

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 28, 2013

Call to Order.

The Allenstown Select Board Meeting for October 28, 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:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Paul Paquett, APD; Shaun Mulholland, Town Administrator; and Ron Pelissier, Road Agent.

Citizens Comments:

Continue discussion of proposed 2014 IT Service Contract

Mrs. McKenney asked what the total cost was for each proposal. Mr. Mulholland stated that Kilpatrick was \$108,000 and CCS \$87,680 for a three year contract. Mrs. McKenney stated that she would like to see them go with Kilpatrick.

The Chair stated that he noticed that CCS was working at the Town Hall today and asked if there was a reason he had to come in instead of working remotely. Mr. Mulholland stated that it depends on the work that they have to do. He stated that they had to pick up the laptop for Planning Board. Mr. Gryval pointed out that they had to remove Ms. Rogers computer as well. He also stated that he feels the same way as last week. He stated that he was impressed with Kilpatrick but that looking at the cost, he thinks that they need to go with CCS.

Motion. Mr. Gryval made a motion to go with the IT Contract for CCS for the three year period on Proposal Two. Mrs. McKenney seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes; Mrs. McKenney-No. The Chair declared the Motion passed.

Continue Discussion of Dedication for 2013

The Chair stated that he hasn't heard of any ideas outside of Connors. Mr. Gryval stated that he asked around town and no one had any ideas. Mrs. McKenney stated that Mr. Mulholland and she also discussed doing a collage of pictures of the town. There was further discussion of the different pictures to put on the front and back covers.

Mr. Gryval asked Mr. Mulholland to put something in the Town Report that advertises the new website. Mr. Mulholland stated that they will add that to the Town Report.

Discuss Letter to NH DOT for Main Street Parking Restrictions

Mr. Gryval asked who asked that they do a study on that. Mr. Mulholland stated that DOT brought that up. He stated that it wasn't an issue before but with the Safe Routes to School, they need to have the restrictions. Mr. Pelissier stated that the sidewalks push them off five more feet.

Mr. Gryval asked how long the process will take for NH DOT to grant the request. Mr. Mulholland stated that the process will take a little bit of time but that once it's approved the town will have to put the signage up. Mr. Gryval expressed concerns to update residents because of the restrictions.

Discuss Creation of an Insurance Study Committee

Mr. Gryval stated that he reviewed the document for the committee formation and had a few suggestions for changes. He stated that he does not think it's a good idea to say that the benefits that their employees get are unsustainable. He stated that he does not want everyone to think that benefits are going to get cut. He stated that they are going to have to get creative with getting the employees their benefits.

Mr. Gryval stated that they talked about looking down the road for when Obamacare takes full effect in 2018. He stated that he is not sure that they want to look into anything for 2015 with the idea that things would definitely change in 2015. He also stated that he thinks that they should have a non-managerial person from each of the four departments so that they can inform back to their colleagues and let everyone know what is going on

Mr. Mulholland stated that the Select Board should pick who those representatives for the departments would be. He stated that this project is going to take a least a year and a lot of commitment. He stated that it will be difficult for the Police Department to get a non-

management employee. Mr. Gryval stated that if the non-management employees don't work, then they need to make sure that they facilitate a high level of communication. There was further discussion of having non-management employees involved for the employees' benefit and potential changes to benefits in the future.

Mr. Mulholland stated that the Affordable Care Act has taken effect now and that they need to be careful not to get fined for not providing adequate coverage. He stated that the rates are increasing every year. Mr. Gryval stated that he doesn't want to give anyone the impression that whatever is decided on in October is going to take affect right away.

The Chair asked if the timeframes are even feasible as far as budgeting. Mr. Mulholland stated that if there is any potential of realizing any savings for 2015, they have to get them in by October 1st. Mr. Mulholland stated that they may want to look at other companies and what they have to offer.

Mrs. McKenney stated that she thinks that SVRTA will be getting things going for 2014-2015 and asked if they want to be part of that. Mr. Gryval stated that he doesn't want to wait for them but that if they can help get things going and work with them then that would be better. Mrs. McKenney stated that they would have to know if they were going to have SVRTA do the study by the end of the end and that it will cost something. Mr. Mulholland stated that this committee provides options including what SVRTA comes up with. He also stated that the committee might come up with something that SVRTA wants to get involved with.

Mr. Mulholland also stated that even with SVRTA, they can choose their own plan as each of the towns involved has different plans. There was further discussion of whether or not to have SVRTA do the study.

Discussion the establishment of Space Needs Committee

The Chair asked if they have any space needs and if anyone wanted to be on it. Mr. Mulholland stated that no one wants to be on it but that it is needed. He stated that no one has really taken a look at the buildings and made sure that space is being used as best as possible. The Chair stated that the last time this was going, it was himself and Mr. Verville who was on the committee and that he has no problem getting it going again.

Mr. Gryval stated that in the past there was discussion of expanding and buying new buildings. He stated that he thinks that rather than trying to obtain more to think less and see if they can consolidate. The Board determined that the committee should conduct a needs analysis for space, to look for ways to save cost wise, consolidation possibilities. The Board determined to also come back next week with more specific direction for the committee.

Discussion of Changing Payroll to Electronic Transfer Only

Mr. Mulholland stated that State law prohibits them from doing that but that there are other options available. He stated that they can offer that employees receive their paystubs electronically. He also stated that they can provide employees Debit Cards for those who don't have checking accounts. He stated that the debit cards would allow them to make purchases but if they wanted cash there would be a fee for that. He stated that he is trying to cut down on operating costs wherever they can to save from having to cut services. He stated that the Department Heads would be discussing it with their employees and see if they are interested in that.

Mr. Pelissier asked about the direct deposit pay and if they are looking to eliminate the paper check that the employees receive every week. Mr. Mulholland stated that they would be able to access the paystubs online so they won't need the paper copies. The Chair stated that they would be able to look at their paystub before they are paid so that they will have an idea ahead of time. Mr. Mulholland suggested that the Select Board wait to make a decision on this tonight and he'll get feedback from the Departments. The Board determined to put this on the agenda for the first week of December.

Discussion of Window Replacement for Town Hall

Mr. Mulholland stated that there are four big one and three little ones. He explained to the Select Board which windows need to be replaced. There was also discussion of other windows that may need to be replaced.

Mrs. McKenney asked if he has prices on the cost of the replacements. Mr. Mulholland stated that he has the budget price of \$3,567 to replace 7 windows. The Board determined to fix the windows that need to be replaced because they are a safety hazard.

NH Municipal Association Election

Mr. Mulholland stated that the NH Municipal Association Election is coming up. He distributed a list of candidates for the Board of Directors. He explained that he and Mrs. Demers will be going because of the conference. He stated that he needs permission to go and vote on behalf of the town. The Board authorized Mr. Mulholland to go ahead and vote.

Primex Cost Estimate

Mr. Mulholland asked if they want him to get a cost estimate for liability insurance. He stated that right now they have ELT who has a possibility of going under. The Chair instructed Mr. Mulholland to get new quotes.

Approval of new bottom line for 2014 Budget

Motion. Mr. Gryval made a motion to approve the new bottom line for the 2014 Budget in the amount of \$3,711,020. 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.

Shelter Exercise

Mr. Mulholland stated that there is a Shelter Exercise for Saturday at Allentown Elementary School.

Potential Sale of Town Owned Land

Mr. Gryval stated that he has not had a chance to look at any of those yet. Mr. Mulholland stated that there are two properties that are coming available to sell. He stated that they don't have to sell the properties but that he wanted them to know that they are available for sale. There was further discussion other town owned property.

Mrs. McKenney asked about the property on 8 Boulder Circle and why they would own land in there. Mr. Mulholland stated that they don't own the property in that area. The Board to table this for right now.

Mr. Mulholland stated that they received the check for the sale of the Fire Truck and that they received \$2,900 for it.

Town Administrator's Report

Abatements, Purchase Orders, Other Legal Business

Mr. Pelissier explained that the purchase orders are jobs that they plan to do. He stated that they are going to be short on time this year so he would like to purchase the supplies now. Mr. Gryval asked the Road Agent if they always use Phoenix Precast Products. Mr. Pelissier stated that they always look around for the best product and best price but that they always end up there. He explained that the money will be coming from the paving and reconstruction line.

Mr. Pelissier explained that they have their roads swept every year and with the new MS-4 requirement they may need to do it more than once a year. He stated that instead of paying someone else to do it, they are looking to buy an attachment for the skid steer so that they can do it themselves. He stated that they paid \$3,000 for sweeping the street this year and the attachment will cost will be \$5,700 which will pay for itself in two years. He stated that they may have to do certain areas multiple times a year and with the attachment they will be able to manage that better.

Mrs. McKenney asked about the cost of the brushes that would need to be changed. Mr. Pelissier stated that the attachment comes with brushes and that the cost of the brushes is \$400 to replace them. He stated that if they have one person doing it, they should be able to use it properly and make the brushes last. He stated that he was only able to get two bids for the attachment and that he got a third quote from online.

Mrs. McKenney asked if they have enough money in the budget for all the purchase orders he has. Mr. Pelissier stated that there is money for all of the purchase orders. There was further discussion of some of the smaller purchase orders.

Mrs. McKenney asked about the bill for Granite State Materials. Mr. Mulholland stated that he didn't sign off on it because he doesn't have the authority to do so based on the current policy. Mr. Gryval stated that they need to change the policy because if salt is needed they shouldn't have to call and ask for it. Mr. Mulholland stated that he will draft up a change to the policy to allow for the purchase of salt.

Mr. Pelissier stated that he will follow up with Granite State Materials regarding the credit and let them know as soon as he finds out.

Ratify the Consent Calendar

Motion. Mrs. McKenney made a motion to ratify the Consent Calendar for October 28, 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.

Review and Approve Minutes

Mrs. McKenney stated that she did review all of the minutes but that when she went to get them this afternoon her computer is down. She stated that she will get the minutes to them as soon as the computer is running.

Parks & Recreation Donation

Mrs. McKenney stated that they had a quilt raffle for the Making Strides for Breast Cancer and they have decided to make a quilt next year and do a raffle for the Parks and Recreation.

Mr. Mulholland stated that Mrs. Houllis wants to make changes to the lines in her budget. He stated that he informed her that if she wants to do that, he can bring it to the Select Board again

but that it's up to them. The Chair stated that they are off by several months and that he doesn't want to look at them again.

Appointment of Zoning Board of Adjustment

Motion. Mr. Gryval made a motion to appoint Timothy Belnisaro to the Zoning Board of Adjustment for the term to expire October 1, 2015. 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.

Procedure for filling the propane at the Highway Department

Mr. Pelissier stated that the office needs to be filled up with fuel which is going to cost more than \$500 and asked how he should handle that. Mr. Gryval stated that Mr. Mulholland can handle that. Mr. Mulholland stated that he will need a purchase order with an estimated about that it will cost.

Mr. Gryval asked how they have been doing with the oil that people have been bringing to the dump. Mr. Pelissier stated that they are doing very well. He stated that they have pretty much filled up all their cans and that they will be looking to get rid of some soon. He stated that they get a lot of oil from Pembroke Highway Department and a lot of residents also bring some.

NH DOL Determination

Mrs. McKenney asked if he received a reply back from the Department of Labor yet. Mr. Mulholland stated that he sent them the letter but that he has not heard anything back yet.

Town of Hooksett Planning Board meeting

Mrs. McKenney asked if anyone was going to the Planning Board meeting for the Town of Hooksett. Mr. Mulholland stated that Ms. Martel went to the meeting last week.

Non-public session I

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91a: 3 para 2b at 7:45pm. 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.

Motion. Mr. Tardiff made a motion to go back into public session at 8:08pm. 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 seal the minutes of the previous non-public session because it could adversely affect a person other than a member of the Board. 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.

Non-public Session II

Motion. Mr. Gryval made a motion to go into non-public under RSA 91a III 2e at 8:09pm. 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.

Motion. Mr. Gryval made a motion to go back into public session at 8:17pm. Mr. Tardiff 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 seal the minutes of the previous non-public session because it could adversely affect a person other than a member of the Board. 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 Hiring Process

The Chair asked Chief Paquette to tell them about his process for the position. Chief Paquette stated that they will post the position, have a written test, and a three or four person oral board. He stated from there they will bring a recommendation to the Select Board. He stated that they want to get this done as quickly as possible and that he expects the whole process to take about a month.

Motion by Mrs. McKenney made a motion to appoint Michael Stark as the new Allenstown Police Lieutenant effect October 28, 2013 at the rate of \$30.60 per hour. 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.

Payroll Errors

Mrs. McKenney stated that there were a couple of issues with the checks today. She stated that when Mrs. Demers had done her paystub for payroll during her vacation, she changed it from 4 days to 32 hours. She expressed concern that they erred in making it days and that it should be hours instead. Mr. Mulholland stated that she only took for 4 days off for vacation which is why she got the 4 vacation days. Mr. Gryval stated that it is not up to Mr. Mulholland to change and that this was part of the personnel policy that they had worked on.

Mrs. McKenney also stated that Donna Severance stated that she needed an hour off for an appointment one day and that because of the policy Mr. Mulholland told her she had to take four hours off. Mr. Mulholland stated that is not what he said. The Chair stated that she needed to make her time up. Mrs. McKenney asked if it would be to their benefit to allow people to take an hour off if it is needed and still get the hours that they need to make their pay. Mr. Mulholland stated that they do and that it is more cost effective to do it that way.

Mr. Gryval stated that he thinks Mrs. McKenney wants them to be able to take their vacation time hourly and that he is not in favor of that. Mrs. McKenney asked about the fact that Mrs. Severance took the four hours and made up the three hours. Mr. Mulholland stated that is not what happened. He stated that she took the hour off and then came in early or stayed an hour late to make it up.

Mr. Gryval stated that he thought they had some type of pay in hour increments. Mr. Mulholland stated that they did but that it became a nightmare to take care of. Mr. Gryval can see why Mrs. McKenney would be asking about the days versus hours because of the complexity of their decision when coming up with the personnel policy. There was further discussion of why they determined to go with the policy that they did.

Other Business

Mr. Gryval stated that they had discussed that the budget process is coming up. He stated that he is hearing talk about putting the police officer back into the position. He stated that he has also heard talk about other cuts to the budget. He stated that he usually promotes the Select Board's agenda to the Budget Committee. He asked if somebody from the Budget Committee make a motion to add that back into the Police Department how they want him to handle that. The Chair stated that he should continue to stand with how the Select Board voted at their meeting.

Mrs. McKenney stated that she would like to go to the Budget Committee meeting as a resident. Mr. Mulholland stated that legally there is no such thing and that if she goes, and then she is going as a Selectman which means he needs to post it as a Selectman's meeting.

Mr. Gryval asked if she is going with her own agenda as a resident. Mrs. McKenney stated that she is going to see what is going on. Mr. Gryval stated that he and Mr. Mulholland have already discussed their strategy for that meeting and he wants to make sure that he knows what he is in for. He stated that he wouldn't be surprised if the press showed up because it is a hot ticket item.

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 8:32pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 28th , 2013

Signature Page

| Original Approval: | |
|--|------------------|
|  JASON TARDIFF, Chair | 10-2-13 DATE |
|  JEFFREY GRYVAL, Member | 12-2-13 DATE |
|  SANDRA MCKENNEY, Member | 12-02-13 DATE |

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

