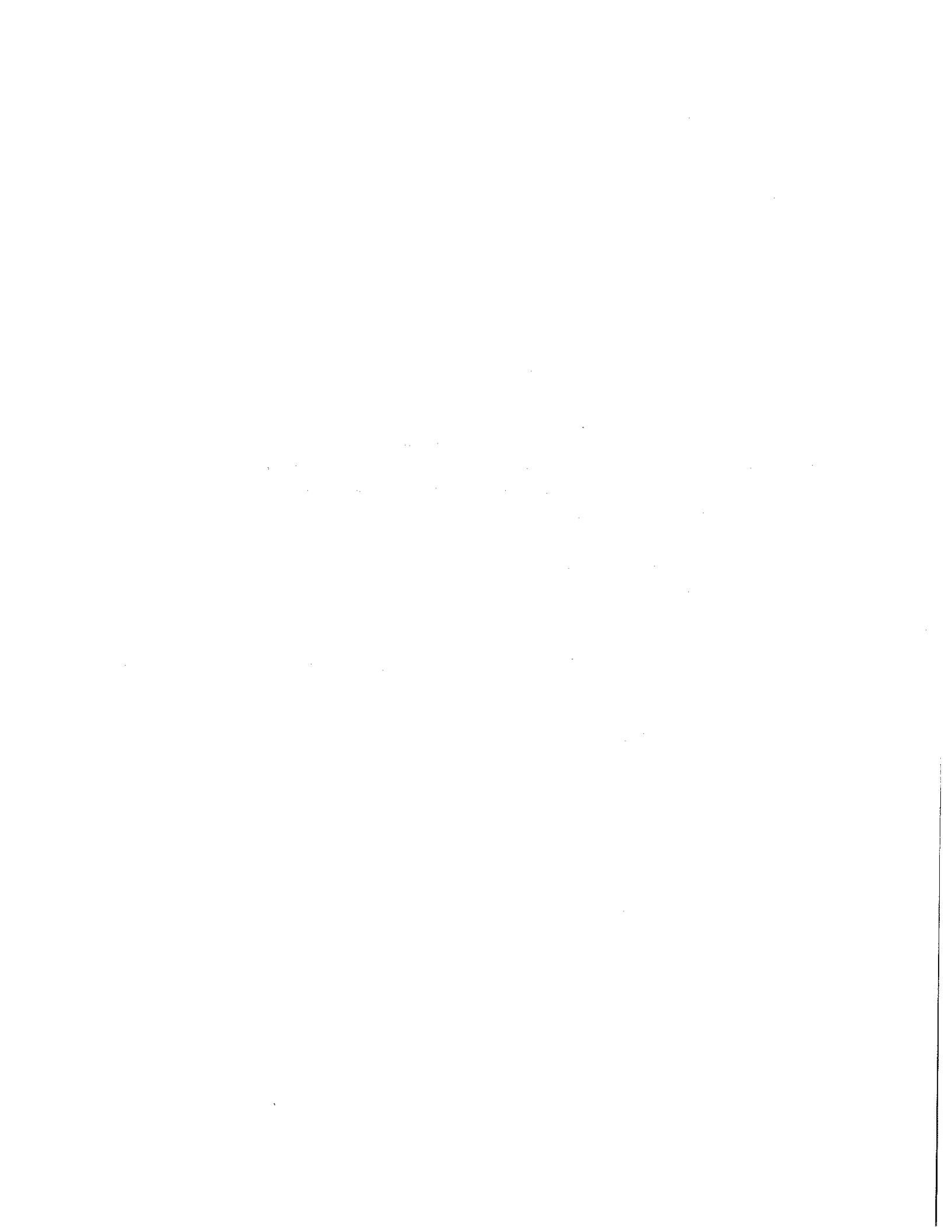
Motion. Mr. Gryval made a motion to offer for sale town owned property located at Map 409 Lot 32 commonly referred to as 289 Pinewood Rd. to Jay Patel for an economic development project under the as Justice Requires option to sell tax deeded land. Ms. Walker seconded the Motion. There was not additional discussion.

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

Non-Public Session Three

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II (a) at 8:08pm. Ms. Walker seconded the Motion. There was no additional discussion.



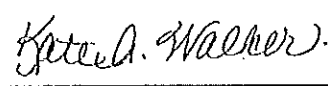
A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.



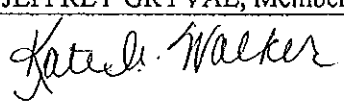


TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

May 5th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	5-19-14 DATE
 JEFFREY GRYVAL, Member	5-19-14 DATE
 KATE WALKER, Member	5-19-2014. DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	 JASON TARDIFF, Chair	6-16-14 DATE
	 JEFFREY GRYVAL, Member	6-16-14 DATE
	 KATE WALKER, Member	6-16-2014 DATE
	KATE WALKER, Member	DATE

