

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
December 28, 2017

Call to Order

The Allenstown Select Board Meeting for December 28, 2017, was called to order by Vice Chairman Dave Eaton at 6:00 p.m. Mr. Eaton called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton

Allenstown staff: Shaun Mulholland, Town Administrator

Others present: Chad Pelissier, Trisha Caruso, Rich Caruso, Sandy McKenney, Michael Frascinella, Michael Stark, Ron Pelissier

Citizens' Comments

There were no citizens' comments.

Appoint applicant to the Trustees of the Trust Fund

Mr. Carter announced that Richard Caruso is the Trustees of the Trust Fund applicant and asked Mr. Caruso to address the Board.

Mr. Caruso said that Mr. O'Meara had briefed him on the need for a third member. He had been looking for a way to serve the Town that fit with his schedule and his family. He said this position is in line with his occupation, and he believes he will enjoy it.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve Mr. Caruso as a member of the Trustees of the Trust Fund, term expiring March 13, 2018.

Approve 2017 Encumbrances

Mr. Mulholland presented a resolution for the 2017 encumbrances totaling \$21,399. This includes the Community Center glycol system, the masonry work for the Town Hall steps, and the MRI-TA hiring process contract. He noted that the MRI-TA contract is waiting for a signature. When that is obtained, he will send this again with an update.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the 2017 encumbrances resolution.

Meet with members of the Economic Development Committee to discuss the proposed warrant article for adoption of the provisions of RSA 72:81 in regards to property tax exemptions for industrial and commercial projects.

Mr. Frascinella, Chair of the Economic Development Committee, said that the town attorney had made some additional changes to the proposed warrant article. He mentioned the proposed amendment of two definitions in the zoning ordinance and said he assumed this would be handled by the Planning Board.

Ms. McKenney asked if this would be explained at the deliberative session.

Mr. Eaton said that it would be explained at the January 3, 2018 Planning Board public meeting where the EDC will explain the warrant article.

Mr. Mulholland added that it would be explained in the Voters Guide also.

Mr. Frascinella asked if the two zoning ordinance definition changes were proposed by the town attorney. He said that their proposed warrant article references the existing zoning ordinance.

Mr. Mulholland said that they were prepared by the town attorney to take out the waste processing piece, referencing environmental regulations which were recently renumbered by the DES.

Ms. McKenney asked if Casella would be able to expand under this proposal.

Mr. Mulholland cautioned against discussing specific companies. He said businesses may expand if they have Planning Board approval, but would not necessarily get the tax exemption. The goal is to encourage and incentivize desirable businesses, not to penalize.

Mr. Frascinella observed that the definition of commercial businesses is more general than what is now in the ordinance.

Mr. Mulholland said that they don't have an interest in trying to discourage any type of commercial development, so the focus is on the industrial definitions of allowed and permitted uses. He added that the zoning ordinance is vague in many sections and has lots of holes.

Mr. Frascinella said that he cleaned up the formatting on one dense paragraph to make it more readable. He also added quotation marks around the word "industrial" to match "commercial."

Mr. Carter, a member of the EDC, said that this was a positive measure for encouraging businesses. The Committee wanted it to be as least restrictive as possible. He said they have come a long way with this.

Mr. Frascinella noted that there are three versions of the zoning ordinance online, which may cause confusion. He suggested they should have title pages.

Mr. Mulholland agreed. He added that this is something for the Planning Board to do. He said the items within the ordinance should have numbers instead of "Articles."

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the tax exemption warrant article.

Ms. McKenney said she would notify Scott Walker.

Mr. Frascinella asked if he should prepare a summary of the EDC activities for the town report.

Mr. Mulholland said that he should.

2017 Audit Questionnaire

The BOS members responded to these 13 questions posed by Plodzik & Sanderson as follows:

1. Do you have knowledge of any fraud or suspicions of fraud affecting your entity? **NO**
Have you received any communications from employees, former employees, regulators or others alleging fraud? **NO**
2. Have you identified any specific risks of fraud within the entity? **NO**
3. Has the Board adopted a universal code of ethics for members and employees to follow?
YES

If yes, does this document prohibit elected officials and employees from doing business with the Town? **NO**

NOTIFICATION IS REQUIRED.

4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since July 1, 2016 to which the Town or any retirement, savings, pension, or other similar plan was, or is to be a party?
 - Sale, purchase, exchange, or leasing of property? **NO**
 - Receiving or furnishing of goods, services, or facilities? **NO**
 - Transfer or receipt of income or assets? **NO**
 - Maintenance of bank balances as compensating balances for the benefit of another? **NO**
 - Other transactions? **NO**
5. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds? **YES**
6. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the Town?

VIA TOWN ADMINISTRATOR REPORTS AND NHMA EMAILS

7. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures? **YES**
If yes, how often are reports reviewed? **AT LEAST QUARTERLY**
8. What procedures does the Board follow in reviewing and using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports?

THE BOARD MEETS WITH DEPARTMENT HEADS AS NEEDED; THE BOARD REVIEWS BOTH REVENUE AND EXPENDITURE REPORTS

9. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function? If yes, please provide a copy. **YES**

10. Is there a written investment policy adopted? **YES**

If yes, please provide a copy.

When was the policy last reviewed and approved? **JANUARY 2017**

11. Have you adopted the use of either debit or credit cards by employees? **YES**

If yes, please provide a copy of policy covering same.

12. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer? **NO**

13. Has the Board approved a fund balance policy in compliance with GASB No. 54? **YES**

Mr. Mulholland said he would prepare the responses and return the questionnaire to Plodzik & Sanderson.

Discuss dedication of the 2017 Town Report

Ms. McKenney suggested that the report be dedicated to Larry Anderson and Jerry McKenney; the two Board members present agreed.

Mr. Mulholland will follow through with pictures of the two men and the verbiage for the dedications.

Approve Health Trust Agreement documents

Mr. Carter noted that there is no revision history and asked if there were any changes.

Mr. Mulholland said that there were some changes – the rate is lower and HRA now has its own contract with Benefit Strategies, which means the cost will be lower because Allenstown will no longer have a separate contract with Benefit Strategies and the associated fee.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Health Trust Agreement documents.

Approve LWCF grant application for the Ferry Street Boat Landing project

Mr. Mulholland explained that this is a grant from the Department of Natural Resources and Cultural Resources, Division of Parks. These are pass-through monies from taxes on offshore oil exploration. A certain percentage goes to parks and recreation projects, and of this percentage, New Hampshire receives its share and earmarks a percentage to local projects. The deadline for submission is January

26, 2018. The project proposals are reviewed at the state level and submitted as a batch. Final federal approval is expected in September or October; some projects will be funded in 2019 and others in 2020. The total cost of the project is \$60,000, of which the grant will pay one half. It will include reconfiguring the parking area, repairing the boat landing and installing a kiosk. The Road Agent will be the project manager.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the resolution for the LWCF grant application for the Ferry Street Boat Landing Project.

Town Administrator's Report

Mr. Mulholland reported on the Community Center Repairs. Milestone Construction has estimated the repair costs at \$76,000. He is waiting to learn the dollar amount that insurance will cover.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to authorize Mr. Mulholland to sign a contract with Milestone Construction on behalf of the Board, contingent upon the insurance company's agreement to cover the entire cost and the Board's approval of the purchase order. If there is a cost difference, this will come before the Board at their January 6, 2018 meeting.

Mr. Mulholland next addressed House Bill 1749. He explained that there is an existing law which prohibits municipalities from creating ordinances regarding firearms. Allentown does not have such an ordinance. However, HB 1749 would criminally penalize town officials for creating such an ordinance. Mr. Mulholland said that this is overreach by the legislature, and he will testify on this issue if it is the wish of the Board. He said that these types of issues are typically settled in court. The two Board members present agreed that Mr. Mulholland should testify on January 10, 2018 on the issue of overreach only.

Mr. Mulholland stated that there are six candidates for the Finance Director position. They will be interviewed on January 6, 2018 and one candidate will be recommended for hire.

Mr. Mulholland said that he has been in contact with an individual who might be interested in the Building Inspector position on an 'as needed' basis.

Mr. Mulholland reported that the contract from the Building Inspector applicant is being reviewed by the town attorney, and he will provide the contract to the Board when the review is complete.

Mr. Mulholland reminded the Board that the deadline for petition warrant articles is January 9, 2018, and these tend to come in at the last minute. The Board can schedule another meeting after that date but before the January 13, 2018 public hearing to review these, or they can meet for that purpose on January 13th. The two Board members present said they would meet on the 13th for this purpose.

Mr. Mulholland said that the DRA approved their USPAP (Uniform Standards of Professional Appraisal Practice) report.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the notice of a property tax lien for the property designated as 106-24-03.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of non-public session (I) on December 4, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of non-public session (II) on December 4, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of non-public session (III) on December 4, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Consent Calendar dated December 18, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Payroll and Accounts Payable Manifests as listed on the agenda for the December 28, 2017 meeting.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 7:08 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 7:40 p.m. and to seal the minutes of the non-public session, as they may adversely affect a member of the public other than a member of the Board.

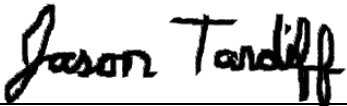

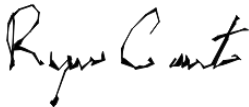
Mr. Stark, who will serve as Interim Town Manager upon the departure of Mr. Mulholland, said that he is fine with the proposal to make him the Interim Town Manager and to be an exempt employee for the duration at a salary of \$39.74 per hour. He said he is looking forward to the challenge. Mr. Mulholland will be available as needed via visits to the office, email, and telephone calls.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to adjourn at 7:48 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 28, 2017

Signature Page

| Original Approval: | |
|---|------------|
|  | 01/16/2018 |
| JASON TARDIFF, Chair | DATE |
|  | 01/13/2018 |
| DAVID EATON, Vice Chair | DATE |
|  | 01/15/2018 |
| RYAN CARTER, Member | DATE |

| Amendment Approvals: | | |
|------------------------|-------------------------|-------|
| Amendment Description: | Approval: | Date: |
| | | |
| | JASON TARDIFF, Chair | DATE |
| | | |
| | DAVID EATON, Vice Chair | DATE |
| | | |
| | RYAN CARTER, Member | DATE |

Signature Certificate



Document Reference: T3NWMRIVNJGL9TCGIYN5Z6

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: 38TEAHJC3K6PVZIWP2WM6Z

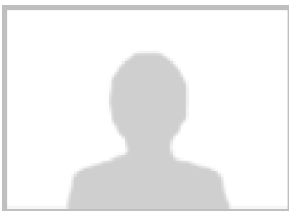
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

59d411394239573b0dac21f114cb0675ed478095



David Eaton

Party ID: I77MG4I8H4GYSXJXMP2FAI

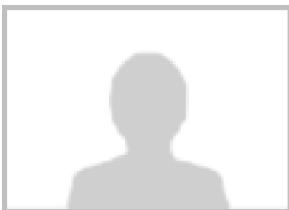
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

8f96bf5012ed6a0c1161cdfefb6bf62310d140505



Jason Tardiff

Party ID: LFNHG4J5E3WKNHWEWKHJU7

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

e71657e499a4d7ad8ce341362446bc5dea2c9dd8



Timestamp

2018-01-16 12:32:33 -0800

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2018-01-15 15:38:34 -0800

2018-01-13 13:16:42 -0800

2018-01-13 12:54:36 -0800

2018-01-13 04:35:51 -0800

Audit

All parties have signed document. Signed copies sent to: Mike Stark, Ryan Carter, David Eaton, Jason Tardiff, 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 Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 64.222.96.214

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 76.119.194.141

Document viewed by David Eaton (deaton@allentownnh.gov). - 76.119.194.141

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.