

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
October 19, 2015

**Call to Order.**

The Allenstown Select Board Meeting for October 19, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jeff Gryval and Kate Walker.

Excused: Jason Tardiff

**Others Present**

Residents of Allenstown: Patricia Caruso, Nicole Gamelin, Rich Caruso, Rebecca Fulp,

Others Present: Ruth Zax, Child and Family Services, Chris Emond, Boy & Girls Club of Central NH.

Other Public Officials: Dave Eaton, Budget Committee; Pauline Boutin, Library Trustee; Joyce Welch, Health Officer; Armand Verville, AHS; Claudette Verville, AHS; Steve Fowler, OHD; and Bruce Kudrick, OHD.

Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Finance Director; Paul Paquette, APD; Dana Pendergast, AFD; Ron Pelissier, Road Agent; and Kathleen Rogers, Town Clerk.

**Citizens Comments: N/A**

**Consider applicant for employment for Municipal Agent Clerk.**

Mr. Mulholland stated they have been going through a hiring process for a Municipal Agent Clerk, Deputy Town Clerk and Deputy Tax Collector. He recommended the Board hire Patricia Caruso as the Municipal Agent Clerk and Deputy Town Clerk and appoint her as Deputy Tax Collector.

The Chair asked Mrs. Caruso if a part-time position like this is something she is interested in doing. Mrs. Caruso stated it is a good combination of serving the town's people and having more time with her family.

Motion. Ms. Walker made a motion to hire Patricia Caruso as a Municipal Agent Clerk. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to appoint Patricia Caruso as the Deputy Town Clerk. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to appoint Patricia Caruso as the Deputy Tax Collector. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Review 2016 Budget Proposals:**

#### **Library**

Mrs. Boutin stated they had submitted a budget of \$52,175. She stated Mr. Mulholland added the social security and Medicare so they adjusted the lines. She stated it still gives them a 7.8% cut to the budget.

The Chair asked where this cut will impact the library and what will the citizens feel from the cut. Mrs. Boutin stated they eliminated the circulation magazines, reduced the hours, changed computer systems, and eliminated periodicals.

#### **Administrative Budgets**

The Chair asked Mr. Mulholland where are the biggest areas of cuts and how will the people be affected. Mr. Mulholland stated the biggest areas are on the personnel line. He stated they had a lot of changes on plans: changing from family plans to single plans. He stated if they have someone change to a family plan they will go over budget. He stated worker's compensation has a credit which is why there is a reduction to the line. He stated several lines for Avatar have

increased because they didn't have to pay for the software the first year however they will have to pay the annual fee in 2016.

The Chair asked if there was a reduction in Assessing. Mr. Mulholland stated they reduced the assessing hours because of the transition from paper to electronic process. He stated the plans to go to electronic format have paid dividends.

Mr. Mulholland stated they still don't know what is going to happen with the Property Liability Insurance. He stated they are hoping NH PLT will be allowed to rewrite insurance for July 2016 but if not they are looking at Primex. He stated Primex gave them a quote of \$104,000 last year and should have a new quote this week.

The Chair asked about the Emergency Management stuff and if it will be covered in a different budget. Mr. Mulholland stated it is in the Admin Budget. He stated they don't anticipate any grants next year. He stated the State has been giving the communities less funding than they used to. The Chair asked if there was anything they could do to lobby their Senators or Representatives to help change those things. Mr. Mulholland stated he thinks it is a larger philosophical issue about how things should be funded at the lower level. He stated he doesn't think it will be resolved anytime soon.

Mr. Mulholland stated there is an increase in software because of the increase of electronic activity.

Mr. Mulholland stated there are cuts on various lines throughout the budget.

The Chair stated the Accounting Software there is nothing for this year and asked if they moved it somewhere else. Mr. Mulholland stated there is no fee for this year because they bought the software this year but there will be a fee next year (2017).

Mr. Mulholland stated the Cemetery Trustees requested \$500 included in the budget. The Chair asked Mr. Anderson what the \$500 was to be used for. Mr. Anderson stated it is part of the cost to lay out the cemetery.

Mr. Fowler of the Old Home Day Committee introduced himself and Mr. Kudrick to the Board. He stated as he understands it the town is considering making a donation this year and they are appreciative of it. The Chair stated he hasn't heard of any desire to cut it from the budget and so far it looks like they will be making the donation. Mr. Kudrick thanked the Board for the usage of the gazebo. He stated he thinks it is a good thing for the townspeople of both towns. The Chair thanked Mr. Fowler and Mr. Kudrick for the work they put into it. Mr. Fowler thanked the Police, Highway and Fire Department for all their help.

Mr. Mulholland stated Mrs. Zax from Child and Family Services is here for the Social Services line. Mrs. Zax stated she can't come to the November 12, 2015 Budget Committee meeting. Mr. Mulholland stated it is included in the Admin Budget. The Chair stated they are taking input from the departments tonight and probably won't finalize the budget until November 9, 2015.

Mrs. Welch asked the Board if they had any questions for her. The Chair stated there were no questions for her.

### **Fire Department**

The Chair stated they have been looking at the budgets for a lot of years and there is nothing significant which stands out. He asked Chief Pendergast how the cuts made will affect the department and townspeople. Chief Pendergast stated one of the largest cuts was the overtime line. He stated this cut will prevent Mr. McIntosh from coming back. He stated Mr. McIntosh does a lot of callbacks at night.

Chief Pendergast stated the other major cut is fire equipment testing. He stated it will limit the ability to get the required testing. He stated they can do inside testing however equipment has been passed which shouldn't have been passed. He gave an example of the fire hose passing when it shouldn't have.

Chief Pendergast stated the other lines are the in-house training and outside instructors. He stated those lines cover the training for EMT Certifications, recertification, and state level training.

The Chair asked about a 20% reduction to vehicle repairs. Chief Pendergast stated they can reduce it as long as they don't have a major break next year. The Chair asked if it is a reasonable reduction. Chief Pendergast stated he would like to see it remain the same but he had to reduce it to meet the directive.

Chief Pendergast stated as of the end of August he spent \$7,500 in the vehicle repairs line. He stated if they keep trending as they are the vehicle maintenance line will need to be increased.

The Chair stated he can see the reductions will be taxing to the department. Chief Pendergast stated last year was the first year of his own budget. He stated this year they are still looking at the budget they thought they had to prepare the 2016 budget. He stated next year they should have actual numbers to go off of.

The Chair stated on November 9, 2015 they will be finalizing the budgets and then the budgets will go to the Budget Committee on November 12, 2015.

## **Police Department**

Chief Paquette stated to come up with the five percent reduction to the budget he had to cut a police officer position. He stated he also made cuts to lines such as training overtime, maintenance and repairs, vehicle maintenance, tuition and training, officer supplies and gas. He stated the impact of these cuts will be the training of the officers and less officers to cover the shifts.

The Chair asked if it is reasonable for them to cut the training overtime. Chief Paquette stated it will not give the new officers the training. He stated he will have to work diligently to do training in house. He stated the Academy has also stopped funding training coming from out of state.

## **Animal Control**

Chief Paquette stated there is not much in the budget.

Ms. Rogers asked the Board if they had any questions for her on her budgets. The Chair stated the only thing he saw was the police detail as he thought they were getting away from it. Ms. Rogers stated they were trying to get away from it and if it needs to be cut they can do it.

Mr. Mulholland stated they will have the Tri-Town EMS budget on October 26, 2015 and Sewer with the final budget decision on November 9, 2015.

## **Discuss housing for the 1927 Speedwagon school bus with Armand Verville from the Allenstown Historical Society.**

Mr. Verville stated the vehicle is actually a 1925 Speedwagon. He showed the Board a picture of what it looks like. He stated the issue is they need to find a place to keep it. He stated one thought has been to put it on the Old Meetinghouse property but the agreement they have prohibits any structure on the property. He stated the State is reluctant to get into an agreement with a third party.

Mr. Verville stated he spoke with Mr. Pelissier whom had suggested it be in a shed on the town hall property with a glass front so people could see it. He stated it would go where the gazebo is today but they don't want to get rid of the gazebo. He stated the proposed building would be about the same size as the gazebo. He stated they would be able to put it in or take it out as needed. He stated he thinks it would be good for the town to have something like it.

Mr. Verville stated the Allenstown Historical Society (AHS) would foot the bill to build the shed. He stated Chief Pendergast has offered to help consult on the building. He stated it would

become a town building once it is completed. He stated it would be nice if it could be covered under the town's blanket policy but if not AHS would have to carry the bill.

Mr. Mulholland stated they already have an electric meter out there so they won't need to put it in. He stated the insurance in the building will not be much because it is just a structure. He stated long-term it will be the responsibility of the taxpayers to maintain the building.

Mr. Pelissier stated the idea was to make it as close to maintenance free as possible. He explained they were looking at metal roofing and metal clad around the windows. Chief Pendergast stated it is better to put it on concrete than anything else.

The Chair asked how the construction process would work. Mr. Pelissier stated he would handle getting the slab done. He stated there is a local contractor who is willing to do it for almost nothing.

The Chair asked if they would make the front look special. Mr. Verville stated they want something which blends into the area. Mr. Pelissier stated if they go by time period there will be maintenance required. Mr. Verville stated he will be donating all of the framework.

The Chair asked if they were going to bring some forced labor in or would they be doing a volunteer day. Mr. Pelissier stated they have not determined what kind of labor to have yet. Mr. Verville stated they were thinking of doing it this year if possible. He stated he will need a crew to do the framing.

The Chair asked if there is any reason they can't do this as a town project during the day. Mr. Mulholland stated it is perfectly acceptable to do during the day. He stated they are constructing a building which belongs to the town and are preserving a piece of equipment.

The Chair stated he thinks it is a great idea to put it here at the town hall.

The Chair asked about insurance for the vehicle. Mr. Mulholland stated the biggest issue is they don't know who the insurance company is going to be.

The Chair asked if the restoration process will include getting the vehicle running. Mr. Verville stated it is the long-term goal to get the vehicle running.

Mr. Verville stated the owners of the vehicle are coming up there in July for a family reunion and may stop by to see what's going on with the Rio. Mrs. Verville stated they are gathering information on the school bus.

Mr. Pelissier stated they need to have a meeting to plan how to do this. The Chair asked them to keep the Board informed on how things are going.

The Board gave AHS permission to go forward with the project.

### **Highway Department Vehicle Repairs**

Mr. Pelissier stated the rear backhoe tires are bald. He stated the tires are \$1,175 but they had a credit around \$400. He stated the Board approved it at the last meeting.

Mr. Pelissier stated the brakes on the 2000 Sterling need to be changed. The Chair explained typically Mr. Pelissier would go to Mr. Mulholland for approval however they gave him the directive to get the okay from the Board because it will cause him to be over budget.

Mr. Mulholland stated it comes down to vehicle maintenance needing to be done. He stated there are several purchase orders out there and with this expenditure some of those POs may not get done. He stated they could get a snow storm any day now and they need to have safe equipment to operate.

Mr. Pelissier stated he had put in his monthly report to replace the clutch in the other truck. He stated the quote for the clutch is around \$1,300.

The Chair asked if there was any update on the snow removal for this winter. Mr. Pelissier stated he spoke to Mr. Tardiff who was supposed to call a contractor about it today. He stated they only have one contractor for the evenings right now.

### **Consider appointing a representative to the Brownsfield Advisory Committee for the Central NH Regional Planning Commission.**

Mr. Mulholland stated the CNHRP Commission received a grant from the EPA regards to Brownsfield Assessment Grants to clean up hazardous materials on various sites. He stated they are looking for people to be on the advisory board so they can pick those locations. He stated they don't have any sites in Allenstown.

The Board determined to pass this onto the Planning Board and have Mr. Tardiff bring it up to them.

### **Review department status reports for the month of September.**

Chief Paquette stated they did catch one of the guys responsible for some the burglaries.

The Chair asked Chief Paquette about the PTO on one of the new cruiser does. Chief Paquette stated he thinks it is a pilot train which is under warranty.

**Consider approval for the Town Administrator to be on the Board of Directors for the NH Municipal Association.**

Mr. Mulholland stated he was asked by NHMA to be considered for election to the Board of Directors. He stated they would meet once a month.

The Chair asked Mr. Mulholland how he personally feels about taking on the additional responsibility. Mr. Mulholland stated he feels he is more settled in and the influence it will have outweighs the time needed to do it. The Board gave Mr. Mulholland permission to be considered for the Board of Directors for NHMA.

**Approve re-sale of tax deeded property located at 28 Fullam Cir.**

Motion. Mr. Gryval made a motion to sell the mobile home located at 28 Fullam Circle to Mr. Chartier. Ms. Walker seconded the Motion. There was no additional discussion.

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

**Approve donation of drainage and sewer easement at 22 Whitten St.**

Mr. Mulholland stated they have a drainage and sewer easement they need to have for 22 Whitten St. He stated Mr. Emond has donated the easement to the town at no cost to them. He stated Mr. Emond has asked the town provide a letter to him showing the value of it. He recommended he speak to the Assessors as to the true value and make sure Mr. Emond isn't going to come back and ask for abatement.

The Chair asked if the donation of the easement contingent upon this letter. Mr. Mulholland stated Mr. Eaton has already signed the easement.

Motion. Mr. Gryval made a motion to accept the donation of the drainage and easement at 22 Whitten Street. Ms. Walker seconded the Motion.

The Chair asked if the Sewer Department is all set with the easement. Mr. Mulholland stated the superintendent saw it and are all set with it.

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



## **TOWN ADMINISTRATOR'S REPORT.**

### **Status report proposed new Community Center facility at the Whitten Street Park.**

Mr. Mulholland stated there is a meeting tomorrow with the proposed contractor to obtain insurance documents. He stated Eastern Excavating and Advanced Paving teamed up together and will be awarded the bid. He stated they will continue to do the work through the fall and winter. He stated they are looking at a completion date of May 30, 2016.

### **Staff Meeting Update**

Mr. Mulholland stated they had a staff meeting today and determined to meet on November 5, 2015 to discuss strategy for mediation with the Sewer Department.

Mr. Mulholland stated he spoke to the Department Heads about the presentation on Strategic planning he will be presenting next week as well as the evaluation process.

Mr. Mulholland stated they scheduled training with NH PLT for new hazard communication program on November 23, 2015. He stated it will include infectious disease.

Mr. Mulholland stated the MRI Business Operations Assessment came in today and will be presented on October 26, 2015 as well as the PLT assessment of the Public Works. He stated he sent the reports out to Sewer, Library and Public Works as they are applicable to them.

Mr. Anderson asked if the meeting on November 2, 2015 will be non-public. Mr. Mulholland stated it will be non-public.

### **Review and Approve Minutes**

Motion. Mr. Gryval made a motion to approve the minutes of September 28, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

### **Review and Approve Payroll and Accounts Payable Manifests**

Motion. Mr. Gryval made a motion to approve the Payroll Manifest of October 8, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the Accounts Payable of October 7, 2015 and October 14, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

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




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

The Chair declared the meeting adjourned at 7:15 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 19, 2015

**Signature Page**

<b>Original Approval:</b>	
 JEFFREY GRYVAL, Chair	11/02/2015 DATE
 JASON TARDIFF, Member	10/29/2015 DATE
 KATE WALKER, Member	11/02/2015 DATE

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

	KATE WALKER, Member	DATE

# Signature Certificate

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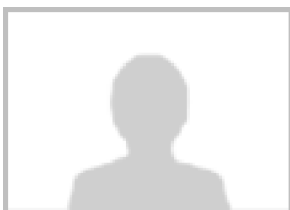


**Kate Walker**  
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**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

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Digital Fingerprint Checksum

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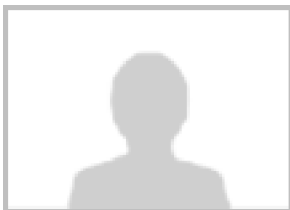


**Jason Tardiff**  
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**Jeffrey Gryval**  
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## Timestamp

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2015-10-29 12:53:49 -0700  
2015-10-29 12:53:07 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.116  
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Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
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