

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 21, 2013

Call to Order.

The Allenstown Select Board Meeting for October 21, 2013 was called to order by The Chair at 6:00p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Richard Merrill, Dave Bouffard, Robin McAfee, Mike Phelps, Mark Pelissier, Robin Richards, Deb Pelissier, Scott Bellerose, Debbie Lee, Robert Lee, Jerry McKenney, Claudette Verville, Armand Verville, Ed Higgins

Others Present: Harold Thompson, Justin Smith of Suncook Boys & Girls Club, Chris Emond of Boys & Girls Club,

Other Public Officials: Carol Merrill, Budget Committee; Larry Anderson, Budget Committee; Eric Feustel, ZBA; Dave Eaton, Budget Committee; Peter and Beth Houllis, Parks & Recreation; Carl Schaefer, Parks & Recreation; Carl Caporale, Budget Committee; Harold Paulsen, Tri-Town Joint Board; Chad Pelissier, Planning Board

Allenstown Staff: Joyce Welch, Health Officer; Amber Cushing, Library Director; JoAnne Dufort, Library Trustee; Kimberly Carbonneau, Library Trustee; Pauline Boutin, Library Trustee; Paul Paquett, APD; Keith Melanson, AFD; Jon Harry, AFD; Daumanic Fucile, AFD; Richard Daughn, AFD; Dana Pendergast, AFD; Paul St. Germain, AFD; Robyn Cushing, AFD; Ron Pelissier, Road Agent; and Diane Demers, Finance Director.

Citizens Comments:

Presentation of proposed 2014 Tri-Town Ambulance Budget

Mr. Mulholland stated that the presentation for the Tri-Town Ambulance budget will be made by Chief Harold Paulsen, Mike Phelps member of Joint Board and Joyce Booker of Tri-Town Ambulance.

Chief Paulsen verified with the Select Board that they both showed the bottom line for the budget coming in at \$591,297. He stated that it was higher than they had expected it to be. He stated that the budget was created off the real time expenditures that they had in the last year and that the real problem was the decreased revenue. He stated that they are driven by the federal government and how much they participate in it. He stated that they anticipate a deficit this year on the Allenstown side of about \$34,000 in anticipated revenues which means that they have to make it up next year.

Chief Paulsen stated that the expenses are based on the percentage of calls of the towns for three years. He stated that they apply that percentage to the total budget expenses and come up with what's due less anticipated revenues and then they keep track of the revenues as they come in. He went over the spreadsheet of the Accounts Receivables for Tri-Town Ambulance. He stated that the biggest portion of the budget is salaries. He also stated that they increased salaries to keep employee morale up.

The Chair asked if their expenditure sheet is up to date. Mr. Jodoin stated that the reports are updated up to September 30, 2013. Chief Paulsen stated that they have only spent 45% on the salary line but they have spent 72% on per diem. He explained that they have three full-time employees and one of them has been on unpaid leave since April so per diem is higher to cover that person. He also stated that they are without a director right now and that Mrs. Booker has been the Acting Director.

The Chair stated that contracted, billed services are at about 40 percent. Mr. Jodoin stated that the line is for Certified Ambulance Group and that they get one bill every month from them. He stated that the bills are based on the percentage of the runs for the town.

Mr. Gryval stated that they had discussed getting more aggressive on the billing and collecting of funds and asked how that is working out. Chief Paulsen stated that it hasn't worked yet because they have just starting getting into that. He stated that they signed an agreement with Certified Ambulance Group last month to start collection processes.

Mr. Jodoin explained that they had to get new approval from Medicare and Medicaid for the billing which took six months. He explained that this meant that they were not getting revenue until around July. He stated that Pembroke ended up paying the bills to cover that balance. He stated that the system is in its infancy so they are collecting about 50 percent. He stated that Medicare and Medicaid get their money first and then they can try to collect.

Mr. Jodoin explained that the expenditures have increased by five percent which includes an eleven percent increase on health insurance. He stated that they have had to pick up the revenue cost of this because like everyone else the revenues are all gone.

September Department Head's Status Reports

The Chair asked if anyone had any questions on them. Mr. Gryval stated that he already spoke with the Department Head's regarding any questions he had. Mrs. McKenney stated that she is all set.

Approval of Proposed 2014 Budget

Mr. Gryval stated that they wanted to give everyone an update of how they got to this point of looking at reductions. He explained that the budget process started back in April. He explained that they charged the Department Head's with coming in at or below default for their individual budgets. He stated that they felt at that point that they would be able to sustain the services that are available for the citizens, but as time has gone by they have seen that substantial cuts will need to be made.

Mr. Gryval stated that they have seen a reduction in revenues, a reduction in State funded programs, there is a large impact in the new EPA mandated MS-4 project, and there is a 52% increase in what they are paying for Tri-Town Ambulance. He stated that factoring in all the things that they have no control over, they believe that cuts need to be made somewhere. He further explained that they had some staff level and that instead of replacing them they are divvying up the responsibilities to cut down the salaries.

Mr. Gryval further explained that the Board of Selectman believes that the Department Head's recommendations need to be cut down from the 9.7% increase in spending that they currently represent. He stated that there are nine departments that they have looked at for potential cuts to the budget. He stated that they asked the Department Heads to consider the impact the cuts will have on their individual budgets and the services to the residents.

Mr. Gryval stated that this is not a public hearing on the budget. He asked that everyone hold their questions until they have gone through the nine sections of the budget and then they will open it up for questions. He stated that if anyone wishes to look at the budgets, they are available on the town website.

Building Department

Mr. Gryval stated that at the last Monday night meeting they had discussed cutting \$2,405 from the Building Inspector budget. He stated that they were looking at vehicle fuel, vehicle maintenance and the cell phone and asked Chief Pendergast how that would affect services to the town. Chief Pendergast stated that they were planning on doing away with the car which would make those lines non-existent. He stated that the cell phone they could probably move it over to the Fire Department budget. He stated that the cuts would not affect the services to the residents. Mr. Gryval stated that it would bring the bottom line down to \$32,940.

Elections and Registrations

Mr. Gryval stated that they were looking at taking \$1,500 from that budget. Mr. Mulholland stated that Ms. Rogers was looking at taking that from the Police Detail at elections out which would make up the \$1,500. Mr. Gryval stated that the bottom line would be \$16,287.

Fire Department

Mr. Gryval informed the audience that last time they met; they looked at the budgets and went through them line by line making cuts the best that they could. He stated that they charged the Fire, Police and Highway Departments with taking an additional \$56,067 from their respective budgets. He stated that right now the Chief is going to tell them where those cuts are going to come out of the Fire Department budget.

Chief Pendergast stated that they reduced the training budget, computer line budget, call salaries, office supplies, public education, out of station training and other small lines. He stated that he can't reduce some lines like the dispatch budget but that the cost did decrease on that so that reduced the budget line some.

Mrs. McKenney asked how it is going to work with the cuts he did to the call salaries. Chief Pendergast stated that they looked at the calls from last year and the calls from this year to date to help come up with how much to cut from there. He explained that this will cut services as far as training and that they are going to try to do more in-house training. He also stated that his goal was to try to keep people working and not affect services to the citizens.

Mrs. McKenney expressed concern about losing two call fire fighters because the services from the Fire Department have increased significantly within the last few years. Chief Pendergast explained that he can't guarantee that the two call fire fighters will be available when they are needed. He stated that the eight to five shift is their busiest shift and that those two call fire fighters work full-time jobs that may impede them from answering a call. Mr. Gryval stated that the bottom line would be \$261,947.

Health Agencies

Mr. Gryval explained that out of the Health Agencies budget they usually make a \$2,000 donation to the American Red Cross but that they are going to cut that out of the budget this year which will bring the bottom line to \$18,207.

Highway Department

Mr. Gryval stated that the Highway Department was one that was asked to take an additional \$56,000 out of his budget. Mr. Pelissier stated that he proposed to cut \$28,000 out of the paving line and \$28,000 out of the Solid Waste line. He explained that the savings that they are having with recyclables should help them but that they are taking a big hit with the paving as a lot of the roads are in bad shape.

Mrs. McKenney asked the Road Agent about his email he sent the Select Board regarding the budget cuts. She stated that in the email he stated that there would be less road work and a potential of a packer and asked him to clarify the statement. Mr. Pelissier stated that if the packer breaks down, they should have the option to lease one. Mrs. McKenney asked if they can look into what is wrong with the packer. Mr. Gryval stated that there is already a committee in place to do that. He stated that they are looking at the cost of repairing it versus having a third party pick up the trash.

Mr. Gryval stated that they are looking at taking \$28,000 out of the Solid Waste and \$28,000 out of paving which would bring the Highway budget to \$409,906 and Solid Waste to \$133,540.

Parks & Recreation

Mr. Gryval stated that they asked the Parks & Recreation to reduce their budget by \$1,200. Mrs. Houlis stated that in terms of how it will impact the Parks & Rec Department, she stated that it will affect essential maintenance and upkeep. She further explained the different locations that need minor repairs that can wait. She stated that Whitten St Park is in the need of the most care structurally and that there are safety and health issues.

Mrs. Houlis stated that if they cut out the Boys & Girls Club away, they lose about half the budget which also shows that they need to correct some line items that are being misappropriated. She also stated that the budget doesn't account for contingencies which are why some line items go out of proportion. She stated that the \$1,200 pays for safety and health issues that they need to take care of. She further gave some examples of repairs that they need to make to solve these issues.

Mrs. McKenney stated that they all support the Boys & Girls Club but that they needed each department to see what they could do to make the cuts to help keep the tax rate from increasing. Mrs. Houlis stated that some of the minor repairs will be taken care of this year. Mrs. McKenney asked if some of the repairs can be done with the maintenance person that they have. Mrs. Houlis stated that he can do some things but he is an employee so there would be hourly wages to consider. There was further discussion on some of the lines appearing to be higher than needed.

The Chair asked what small projects they have been able to tackle this year. Mrs. Houlis stated that they were able to take care of the water heater and the furnace this year. She stated that they have had volunteers come in and do some work at the parks. She stated that the equipment repairs and maintenance was budgeted for \$1,000 but that it is at \$3,600 because of the water heater.

The Chair asked Mrs. Houlis where she would take the \$1,200 out of their budget. Mrs. Houlis stated that it would have to come out in pieces. Mr. Mulholland stated that the Select Board has to decide which lines to cut but that Mrs. Houlis can recommend where the cuts come from.

Mr. Schaefer stated that he would be interested in seeing what the Boys & Girls Club have to say because they live there every day. Mr. Emond stated that they have been able to give Allenstown air conditioners from other facilities that have gotten new ones. He stated that they try to get companies to come in and do volunteer work. He further explained that Allenstown has been a good post for them as far as meeting a need for the children in the community.

Mr. Smith, the Boys & Girls Club Unit Director, stated that he works with the kids every day and that they do a lot with what they have which is not much. He stated that they do ask for the bare necessities to keep the program running. The Chair asked what the \$16,000 goes to. Mr. Emond explained that it goes to scholarship for the Summer Camp. He stated that there is a fee of \$135 to go to the camps and that they have scholarships for those who can't afford the whole cost or any of the cost.

The Chair asked how many kids are dropped off after school. Mr. Emond stated that there is abuse of the service being provided in the communities but that he doesn't know if that is happening here. Mr. Smith stated that it is very minimum here and that a lot of the parents try to get help with the homework.

Mr. Gryval introduced Mrs. Houlis to the audience for those who don't know that she is the Chairperson of the Parks & Recreation Commission. He asked Mrs. Houlis to make a copy of her budget and outline which lines she would take the \$1,200 out of.

Patriotic Budget

Mr. Gryval there are three lines in the Patriotic budget; flags, old home day, and Christmas in Suncook. He stated that they have zeroed out all of those lines reducing the budget by \$2,000.

Police Department

Mr. Gryval stated that they know that the Police Department has already taken severe cuts and asked the Chief to explain to the audience where they are at. Chief Paquett stated that in order to cut the additional \$56,000 from his budget, they would need to lay off a police officer. He stated that they will not be filling a police officer position that is currently open along with cutting the Animal Control Officer position as well.

Chief Paquett explained that not filling that police officer position will mean that limited coverage to no coverage during the midnight hours on Tuesday and Thursday. He stated that he has spoken with the State police and they will cover the best that they can. He stated that this means a possible 30 minute wait for response time to calls. He stated that the other two options would have been laying off the second officer at nights and cutting the day secretary down to four days but that they found that those would not be the best course of action to go.

The Chair asked about using Mutual Aid. Chief Paquett stated that they will use Mutual Aid as much as they can but that they cannot rely on the support from the other communities.

Mrs. McKenney stated that she does not support cutting another police officer position. She stated that the former Police Chief did a lot to make changes and decrease crime in the town and that it is very important to keep the current staff that they have. Mr. Gryval stated that they agreed to take \$56,000 out of the budget and asked if she doesn't want it to be a police officer where does she want it to be. Mrs. McKenney stated that cutting two full-time fire fighters brings them closer to what they need to cut without hurting more than one department and that she wants them to leave the Highway and Police Department alone. Mr. Gryval expressed confusion because they voted to have the Departments recommend where to take out the \$56,000 out. There was further discussion of where to cut the budget for Police Department.

Mr. Gryval asked if they were to not fund a patrolman's position, what the actual tax impact would be for the police department and for the overall personnel line. Mr. Mulholland stated it costs \$74,967 for salary and fringe benefits which would be about \$0.30 on the tax rate. Mr. Gryval stated that part of that comes out of the Chief's budget and part of that comes out of the personnel line of the town's budget and asked for the breakdown of those numbers. Mr. Mulholland stated that it would be \$39,936 salary, \$24,349 health & dental insurance, \$10,103 retirement, and \$579 Medicare.

Mr. Gryval explained that part of the Chief's budget presented already includes coverage for the Animal Control Officer, coverage for Halloween next year, and overtime coverage for Old Home Day next year so that these cuts are in addition to what has already been done. He also suggested that maybe they add some of the surplus that will be in the overall budget into the Police Department's overtime line so that they can have coverage at Old Home Day. The Board discussed the possibility of adding back \$5,000 into the Police Department budget from surplus.

Public Library

Ms. Carbonneau stated that they were asked to cut the budget by \$13,000 which was about 25% of their budget. She explained that they were able to come in at default but because of computer services needed, that was increased a bit. She stated that there are three rolls that the library plays in the town; people coming in and borrowing books and DVDs, people having access to internet for resumes and job hunting, and the downloadable books. She stated that they had to impact all of those things in order to meet the cuts.

Ms. Carbonneau stated that they would have to cut the downloadable books and the subscription to anesary.com. She also stated that they would have to cut out craft hour and movie hour. She stated that looking at the money; they would have to close the library for a day and also the library director's position. She explained that cutting the library director would be difficult for

them because Ms. Cushing writes grants and has helped them get \$17,000 in 2013. She stated that they would also cut 3 hours from the Children's Librarian position.

Ms. Carbonneau stated that they would like to propose putting \$2,800 back into the Director position to allow for grant writing and hopefully cover program costs with grant money. She stated that they have dealt with maintenance issues so those shouldn't be a problem anymore as far as the structure goes.

The Chair asked where they would take the \$13,000 from their budget. Ms. Carbonneau stated that the computer line would be zeroed out. Mrs. McKenney stated that they were going to get a new IT Contract so that they could have the proper protection. Ms. Carbonneau stated that would be able to allow people to use the computers until they stopped working. Ms. Cushing stated that they have anti-virus software on the computers now. The Chair stated that the budget they have has the computer line at \$6,401 and asked where that came from. Ms. Cushing stated that the line includes \$4,901 for computer contract and \$1,500 used for repairs to computers and the cost of hosting the website. Ms. Cushing stated that in order to run the program, they need new computers which she can get refurbished computers for under \$1,000.

Ms. Cushing stated that conference dues and training covers the downloadable books. She stated the line is at \$1,250 which they would decrease down to \$250. She stated that they would reduce the contracted services down to \$1,000. She stated that they owe the State library \$600 and they said she could defer it to next year. Mr. Gryval stated that it is against the law to do that. Ms. Cushing stated that in that case, the line would go down to \$400. She also stated that the computers line would go down to zero.

The Chair asked for clarified on each of the lines and whether or not they are decreasing them. Ms. Carbonneau stated that they can reduce repair and maintenance down to \$1,100. The Chair asked about the decrease to salary line. Ms. Carbonneau stated that salaries will go down to \$26,900. She also stated that they will decrease supplies down to \$720, miscellaneous dues down to \$250, contracted services down to \$425, and computers down to zero. Mrs. Demers stated that these cuts would put their budgets down to \$35,695.

Ms. Carbonneau stated that they are fine with that if they can have half Ms. Cushing's hours back. Mr. Gryval stated that the Select Board had asked them to cut \$13,000 so with these cuts there is about \$4,000 extra. He stated that it is up to the trustees where they take the cuts from. Ms. Carbonneau stated that they would put the \$4,000 back into the salary line. Mrs. Demers stated that the budget would be \$39,695 and the total cut would be \$13,065.

Mr. Gryval stated that before they started making reductions to the budget, they were looking at a tax rate increase of 13.98% which would have given them a new tax rate of approximately \$11.75 up from the current \$9.30 a thousand. Mr. Mulholland stated that they anticipate it to be

around \$10.30 when its set in the next couple of weeks. Mr. Gryval stated that they are looking at a 6.4% increase in the tax rate if they include all of the discussed reductions. He stated that still leaves a significant tax increase.

Revisit Parks & Recreation budget

Mrs. Houlis distributed that the budget with the proposed cuts. Mr. Gryval stated that they have proposed to take out the \$1,200 from their maintenance salary line which would reduce the budget down to \$30,533.

Public Discussion of proposed reductions to Department budgets

Mr. Gryval asked if there were any questions from the public. Mrs. Merrill asked if it is worth the money to pay the overtime for a patrolman if they don't hire another policeman. Mr. Gryval stated that the Chief didn't say that there would be paying overtime if they don't hire another policeman but that there would be services reduced. Chief Paquett stated that there would be two nights a week without police coverage and that they wouldn't cover Halloween and Old Home Day.

Mr. Anderson asked what the bottom line for Elections was. Mrs. McKenney stated that it is \$16,287. She explained that there is more than one budget included in the Election budget that he is looking at. Mr. Gryval stated that they cut the police coverage for Elections. Mr. Anderson asked what the law is about having police at the polls. Mr. Gryval stated that there is no law on it.

Ms. Dufort asked why they need to cut the budget by 25 percent. Mr. Gryval stated that it is a big impact and that they were looking for areas to cut the budget. He stated that there are substantial cuts everywhere in the budgets. Ms. Dufort argued that the Police Department's budget was cut less than 10% and yet they were being asked to cut a larger percentage. Mr. Gryval reiterated how they determined what lines to cut and that they did not go by percentage.

Ms. Dufort asked if it is absolutely necessary that the police department has a prosecutor. Mr. Gryval stated that they need a prosecutor because of the work that the police officers do requires someone to adequately prosecute their cases. Chief Paquett stated that the prosecutor is essential. He also stated that he was given cuts that were needed to be made and that he came up with three different options. Ms. Dufort stated that they have never had a prosecutor before this one. Mr. Mulholland stated that they have had a prosecutor since he has been here starting in 1994 and that there was one before that.

Ms. Dufort stated that the 25% is a lot for them to cut. Mr. Gryval stated that they recognize that it is a lot and stated that they do a great job with the budgets that they have. Ms. Dufort stated that they brought in \$18,000 for the town in grants. The Chair stated that other departments have been getting grants as well.

Ms. Dufort asked if they just don't get enough revenue. Mr. Gryval explained that 52% of the town is made up of Bear Brook State Park so there is no revenue for that, they are paying the full cost for retirement, the cost of the MS-4 and other reductions in revenue are requiring these significant cuts.

A resident stated it seems unfair that they are asking a lot of the departments to make cuts so that they can cover the cost of health insurance. He asked why they don't just not cover it and have the employees be responsible for that cost on their own. Mr. Gryval stated that is not a bad thing to look at. He stated that "Obamacare" has just begun and that they don't know what that fully entails but that it doesn't help them in 2014.

The resident asked why there are so many cruisers in the Police Department parking lot when they don't have the staff for them. He suggested that maybe they sell some of them. Chief Paquett stated that they are on a lease program with the vehicles. He also stated that they assign the vehicles to different shifts so that they get more life out of them. He further explained the necessity of the cruisers.

Mrs. Merrill asked if they received any money back from the local government for the insurance. Mr. Mulholland stated that they did and that part of it went back to the town and part of it went back to the employees.

The Board determined to take a brief recess at 8:01pm.

The Board came back from recess at 8:16pm.

Mrs. McKenney stated that they agreed last week to allow the budget to go 2% increase from where it is now which would mean they would need to cut \$304,195 to keep it at that. Mr. Gryval explained that their goal was to keep the budget at a 2% increase but because of mandated things have increased the taxes on the municipal side by 6.4 percent if they go with the cuts that they discussed tonight. He stated that they further discussed rather or not they need to cut the budget more to get closer to the 2% increase.

Mrs. McKenney stated that she would like to cut another \$113,000 to get them closer to the 2% if that is even possible. She stated she is concerned about the residents and that it comes down to cutting people or services. She asked if they could move the funds around for the MS-4 and juggle half of the \$54,000 for it. Mr. Mulholland stated that they could do that but he doesn't recommend it because they could get fined for it.

Mrs. McKenney asked about Emergency Management and if they could eliminate anything else besides the grant. Mr. Mulholland stated that they are not required to have an Emergency

Management function. He stated that they could eliminate other costs but that there could be impacts for doing so. He explained how eliminating those costs would affect things with the example of not maintaining the generators.

Mrs. McKenney asked Mr. Mulholland if he could make any suggestions as to where they could make the cuts to the budget. Mr. Mulholland stated that it is a political decision for the Board to make.

Mr. Anderson asked how they came up with the \$195,000 last week if they are still \$113,000 off. Mr. Gryval stated that they looked at the numbers that they had last week minus what the proposed budgets by the department heads. He explained that they had more numbers come in this week for unemployment compensation, health insurance, and the Tri-Town Ambulance.

Ms. Dufort stated that she just went online and looked at the budget. She stated that there seems that there are a lot of conference and custodial lines. She asked if they could reduce those lines. The Chair stated that the custodial lines are stretched pretty thin as it is. Mr. Gryval also stated that there are certain things that they have to do for the conferences. Mrs. Demers explained that the convention tells them what the new laws are for the town clerk and tax collector. The library trustees further discussed of how the budget was cut and how the cuts will affect the library and ultimately services to the residents.

The Board discussed adding funds back into the Police Department budget for overtime. Mr. Gryval explained to Chief Paquett that they were taking recommendation three that he had suggested but then adding back \$16,000 into overtime and \$4,300 into the retirement line. The Chair stated that is still \$54,647 taken off the total budget.

They also discussed whether to accept the Department Head recommendations for cuts to the budget. Mrs. Demers input the new numbers into the spreadsheet to get the total for the bottom line of the budget. Mr. Mulholland suggested that they send the spreadsheet to the Selectmen for further review.

Mrs. Demers reviewed the amounts that they were cutting from each of the departments and what their bottom lines should be.

Motion. Mr. Gryval made a motion to recommend the Allenstown municipal budget for 2014 in the amount of \$3,707,770 to the Budget Committee. Mrs. McKenney 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.

Discussion of the Selectmen's Warrant Articles

Mr. Mulholland stated that they had warrant articles for the town's budget, the Sewer Department, the elderly exemptions, to make the town clerk a three year term, give the Select Board authority to purchase land, the Capital Reserve Fund for the landfill, OPED account establishment for when employees leave, and the MS-4 Articles.

Mr. Mulholland explained that they haven't gotten the Sewer Department budget yet or the MS-4 Articles. He stated that they all have drafts of the warrant articles in their packages. Mr. Gryval asked Mr. Pelissier if he was still interested in adding a warrant article to change the Road Agent position from an elected position to an appointed position. Mr. Pelissier stated that it would save him from running every three years but if he was appointed he doesn't know that he would have the authority to run things as he does now. He stated that he wouldn't mind seeing it as an appointed position. Mr. Gryval suggested that they include that warrant article in for now and if they need to take it out they still have time.

Discussion of dedication of the 2014 Report

The Chair asked for any suggestions. Mr. Gryval asked if they have had anyone of significant passed this year. Mrs. McKenney suggested that they dedicate it to the Parks & Recreation Commission. Mr. St. Germain suggested that they dedicate it to the retired Police Chief as he gave a lot of years to the town. The Chair asked Mr. Mulholland to put that on the agenda for the next meeting.

Town Administrator's Report

Abatements, Purchase Orders, Other Legal Business

Mr. Mulholland stated that they have a list of town properties in their package if they are interested in selling any of it. He also stated that there are some properties that are going for tax deeding that will also be available for sale. Mr. Mulholland stated that they can only sell the properties which were tax deeded and that they would need to decide how they want to sell the properties.

Mrs. McKenney asked which ones on the list are available for sale. Mr. Gryval stated that pretty much all of the property on the list but that they need to look at some of the addresses closer because they don't want to sell properties they are using. Mr. Mulholland suggested that if they have property they want to sell, it will be easier to do research on them versus going through each property on the list. Mrs. McKenney stated that she sees six properties that they could sell. The Chair suggested that they look at a tax map and determine further if they want to sell some of the properties.

LAP Course

Mr. Mulholland stated that despite the DOT recommendations, he cannot go to that course because he has other appointments.

SRTS Project Punch List

Mr. Mulholland stated that they will be going over that list tomorrow. He stated that they had an issue with Betty Lane. He stated that they were supposed to put cold plate it where the seams match but that they didn't do it. He explained that the cold plate seals the two seams in the paving so those are getting redone.

The Chair asked who is responsible for painting the sidewalks every year after the project is completed. Mr. Mulholland stated that the Highway Department will be responsible for that.

Mr. Mulholland stated that he forwarded an email from the engineer with recommendations regarding parking restrictions on Main Street because of the sidewalk. He stated that there will be a letter generated for the Select Board to send to DOT to have the restrictions put in place.

Window Replacement for Town Hall

Mr. Mulholland stated that he received a price for the window replacement for town hall and suggested that they go out to bid for that. He stated that some are broken and most have split their seams. Mr. Gryval asked how many windows they would be replacing. Mr. Mulholland stated that they are looking at replacing 22 windows.

Mr. Gryval asked if there are any windows that they could leave alone or do they really need to do them all. Mr. Mulholland stated that they could be that to make it more energy efficient, it would be better to replace them all. Mr. Gryval stated that they need to determine what the future of the Town Hall building will be before they decide to keep putting money into it. The Board determined not to do the RFP and to have Mr. Mulholland find out how many windows are safety concerns.

IT Services Contract

Mr. Gryval stated that he really liked the presentation from Kilpatrick but that it is substantially more than CCS and they don't have the money to go with Kilpatrick. Mrs. McKenney stated that she wanted to go with Kilpatrick but she is concerned that they don't have the money in the budgets to do it.

Mr. Gryval asked what the alternative if they don't go with either of the contracts. Mr. Mulholland stated that they need some type of IT Contract because of how much they use computers. He stated that their system would break down without one and then they could go out of business. He stated that if they chose not to go with the cloud option, they would pay more money in three years because they would have to replace the servers.

Motion. Mr. Gryval made a motion to enter the agreement with CCS for the cloud option in their proposal. Mrs. McKenney seconded the Motion.

Mrs. McKenney stated that she was impressed with Kilpatrick and that cleaning was included with the services. Mr. Gryval agreed that he was very good with his presentation but that they can't afford Kilpatrick's proposed contract.

Mrs. McKenney pulled her second to the Motion. Mr. Gryval pulled his Motion. The Chair declared the Motion pulled and to revisit this next week.

Consent Calendar

Motion. Mr. Gryval made a motion to approve the Consent Calendar of October 22, 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.

Discussion of Inspection Report from Department of Labor

Mrs. McKenney asked Mr. Mulholland if he received everything back from the Department of Labor from everybody. Mr. Mulholland stated that everything has been corrected except for the eye wash center at the Police Department. He stated that he did some research on that and determined that it is not required by anyone for a Police Department. He stated that he spoke with someone at the Department of Labor and that they were told to write down their suggestion of using goggles with the report that they send in.

Mrs. McKenney asked if he had some kind of document from each department signing off on their lists of corrections. Mr. Mulholland stated that he does have that.

FAWA

Mrs. McKenney asked Mr. Mulholland about the classes for the FAWA Sponsor of Projects and if he was supposed to be the person in charge. Mr. Mulholland stated that it is supposed to be the Road Agent but that he does it on a daily basis. Mrs. McKenney asked what they need to do to make it work right. Mr. Mulholland stated that Mr. Pelissier has already completed the course. He stated that there is a recommendation made by DOT and the Highway Division that the Select Board needs to see. Mrs. McKenney stated that the right person should be attending all of the meetings and that they need to speak to Mr. Pelissier about this further.

Review and Approve Minutes

Motion. Mrs. McKenney made a motion to accept the minutes of September 23, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mrs. McKenney made a motion to accept the minutes of September 30, 2013. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

The Chair adjourned the meeting at 9:52pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 21st , 2013

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	11.4.13 DATE
 JEFFREY GRYVAL, Member	11-4-13 DATE
 SANDRA MCKENNEY, Member	11-04-13 DATE

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

