

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
May 16, 2016

Call to Order.

The Allenstown Select Board Meeting for May 16, 2016 was called to order by Mr. Tardiff at 6:01p.m.

Roll Call.

Present on the Board: Jason Tardiff and Dave Eaton.

Excused: Kate Walker.

Others Present

Residents of Allenstown: Jerry McKenney, Debbie Lee, Sandy McKenney, Mike Frascinella, and Jeff Gryval.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission, Fran Severance, Budget Committee, and Chad Pelissier, Budget Committee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Kathleen Rogers, Town Clerk; and Ron Pelissier, Road Agent.

Citizens Comments:

Mrs. McKenney stated she received a call from the Chair and he said there was no policy; however, she believes there is a policy. The Chair stated the attorneys are looking at this and as soon as they have something they will get back to them. Mrs. McKenney expressed further concern of it being in the policy. The Chair stated he is waiting until they hear back from the attorney.

Approve wage classification system for the remaining Town employees.

Mr. Mulholland stated they approved the wage classification for sworn personnel of the police department last year. He stated they have the remainder of the employees to approve. He stated

the data is from 2014 so it will be three years old by the time it takes effect in 2017. He stated the NHMA will be conducting a new wage and salary survey which should be available in January for them to update the numbers. He stated it provides them with a framework for new employees coming in and knowing where they should be placed on the wage scale.

Mr. Mulholland stated the resources they used to create the wage classification system are in their folders. Mr. Eaton expressed concern for retaining employees.

The Chair asked if the Department Heads are aware of the budget they need to work with on this. Mr. Mulholland stated they have discussed it at several staff meetings. The Chair asked what the next step would be for approving the wage classification system. Mr. Mulholland stated they would approve the wage scale each year. The Chair asked what if they approve it one year and the Board doesn't approve it the next year. Mr. Mulholland stated employees would stay where they are and it would depend on what the Board chooses in the future.

Motion. Mr. Eaton made a motion to approve the 2017 Wage Schedule. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve 2017 Budget goals and issue guidance/schedule to department heads.

Mr. Mulholland stated he provided them with a draft based on what the Board discussed at the last meeting.

Mr. Eaton expressed concern with the one percent CPI because the wage, insurance and retirement would make the budget go above the one percent. He stated if they put a one percent cap the departments will have to find other areas to cut. Mr. Mulholland stated the one percent is a salary increase of one percent and the budget is a cap of one percent increase.

Mr. Eaton suggested not doing the one percent COLA increase in salaries. The Chair stated he is not opposed to it but asked about those who don't get an increase with the Wage Classification. Mr. Eaton expressed concern for having to cut services while trying to maintain the services.

The Chair asked how many people would be affected by not doing the COLA. Mr. Mulholland stated it would have to determine that, it may be approximately half of the employees would not receive any increase. The Chair asked what it will save us. Mr. Mulholland stated he will calculate the difference and let them know. He stated it will reduce costs because it impacts other

lines such as social security and retirement. The Board determined to wait until they have the calculations to approve anything.

Mr. Mulholland stated they should think about things such as wage driven cost increases of \$56,569 which puts them over by \$17,711 over based on the guidance they already have. He stated they won't get the rates for health insurance until late October.

The Chair stated he is fine with the one percent increase but he doesn't want to see any loss of personnel. Mr. Eaton stated he has the same concern.

Mr. Mulholland stated when they switched property liability insurance to Primex, they were put on a fiscal year and he asked them to put the Town on a calendar year. He stated by doing this, they only have to pay six months for 2017 with a significant increase next year.

Discuss SRO agreement proposed by the School District.

Mr. Mulholland stated there are a number of proposed changes both he and the Chief made in the document. The Chair stated he thinks the changes are necessary and he is fine with them. There was review and discussion of the changes proposed by Mr. Mulholland and Chief Paquette.

The Board agreed to send the agreement to the School Board with the proposed changes.

Review proposed changes to the Personnel Policy to include the Sewer Dept.

Mr. Mulholland stated the Sewer Commission has asked for the sewer department employees be included in the Town's personnel policy. The Chair expressed concern with the way their hours are calculated compared to the way the Town calculates hours. Mr. Mulholland stated there is not an issue because there are separate tables for the sewer department employees.

The Chair asked if the sewer department will review the personnel policy each year when the Board does. Mr. Mulholland stated it will be good to get the Sewer Commission's input on any proposed changes.

Mr. Frascinella stated when he first saw the policy it was revision eight and asked what happened to the first seven revisions. Mr. Mulholland stated before his time they didn't include revision dates. The Chair stated they don't have past revisions on the town website. He stated if someone wants an older revision they can get it to them. Mr. Frascinella asked if they have considered having an archive file for older revisions. Mr. Mulholland stated they don't have the software to put all of the Town's documents on the website because of the cost.

The Board determined to hold a Public Hearing on June 6, 2016 for further discuss the proposed changes to the personnel policy.

TOWN ADMINISTRATOR'S REPORT.

Community Center Project

Mr. Mulholland stated things are pretty much finalized. He stated the Grand Opening is June 14, 2016. He stated at 4:30pm they will have self-guided tours and 5:30pm is when the ceremony begins. He suggested a member of the Board give the speech at the Grand Opening. The Chair stated he would speak to Ms. Walker about giving the speech.

Mr. Mulholland stated the Senior Center is moving most of their furnishings and equipment on the May 26th. He stated they will be using the facility as of June 7, 2016. He stated June 14, 2016 is also Flag Day so there will be a ceremony at the facility for the flag.

Mr. Mulholland stated they are still under budget.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated some of the sample lights are installed. He stated there are some questions on some of the lights. He stated once they are done with the Fire Station, they will install 14 lights in the town hall.

Solar Energy Project-Fire Station

Mr. Mulholland stated he hasn't heard anything back.

Emergency Operations Plan Update Project

Mr. Mulholland stated the Emergency Operations Project is mostly completed. Mr. Mulholland stated they are starting the rewriting of the Disaster Recovery Plan this week.

Emergency Management Exercise Project

Mr. Mulholland stated they have not received a response from State Emergency Management.

Strategic Plan Development-Administrative Functions

Mr. Mulholland stated pieces of it have been incorporated in the 2017 budget. He stated they are beginning to work on some of the action items.

Fire Department Risk Assessment

Mr. Mulholland stated the MRI consultant will interview the employees in June. The Chair asked if it is the last thing they have to do. Mr. Mulholland stated after interviewing employees they will write the report. He stated the Police Department follow up review will be in September.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated the Charette is still on track for September 30, 2016 and October 1, 2016.

2016 SVRTA Heath Insurance Review

Mr. Mulholland stated the last town submitted the letter for claims. He stated it is his goal to have the RFP out by the end of the week. He suggested the Department Heads notify the employees so they can participate if they choose.

Community Action Program-Harvard Pilgrim Health Care Foundation grant application for Healthy Food for Every Age Program.

Mr. Mulholland stated there is nothing new on the CAP grant. He stated he received another one from Elliot today so he forwarded it to CAP.

Legislative Update- HB 1244, HB 1395

Mr. Mulholland stated HB 1244 is waiting for the Governor to sign. He stated HB 1395 passed the Senate and is being sent back to the House with an amended.

MS4 EPA Stormwater permit status update.

Mr. Mulholland stated they are being told October is when the permit will take effect. He stated the testing came back with the levels being below the thresholds for Outfalls 1 and 19. He stated they think they have solved the issue with Outfall 1 near the sewer facility. He stated they are going to do wet weather testing at Outfall 19.

Approve GIS Services Agreement

Mr. Mulholland stated they have a contract from GIS Services which is the mapping. He stated they kept the contract at \$1,800. The original proposal was \$2,400.

Motion. Mr. Eaton made a motion to approve the GIS Internet Service Maintenance Agreement for a time period of July 24, 2016 to July 24, 2017 and authorize Shaun Mulholland to sign the agreement. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Tri-Town EMS Appointment

Motion. Mr. Eaton made a motion to appoint Jeff Gryval to the Tri-Town EMS Board of Directors for a term to expire on June 1, 2017. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve Payment Plan Applications

Motion. Mr. Eaton made a motion to approve the Tax Payment Application for Map and Lot 409-33-38. Mr. Tardiff seconded the Motion. There was no additional discussion.

Motion. Mr. Eaton made a motion to approve the Tax Payment Application for Map and Lot 107-12-88. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

The Chair stated it seems they are down quite a bit on the payment plans. Mr. Mulholland stated they have not sent out the tax deeds yet but they have gone down. Ms. Rogers stated she thinks a lot of the phone calls and going out to the houses has been appreciated.

Assessing Standard Board meeting update

Mr. Mulholland stated he attended the Assessing Standard Board meeting today. He stated the ASB is considering requesting the legislature to change the language of the statute to include all of the USPAP Standards. He stated if they do the standards the assessors use to determine the value of specialty properties will change and become more significant. He stated the costs would become more significant because they would have to hire another assessing firm just for those

appraisals. He expressed concern that there is only one vendor in the State which does this type of work and they tend to value the properties high.

Mr. Mulholland stated DRA already has certain authority to review assessments made by assessing companies and the Town's contract with them. He stated they have to approve the contract the Town has with the assessing contractor and can weigh in on those. He stated another argument is it is an unfunded mandate. He stated if the ASB recommends the proposal requested by DRA then it would go before the legislature.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Review Minutes: May 2nd, 2016; May 4th, 2016

Motion. Mr. Eaton made a motion to approve the non-public minutes session one of May 2, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the non-public minutes session two of May 2, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to accept the meeting minutes for May 4, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to accept the meeting minutes for May 2, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Ratify Consent Calendar: May 16th, 2016

Motion. Mr. Eaton made a motion to approve the Consent Calendar for May 16, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Other Business

Mr. Mulholland stated there is a tree fort on property located at 29 Riverside Dr. This is a town tax deeded property which is now occupied by chickens. He stated he has sent a letter out to the resident telling him to move the structure and personal property and has not received a response. The Board asked the TA to send a letter telling the resident to remove it or the Town will do so.

Approve Payroll and Accounts Payable Manifests: Payroll 051116, ACH 050416, CK 050416, ACH 051116, and CK 051116

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifests as indicated on the agenda. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

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

Motion. Mr. Eaton made a motion to go into non-public under RSA 91-A:3,II(a) at 6:57pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to go back into public session at 7:12pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

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



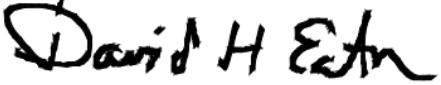
A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Eaton –Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:12 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

May 16, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	05/20/2016 DATE
 KATE WALKER, Member	05/23/2016 DATE
 DAVID EATON, Member	05/24/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate



Document Reference: RVCF64IAFJN2T5MBTFMB5M

RightSignature

Easy Online Document Signing



David Eaton

Party ID: Y2HPFVIG92IGUSR8RGEN4R

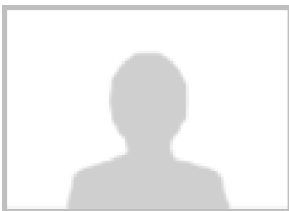
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

7586e4b8a5941656aba167d3922759fb905761e4



Kate Walker

Party ID: XRH2IYJH43JRPWBBNNNN6H

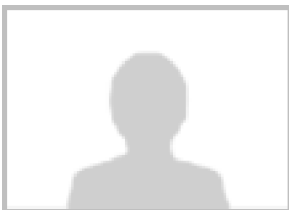
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

1c5de4cf5bb9e4f9580950cb12d165f45cd991a0



Jason Tardiff

Party ID: S9IUN6IATL8DIF6VWA6H6J

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-05-24 17:53:55 -0700

2016-05-24 17:53:55 -0700

2016-05-23 06:54:18 -0700

2016-05-23 06:52:52 -0700

2016-05-20 05:51:11 -0700

2016-05-20 05:50:00 -0700

2016-05-18 17:04:42 -0700

2016-05-18 05:27:51 -0700

Audit

All parties have signed document. Signed copies sent to: David Eaton, Kate Walker, Jason Tardiff, and Shaun Mulholland.

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121

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 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 viewed by David Eaton (deaton@allentownnh.gov). - 24.91.232.121

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.