

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 20, 2015

**Call to Order.**

The Allenstown Select Board Meeting for July 20, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

**Others Present**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

**Discuss Lincoln St. with Edward Emond.**

Mr. Emond stated he purchased the land before the current piece of land in 1987. He stated in 1993 they bought the lot they are discussing now. He stated the purpose of purchasing the lot was to protect ourselves from anybody building there. He stated they didn't want anyone to finish the street. He stated his parents sold their land in 2002 and they held onto the other piece of land. He stated it is time for them to either move back to town and build it or sell it.

Mr. Emond stated they are at the point of getting a building permit so they can develop the lot. He stated they have gotten mixed messages as to whether they have to finish the street in order to get a building permit or whether the town would allow them to extend the street by one hundred

feet. He stated he understands the history is the neighbors don't want the street finished. He stated the only option he has is to finish the street in order to get a building permit. He stated when they built the first house, they built an oversized driveway so the town could plow the street and turn around. He asked what it will take in order to get a building permit and satisfy the town's requirements as well as the desires in the neighborhood.

The Chair stated they had spoken about this a little bit and discussed alternatives of what they could do. Mr. Mulholland stated one of the options is to pave the entire road to connect with Park Street however the residents and Mr. Emond may not like it. He stated another option was to extend the road up one hundred feet and Mr. Emond would be responsible for bringing it up to class five standards and then have an easement which would allow for the plows to turn around. He explained they would turn over the land which was originally given to the Town to construct a road (upper end of Lincoln St.) to Mr. Emond and he would provide the town with an easement. He stated it would provide some security to the residents on the street because the land would be turned over to Mr. Emond and not the town. He stated this option makes it more difficult for the town to turn it into a road later on.

Mr. Tardiff asked Mr. Pelissier if this would give them enough room to turn around. Mr. Pelissier stated there would be enough room for the turn around. He stated what would be better for the Highway Department is to be able to drive all the way up the road but it doesn't seem like anyone wants to do it. He stated he had suggested putting a gate at the end of the road which would allow them to open it in the winter for plowing and emergencies.

Mr. Emond stated after speaking with Mr. Mulholland they were thinking of building a turnaround and give the town an easement for plowing. He stated they had also discussed giving an easement for the town water line. He showed the Board where he wanted to extend the street. There was further discussion of where the easement would be for the plowing.

The Chair stated he was a little concerned with the idea of putting the turnaround down a little further. He asked what the Planning Board normally says about dead end roads. Mr. Tardiff stated they either do cul-de-sacs or hammer ends.

Mr. Tardiff stated he likes it better going out and doesn't like the idea of it being half on the property. Mr. Mulholland stated they would have to have a permanent easement because if someone bought the property they could park in the area they need to use for the turn around.

Mr. Emond stated if they dead end the road and then have a gravel road past the one hundred feet someone who builds a house will be looking at a gravel road. He stated he had intended to do a hammer head at the end of the road and grass it in. Mr. Pelissier stated the hammer head needs to be level. Mr. Emond showed the Board where he intended to build the hammer head but would

work it out with the town. There was further discussion of the proposed hammer head end of the road.

The Chair suggested Mr. Emond and the Road Agent work something out which will work for everyone and then present it to the Board. Mr. Pelissier stated he liked the idea of paving the one hundred feet and then doing gravel up to the town property so they can access it and plow the street. Mr. Tardiff expressed concern of putting snow on any of the residents' properties.

Mr. Mulholland stated the process would include Mr. Emond submitting a petition conditional layout which requires public hearings. He stated they would have to discontinue the section of land which was dedicated as a roadway. He stated they would then go through the process of a sale of the piece of property to Mr. Emond. He stated upgrade of the roadway to a class five, updated site plan and a lot line adjustment would all be Mr. Emond's responsibility.

The Chair asked Mr. Emond if he had any questions about all of it. Mr. Emond stated he doesn't have any questions. He stated he wants to know there is a reasonable expectation of going through the process and getting the things built. Mr. Tardiff stated he can see the town working with Mr. Emond one way or another and they just need to figure out how to do so.

**Discuss winter weather maintenance operations with the Road Agent: Contracting for street plowing and Contracting for sidewalk plowing.**

Mr. Pelissier stated they are looking to get things ready for plowing this winter. He stated he liked how they did things last winter and wanted to see what the Board's thoughts are on it. He stated he would like to have at least one truck one, one driver for the truck and one person for the sidewalks. He stated they are looking at the idea of hiring someone just for the sidewalks.

Mr. Tardiff stated he is fine with the one truck. He asked how things worked with the hired truck. Mr. Pelissier stated he came out each time with the Highway Department guys last year. Mr. Tardiff asked if they could look into what it would cost to have someone come in and do the sidewalks themselves. Mr. Pelissier stated he can look into what the price would be. The Chair made it clear to Mr. Pelissier the insurance issues which occurred last year with the previous vendor cannot happen again this year.

The Chair summarized what was discussed which was they are going to contract for a truck again, hire a driver, and then get a budgetary quote for the sidewalks. The Board determined to discuss this again on August 10, 2015.

**Reynolds Ave. Project update.**

Mr. Pelissier stated they were able to get the survey done for the garage. He stated the camera truck will be coming tomorrow.

### **Update on Safe Routes to School**

Mr. Pelissier stated the Safe Routes to School will be doing the punch list this Friday. Mr. Mulholland stated there is an audit next Tuesday from the Federal Highway Administration. The Chair stated he has heard a lot of good things about the SRTS project.

Mr. Tardiff asked why it the sidewalk was not striped in front of the Police Department on Rt. 3 like the other crossings. Mr. Mulholland stated it is what DOT wants.

Mr. Pelissier asked why they have to pay for the irrigation. Mr. Mulholland stated the contractor has to pay to restore those sections of the police station lawn irrigation system because they were in the path of the construction. The contract requires the contractor to restore the system to ensure it functions as before taking into consideration the path of the new sidewalk.

### **Discussion of Trucks driving on Canal Street**

Mr. Pelissier stated they have the trucks coming up Canal Street. He stated they would like to cut the branches against the fence so the trucks can run closer and stop sending them up Ferry Street. The Chair asked if the road is in good enough shape. Mr. Pelissier stated the road is in better shape than it ever was and the residents are getting irritated because they are taking the plastic coverings off of the no thru trucking signs on Ferry St. Mr. Pelissier recommended restoring the authorization for trucks to travel on Canal St.

Motion. Mr. Gryval made a motion to allow truck traffic on Canal Street once again. Mr. Tardiff seconded the Motion.

Mr. Tardiff asked if the roads and the usage of the roads fall under the Road Agent. Mr. Mulholland stated they are however only the Board has the authority to prohibit truck traffic on the roadway.

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

### **Discuss long term budget strategy (2017, 2018).**

The Chair informed Mr. Tardiff he had made it clear they should have a strategy moving forward which would keep the municipal taxes stable. He stated they are looking at a five percent cut at this point. He stated his goal is to do this again next year and the year after in hopes of getting Allentown back in line with communities similar to theirs.

Mr. Tardiff asked how much Allenstown is off by other towns compatible to them. Mr. Mulholland stated it is a difficult question to ask because they could measure it by the population, size of the town, tax base or demographics of the town. Every town is different. It is very difficult to make apples to apples comparisons.

Mr. Tardiff asked if for the area they have they are drastically high. Mr. Mulholland stated their tax rate is one of the highest in the state. The Chair stated the municipality tax rate is in the top ten for the state. He stated the Sewer Department went down the last two years. He stated they can only control what they can control and do what they think is right.

The Chair stated he has spoken to the other departments in town and they know what the Select Board is doing. Mr. Tardiff stated it is a vague direction for the upcoming years of staying the same or under. The Chair stated it is going to take some long term strategic planning on their part because they can't expect the departments to reduce their budgets by five percent each year and provide the same services. Mr. Tardiff stated it is going to be hard to determine what is a priority over other departments.

Mr. Tardiff asked if they should be looking at one year's numbers and three year numbers for services such as contracted plowing. Mr. Mulholland stated for some of the smaller operators it may or may not be difficult for them to project out their costs for three years. However it would be advantageous as they know they would have three years of work.

Mr. Tardiff stated some residents are complaining about the Tax Collector window not being open however they are the same people complaining the taxes are too high. He stated it is a possibility of reducing hours to save on the budget. The Chair stated if they had done a little bit of planning residents wouldn't have felt the pain as much as they are now. He stated looking down the road for the years to come allows them to plan for these things. He stated he would like the department heads to start thinking this isn't an endless well they can keep going back to. He stated his argument is the budget is too high and this is a political decision.

The Chair asked Mr. Mulholland if he has heard anything from the chat site with other town administrators as to what direction other towns are going. Mr. Mulholland stated a lot of them have level fund budgets, some have tax caps, some have tax cap set by the CPI, and some are cutting back benefits. He stated the other towns don't have nine percent increases like Allenstown has.

The Chair stated he doesn't want to go in the direction of Derry and with the cuts they are making he is sure a lot of thought went into it. Mr. Mulholland stated their taxes are slightly higher than Allenstown. The Chair would argue if they could develop a strategy they could come up with better ways of providing the services they are providing now.

Mr. Tardiff asked how they get more residents involved. He stated they were of the opinion things making it through the ballot were slim however they made it through. He stated a handful of people don't want the taxes to go up but other people are voting everything through. The Chair stated he doesn't think anyone wants to see their taxes go up however there are a lot of special interests in town through friends and relatives working in town. He stated he thinks they should try to go back to the traditional town meeting.

Mr. Tardiff asked what the department heads have said about the long term budget strategy. Mr. Mulholland stated he has brought it up several times over the last months at staff meetings. He stated he thinks they are waiting for the Board to give them some guidance on what they are supposed to be doing. He stated the question is if the Board is going to make these cuts.

Mr. Tardiff asked if the Highway Department and Police Department are the sizes they should be for the town. Mr. Mulholland stated it is a level of service the Board is going to have to decide on what kind of value to place on the level of services all of the departments provide.

Mr. Tardiff stated Epsom doesn't have a Highway Department and things don't look any different than Allenstown. Mr. Mulholland stated Epsom has the road agent and one employee. They have one truck. They have a larger population than Allenstown and a larger road network. Epsom contracts out for a lot of the highway services. He stated it is a strategy; what is the best way to achieve the goal of whatever they are trying to accomplish. He stated those are the things the Chair was getting at. He stated they have to look at what level of personnel are needed as well in determining if contracting services are more cost effective than performing the tasks with town staff.

Mr. Tardiff asked how Epsom handles clean up and road closures. Mr. Mulholland stated they contract out with different vendors. Mr. Tardiff asked if they have full time fire fighters. Mr. Mulholland stated do have full time staff for the ambulance service at least during the daytime. Mr. Mulholland stated the Board needs to decide what level of services they are going to have and what the best way to provide the services.

The Chair asked what they should tell the department heads the long-term strategic plan is. He stated if they are going to say they are going to keep things as they are, they need to be prepared for it. He stated if they are going to try to live within their means they have and look to the department heads for constructive analysis of providing the same services for the same amount of money. Mr. Tardiff stated if they tell the department heads they want to reduce the department size but keep the same coverage they are going to be told it can't be done.

Mr. Mulholland stated another option is working with other communities around them. Mr. Tardiff asked if they can get the same quality or close to with one less for the Police Department. The Chair stated it is something the Police Chief needs to think about. Mr. Tardiff asked how it would work if they eliminated the position permanently. He stated they are down two patrolman positions right now. There was discussion of the level of service to offer in departments such as the Police Department.

Mr. Mulholland stated the Board needs to have a discussion with the department heads to work on strategic planning for the future budgets. He stated if they continue to do business the way they are they will have to increase taxes which is why they need implement strategic planning.

The Select Board determined they did not have a directive for the long-term strategic planning at this point.

**Non-Public Session I in accordance with the provisions of RSA 91-A:3,II(a).**

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3, II (a) at 7:25pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to go back into public session at 8:57pm. Mr. seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public session because it may adversely affect a person other than a member of this Board. Mr. seconded the Motion. There was no additional discussion.

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

**TOWN ADMINISTRATOR'S REPORT.**

**Police Cruiser**

Mr. Mulholland stated the Board voted for the purchase order for the Police cruiser but they never signed it so they can't cut a check.

### **Street Light Project**

Mr. Mulholland asked if they are ready to go forward with the street lights. The Chair stated he is fine going forward with it. Mr. Tardiff asked if they have gotten any feedback from anyone else. Mr. Mulholland stated Lt. Stark gave some feedback. The Board directed Mr. Mulholland to proceed with the replacement of the remaining 169 street lights to LED lighting.

### **Tax Deed Properties**

Mr. Mulholland stated the deed came for back for 1 Pinecrest Cir. and they issued an eviction notice tonight at 14 Woodlawn Dr.

### **Status update of Boys and Girls Club**

Mr. Mulholland stated the Boys and Girls Club is using Big Jims until the time the community center is completed.

The Chair asked how the construction for the facility is going. Mr. Mulholland stated they are supposed to have a bid package go out this week. He stated there is a meeting scheduled for August 6, 2015.

Mr. Mulholland stated they dealt with a discharge permit application from Occidental Petroleum for 9 Ferry St. He stated they need wait until Occidental gets a permit from the EPA. He stated there is a whole discussion and process going on behind the scenes.

### **Sexual Harassment Training**

Mr. Mulholland stated there is a Sexual Harassment Training tomorrow at 9:30 am and 6:30pm. The Chair stated they are also doing chain saw training on Saturday morning, July 25, 2015.

### **Review Minutes: July 6, 2015**

The Chair asked if there is any reason why they don't have access the non-public minutes. Mr. Mulholland stated he didn't give them access to the minutes but he can. The Chair stated he was wondering if there were any older ones they can open up. Mr. Mulholland stated they have to go into non-public to actually look at them.

Motion. Mr. Gryval made a motion to approve the non-public minutes of July 6, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the minutes of July 6, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

### **Other Business**

The Chair stated he is still not getting notified of requests for time off. Mr. Mulholland stated he will look into this. The Chair stated he approved Mr. Mulholland's because he went and looked in there but he didn't get notified by the payroll system.

### **Approve Payroll and Accounts Payable Manifests: Payroll: 070615 and AP: 070815, 071515**

Motion. Mr. Gryval made a motion to approve the payroll accounts payable manifest for July 6, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to approve the Accounts Payable manifest for July 8, 2015 and July 15, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

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

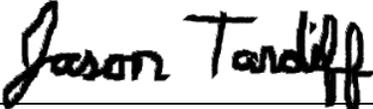
A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:10 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 20, 2015

**Signature Page**

<b>Original Approval:</b>	
	07/28/2015
JEFFREY GRYVAL, Chair	DATE
	08/04/2015
JASON TARDIFF, Member	DATE
	07/30/2015
KATE WALKER, Member	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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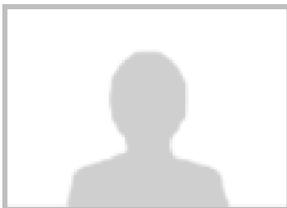


**Kate Walker**  
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**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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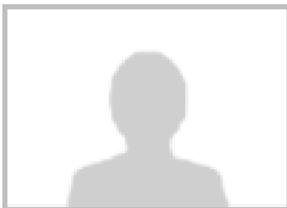


**Jason Tardiff**  
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Multi-Factor  
Digital Fingerprint Checksum

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**Jeffrey Gryval**  
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Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2015-08-04 14:01:32 -0700  
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2015-07-28 04:45:47 -0700  
2015-07-28 04:44:09 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115  
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