

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 25, 2016

**Call to Order.**

The Allenstown Select Board Meeting for July 25, 2016 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff and Dave Eaton.

Excused: Kate Walker.

**Others Present**

Residents of Allenstown: Mike Frascinella, Thomas O'Donnell, and Chad Pelissier.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

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

**Citizens Comments**

N/A

**Meet with resident Thomas O'Donnell of 27.5 Cross St. to discuss roadway drainage issues.**

Mr. O'Donnell explained the road has stopped five feet from his driveway and there is a 6-8 inch drop. He stated shortly after discovering this he had his first flood. He stated both Mr.

Mulholland and a Selectman came up to his house to see the issue. He expressed concern with continually having flood issues. He explained he can't keep doing the repairs because of his health issues. He showed the Board pictures of his yard and explained the damage the floods are doing to his lawn. He stated it needs to be fixed and if the town won't he will; however, he will bill the town for it. He explained other damages being caused and concern for it not being fixed.

Mr. Pelissier stated they have been there a few times to try to work with Mr. O'Donnell. He stated the last time they were there he was under the impression Mr. O'Donnell was happy and everything was perfect. He stated he hasn't heard from Mr. O'Donnell since last year.

Mr. Pelissier stated he went by the house a week ago when they had a lot of rain and didn't see any issues then. He explained they had gone on a couple of occasions to make sure everything was good last year and there were no issues. Mr. O'Donnell asked Mr. Pelissier why he sent someone to drive by. Mr. Pelissier stated he didn't send anyone over.

Mr. O'Donnell stated they can't see the water damage from the street which is why he brought in the pictures. Mr. Pelissier stated a lot of the water comes in from the neighbor. Mr. O'Donnell stated he was told the water comes in from the roof and he finds it hard to believe. Mr. O'Donnell expressed further concern with the water issues at his home.

The Chair stated they can have the Road Agent go out and see if there is an issue. Mr. O'Donnell asked if the road is too high. The Chair asked Mr. O'Donnell to lower his voice.

Mr. O'Donnell asked if the road is too high. Mr. Pelissier stated he doesn't think the road is too high. He asked if the driveway was four feet lower than the road. Mr. O'Donnell stated he said the road was five feet from his driveway and he bottom's out going into the driveway. Mr. Pelissier stated the last time they went out there he [Mr. O'Donnell] was happy.

Mr. Pelissier asked if all the water going into the driveway. Mr. O'Donnell stated half of it is coming from the road. Mr. Pelissier stated he knows they made several attempts to make sure the water isn't coming from the road. He stated he will go out tomorrow and see what they can do about the issue. Mr. O'Donnell asked if he can have someone else go look at the issue. He suggested having a professional paver come out and take a look.

The Chair asked Mr. Pelissier to go down tomorrow and look at it. He also asked him to show Mr. O'Donnell where the right-of-way starts.

At 6:35pm Mr. O'Donnell came back to the meeting and explained he has three inches of water in this driveway. The Chair asked Mr. Pelissier to go take a look at it. Mr. Pelissier left the meeting to look at the issue.

**Meet with the Chief of Police to discuss second quarter status report in regards to the corrective action plan.**

Chief Paquette asked if they read the document he sent them. The Chair stated he read the report but not the other document.

Mr. Eaton asked what needed to be done in what timeframe. Chief Paquette stated each quarter they go through the list of tasks on Corrective Action Plan. Mr. Mulholland stated he is up to date. The Chair stated as long as they are up to date he is happy.

Mr. Mulholland stated Officer Warburton is on light duty and they need to continue it. The Board gave permission to keep Officer Warburton on light duty. Chief Paquette has plenty of work for Officer Warburton.

**Discuss the proposed SRO agreement submitted by the School Board.**

Mr. Mulholland stated they need to respond back to the School in an official capacity. The Chair asked if they were going to try to hire a part-time position. Chief Paquette stated they were going to do it but the School has to agree to the three year contract. Mr. Mulholland stated the other issue is of who is going to be assigned there.

Mr. Mulholland stated they are back to the agreement they had before and now the School wants to change the provisions of it. The Chair stated they need to agree the Chief gets to pick who gets the position and a three year contract. He stated he thinks that is how they need to respond to the School.

Mr. Eaton stated it looks like they intend to agree to the three year terms but they aren't doing it. Mr. Mulholland stated they know they can legally do it however they have not chosen to do so. The Board instructed Mr. Mulholland to draft a letter to the School they need to agree to the terms discussed above.

Mr. Frascinella asked if the SRO needed to be a police officer. The Chair explained the SRO is a police officer which provides services such as running the DARE program.

**Review and approve the updated Emergency Operations Plan.**

Mr. Mulholland stated it has to be updated. He stated the entire formatting was changed. The Board decided to put this off until the next meeting.

## **Meet with the Town Clerk/Tax Collector to discuss the 2017 Budget proposal.**

Ms. Rogers expressed concern with the way the salaries are broken down. She stated she knows last year they wanted to do a restructure but now it's one set salary so they can't separate the job. She stated it doesn't make sense to her they have three separate lines. She stated it looks like three separate positions with three separate positions; however, it's one position with one salary now. She stated she spoke to DRA and they said it was not necessary to break down.

Mr. Mulholland stated if they look at the DRA administrative rules which provide the codes it will tell them the regulations for municipalities. He explained DRA Code Rev 1702.04 Hierarchy of Generally Accepted Accounting Principles for Municipalities states "for general accounting areas not addressed in this rule, municipalities shall follow, in descending priority sequence, the authoritative sources listed below..."

Mr. Mulholland stated if they look at the MS-737 and go to expenditures it is broken down as Election, Registration, and Vital Statistics. He explained those are the only items which can be charged to that budget line; if they don't fit within the definition they don't go in there. He stated Code 4150-4151 Financial Administration is for tax collector and municipal agent expenditures. He stated what Jamie Dow, NH DRA, told Ms. Rogers is those are the codes that are required to be reported on the MS 737.

Mr. Mulholland stated if they look at the GASB 34 requirements it breaks down the codes. He read GASB 34 Elections which states "includes accounting for recording direct expenditures for registering voters and holding general, primary and special elections. Salaries of the officials and police performing election duties recurrently and incidentally as part of their broader duties are not charged to elections but to their respective departmental activities. The salaries of election deputies, judges, tellers, hired watchers or inspectors, special clerks, and special police are chargeable to this account.

Mr. Mulholland stated the Financial Administration breaks it down to taxes, treasury, licensing/permits, purchasing, and debt administration. He stated the tax collector and municipal agent functions are accounted for in these lines.

Ms. Rogers stated when she spoke with Ms. Dow she said it differently. She stated she is hesitant without hearing it from Ms. Dow because in the past there have been other things she has been told and where not the case.

Ms. Rogers also expressed concern for the Deputy's pay being combined on one line but there is still a \$1,000 stipend on the clerk line. Mr. Mulholland stated it is not true. Ms. Rogers stated once they have a combined Town Clerk/Tax Collector line they have to have a combined Deputy

as well. Mr. Mulholland stated it does not change how it is budgeted for. He stated the Deputy has two functions she is paid for. Ms. Rogers stated she doesn't think it is because Ms. Dow said it wasn't. Mr. Mulholland stated he spoke to Ms. Dow and she agreed it is the law.

Ms. Rogers stated she thinks it is different. She stated it is one salaried position and she is not sure why they want it broken down. Mr. Mulholland explained it is so they know what it costs for particular functions.

Ms. Rogers stated when they decided to reorganize the town clerk position no one asked her. She stated no one asked her how much time was going into her different functions. The Chair stated he thought she was asked all of it. Ms. Rogers stated she had presented a write up of how she spent her time as the Town Clerk. The Chair stated he remember her giving how much time and the cost of certain functions.

The Chair stated it looks like they have to break things up. He stated he understands what Ms. Rogers is saying it would be easier to have it on one line. He stated Ms. Rogers is one person with three positions. Ms. Rogers stated the point she is making it is one position with different functions. She stated her concern is it was being done to create three different jobs. She stated she was told it would be protection for her because no one would want to run for the town clerk/tax collector job because the salary would be so small.

Ms. Rogers stated she received a letter from the DMV Commissioner it is in the RSAs the town clerk does the registrations. Mr. Mulholland stated she needs to provide the letter to them and the RSA where it says the town clerk has to do the registrations.

Ms. Rogers read NH RSA 261:152 "the town clerk shall prepare forms for applications and registrations for vehicles as required by RSA 261:152....The term "town clerk" as used in this section shall include the person in the city who has been designated by the city government to issue such documents." She gave a copy of the RSA to the Chair.

Ms. Rogers stated if they look at the RSAs from Motor Vehicles to be a Municipal Agent the person has to be an official first. Mr. Mulholland stated the municipal agent is appointed by the governing body. Ms. Rogers stated in conjunction with the municipal agent. She stated she was appointed as a municipal agent as the town clerk. She stated the way it is set up the municipal agent salary line is separate from town clerk. She stated it is three separate positions and if someone were to run for town clerk they would have to set up a municipal agent on the side and not entwined which is not correct.

Mr. Mulholland stated she is the person who does both the state and town functions. He stated no one is planning on replacing her. She expressed concern with the way the budget is set up right

now. She stated they have the position set up as three separate functions. She explained she is concerned about how they account for it right now because of what it is going to create for the position. She stated it was explained to her it was being done so no one would run against her. Mr. Mulholland asked who told her. Ms. Rogers stated Mr. Gryval and Mrs. Demers. Ms. Rogers stated even after the warrant article was passed they were still restricting it. Mr. Mulholland stated they have been re-codifying the account codes for all functions and she was one of the last to be re-codified. Ms. Rogers stated she wasn't consulted on it and this is the first time the Board has discussed it with her. Mr. Mulholland stated the Board discussed it with her and he discussed it with her several times. Ms. Rogers stated the only thing she was asked about was police detail.

Mr. Mulholland read an email from Jaime Dow to Kathleen Rogers dated July 14, 2016 which states "The article that passed at the 2016 meeting did not contain an appropriation for this year. Whatever amount is put in the budget for 2017 can be amended up or down by the voters but you can put the 2016 figure in as your proposed amount." Ms. Rogers stated she spoke to Ms. Dow on the phone and she said it is not an appropriation. Mr. Mulholland stated he also spoke to Ms. Dow and she said it clearly is an appropriation for 2017 which is illegal and she told Ms. Rogers so.

The Chair asked if Ms. Dow sent her an email saying it was not an appropriation. Ms. Rogers stated she spoke to Ms. Dow on the phone and asked her to follow up in writing and this is the email she received. Ms. Rogers stated the email is very clear about what she was asking. She stated Ms. Dow said it was not an appropriation for the 2017 budget.

Mr. Eaton stated the warrant article stated it was for 2017. He stated it was his understanding they only appropriate for the present year which is why the Budget Committee declined act on the warrant article. He stated he has problems appropriating money for the following year when they are not there. He stated from the email responses he understands it is not an appropriation for 2016. Ms. Rogers stated the question asks about 2017 and the response says this year which refers to her question.

Ms. Rogers stated she would like them all to be able to work together on it and find a solution which would work for all of them. The Chair stated he would have suggested she meet with Mr. Mulholland before coming before the board. Ms. Rogers stated she did and he was condescending about it. Mr. Mulholland stating he didn't know what condescending was as the budget was broken down the same as last year. Ms. Rogers stated she had a legitimate question and he didn't want to help. She stated she is surprised because the position changed.

Mr. Mulholland stated in order for them to have the Municipal Agent be its own job they would have to pay Ms. Rogers \$43,000 and pay someone else a similar amount. Ms. Rogers expressed

concern with someone trying to do it. Mr. Mulholland stated even if they were crazy enough to do it they would have to explain it to the voters.

Ms. Rogers stated she doesn't understand why they can't move the salary line back to the Town Clerk/Tax Collector position. The Chair stated the salary lines have to go where they go. Ms. Rogers stated she sent out emails to all the Town Clerks and no one else has a Municipal Agent and doesn't understand why they have to. Mr. Mulholland stated when he first came here the account codes were very messed up and it has taken four years to get the codes fixed. He explained Library budget will finally be broken down with the correct accounting codes how they are supposed to be.

Ms. Rogers asked why the DRA doesn't request this and no other town does it. She stated she doesn't understand why they can't make the compromise to have it all on one line. Mr. Mulholland stated because the law requires otherwise. He stated it tells them what is supposed to be in the line. He stated the DRA gets what is on the MS-737; it doesn't stop what the law requires.

The Chair asked Ms. Rogers when this was explained to her was it a concern to her. Ms. Rogers stated it was but she didn't know it was going to be broken down like this. The Chair asked why she didn't bring it up at a Select Board meeting last year during the budget process. Ms. Rogers stated she brought it up to the Budget Committee last year. She stated she sent an email to the Budget Committee and copied the Select Board on it. The Chair stated she didn't bring it up to them at a Select Board meeting. Ms. Rogers stated she is here now trying to bring it up to them.

Mr. Mulholland stated he spoke to Ms. Dow about the issue of just because the MS-737 only requires certain information doesn't mean they don't have to comply with GASB and Ms. Dow agreed the administrative rules do require compliance with GASB as well as other accounting principles.

Mr. Mulholland stated it would be difficult if they were to try to stick it to her in this fashion. He stated if she turned around and decided not to perform the Municipal Agent function they would have to hire someone else. He stated Chief Pendergast is in the same situation as he has three different positions. Ms. Rogers stated she doesn't feel comfortable with the three separate positions. Mr. Mulholland stated it makes sense to have one person do the three separate functions. However they do need to be accounted for separately.

Ms. Rogers stated it was explained to her it was to protect her so no one would run against her. Mr. Mulholland stated if someone was to run against Ms. Rogers the Board could choose to protect her because the salary is already there to pay her. The Chair stated part of it was for the

sake of the time and money which was invested in Ms. Rogers. He stated there was a lot of work to get the deputy up and running.

Mr. Mulholland asked Ms. Rogers if there was anything else they could provide to her to show why they are breaking down the budget. Ms. Rogers stated the explanation is good enough. She stated she will work on the budget. She stated she was glad she was able to discuss it with the Board and tell them how she feels about it.

The Chair asked Chad Pelissier if the Road Agent mentioned anything about the driveway. Chad stated the Road Agent said there was a bunch of water going down there.

**Discuss contracting for temporary financial services until the Finance Director position is filled.**

Mr. Mulholland stated there was a proposal from Robert Half for full-time at 37.5 hours a week. He suggested they don't go with this because they can't afford \$26,000. He stated they have to give them a thirty day notice to end the agreement.

Mr. Mulholland stated the assumption is when Mrs. Demers leaves on August 4, 2016 the new person would be here by the end of September. He stated they need someone here next week to transition in before Mrs. Demers leaves. He recommended they do it on a part-time basis and then Mrs. Demers will work on Saturdays and at night to make up the gap.

Mr. Mulholland stated MRI has a proposal and their price is higher at \$95 per hour. He disclosed he is a paid consultant for MRI on an occasional basis.

Mr. Mulholland recommended they go with Carol Copolla Inc. which is \$90.00 per hour. The Chair asked how much MRI is charging and who offers a better service. Mr. Mulholland stated MRI wants \$95.00 per hour and both people are equally comparable. The Chair asked if MRI would match the \$90.00 per hour. Mr. Mulholland stated he told MRI he needed to do better than \$95.00 per hour. He stated Ms. Copolla did the business assessment with PLT back in 2004 for the Town. He stated it was when they were without a Finance Director. The Board agreed to go with Carol Coppola and to have Mr. Mulholland sign off on the agreement.

**Continue discuss and approval of NHMA Policy Positions.**

Mr. Mulholland stated they needed to go through the rest of the NHMA policies. He stated they left off with the Finance and Revenue Policies.



Policy 1: Collection of Delinquent Taxes on Manufactured Housing which is to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing. The Board supports this policy.

Policy 2: Use of RSA 83-F Utility Values which changes the RSA to prevent any determination of utility value by the Department of Revenue Administration from being used in any way by the utility taxpayer. The Board supports this policy.

Policy 3: Current Use Assessment which authorizes the Current Use Board to establish assessment ranges that are 20% higher than other categories for those properties that do not comply with the documentation and filing requirements requested by municipalities. The Board supports this policy.

Policy 4: Tax Exemptions for Charitable Organizations which creates a commission to study reimbursements through PILOTs for municipal services provided to exempt properties. The Board supports this policy.

Policy 5: Meals and Rooms Tax Distribution which is to support annual funding of the meals and rooms tax distribution to municipalities in accordance with catch-up provision provided under RSA 78-A:26. The Board supports this policy.

Policy 6: Pollution Control Exemption is to support the repeal of the so-called “pollution control exemption” or amendment of the statute to impose a term limitation on any exemption granted. The Board supports this policy.

Policy 7: Income Approach on Appeal to support legislation that prohibits the use of the income approach when used by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information. The Board supports this policy.

Policy 8: Clarification of Elderly Exemption to support changes to RSA 2:39-a, 72:29, and 72:39-b to define “household income” for elderly exemption qualification consistent with the definition of “household income” used by the state in qualifying residents for the Low & Moderate Income Homeowners Property Tax Relief Program. The Board supports this policy.

Policy 9: 10% Limitations supporting the amendment of RSA 32:18 to limit town meeting and or SB 2 deliberative sessions from increasing or decreasing the total amount appropriated by no more than 10 percent of the budget committee’s recommended budget. The Board does not support this policy.

Policy 10: Prorating Disabled, Deaf and Blind Exemptions which supports prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41. The Board supports this policy.

Policy 11: Flood Control Payments which supports legislation to fully fund flood control payments in lieu of taxes to municipalities pursuant to the Merrimack River and Connecticut River interstate flood control compacts regardless of payments from other states. The Board did not have an opinion for this policy.

Policy 12: Charitable Definition and Mandated Property Tax Exemptions which opposes legislation that expands the definition of “charitable” in RSA 72:23-1, unless the state reimburses municipalities for the loss of revenue, and will not support creating a method of reimbursement to municipalities for state-owned property. The Board supports this policy.

Policy 13: Sales of Tax Deeded Property which supports amending RSA 80:89 to require proof that the municipality sent the required notice of impending tax deed rather than proof that the taxpayer actually received the notice. The Board supports this policy.

Policy 14: Local Option Revenue Sources to support creation of enabling legislation that allows cities and towns to create local revenue sources to meet the unique needs of each community in order to help offset the overreliance on the property tax in order to help defray the cost of municipal services, infrastructure improvements and capital needs. The Board does not support this policy.

Policy 15: Tax Rate Setting which supports legislation improving the overall efficiency and timeline of the tax rate setting process, and will oppose statutory changes to school districts, village districts, trustees of trusts funds, utility values or information from other state agencies that may impede or delay the tax rate setting process and/or cause unnecessary borrowing due to late tax rate setting. The Board supports this policy.

Policy 16: All Public Real Estate Taxable if Used by Private Occupants which will support legislation to clarify that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or the specific wording of RSA 72:23, I(b). The Board supports this policy.

Policy 17: Recording Fees for Elderly and Disabled Deferrals to recoup recording fees as part of the payment process in RSA 72:38-a, IV for the elderly and disabled deferrals. The Board does not support this policy.

Policy 18: Downshifting of State Costs and State Revenue which opposes legislation to downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and will oppose any reductions, deferrals and/or suspensions of state revenue to political subdivisions. The Board supports this policy.

Policy 19: State Revenue Structure and State Education Funding to support asking the state to use the certain (see Policy 19) principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education. The Board supports this policy.

Policy 20: New Hampshire Retirement System (NHRS) which will support the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy and sustainable, that both employees and employers can rely on to provide retirement benefits for foreseeable future. The Board supports this policy.

Policy 21: Utility Appraisal Method will oppose mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action and will support the continuing right of municipalities to use any method of appraisal upheld by the courts. The Board supports this policy.

Policy 22: Management of Trust Funds to support amendments to RSA 292-B:2 to include funds held by a town or other municipality under RSA 31:19, RSA 202-A:23, or a fund created by a town or other municipality under RSA 31:19-a to be included in those institutional funds subject to the Uniform Prudent Management of Institutional Funds Act. The Board supports this policy.

Policy 23: Minimum Vote Required for Bond Issues which will oppose legislation to increase the 60% bond vote requirement for official ballot communities. The Board supports this policy.

#### Infrastructure, Development, and Land Use

Policy 1: Site Evaluation Committee and Local Input to support legislation requiring applicants to the Site Evaluation Committee under RSA 162-H to notify and appear before the governing body of each New Hampshire municipality in which a proposed facility will be located or have a visual or other impact, and to accept comments from the governing body and the public. The Board supports this policy.

Policy 2: Municipal Cooperation to support legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform

individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts. The Board supports this policy.

Policy 3: Waiver of Bond for Projects Under \$150,000 to support amending RSA 447:16 to allow the governing body, in its discretion, to waive the bonding requirement for a public works contract if the contract involves an expenditure of less than \$150,000. The Board supports this policy.

Policy 4: Restoration of Full General Revenue Funding for Municipal State Aid Grant Programs will support legislation to restore full general revenue funding of municipal wastewater, public drinking water and landfill closure grants administered by the NH Department of Environmental Services. The Board supports this policy.

Policy 5: Transportation Funding will support a state transportation policy that ensures adequate funding for state and municipal highways and other modes of transportation. The Board supports parts A and C but doesn't support part B.

Policy 6: Solid Waste Revolving Funds will support legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including but not limited to solid waste collection and disposal, and the operation of any municipally operated transfer station, in addition to recycling. The Board supports this policy.

Policy 7: Clarify Establishing Highways will support legislation clarifying that the dedication and acceptance method of highway creation requires express acceptance by vote of the legislative body, or the board of selectmen if so delegated. The Board does not have an opinion for this policy.

Policy 8: Water Fund to support (1) the establishment of a water trust fund to ensure adequate annual investment in water infrastructure, and (2) sustainable revenue sources for the water trust fund. The Board supports this policy.

Policy 9: Utility Infrastructure to support legislation clarifying that municipalities may incur debt for the purpose of creating or improving broadband and other utility infrastructures. The Board does not have an opinion for this policy.

Policy 10: Complete Streets to support development of a statewide complete streets policy that considers the interests of the state's municipalities. The Board does not support this policy because it lacks clarification.

Policy 11: Increase or Elimination of Net Metering Cap which will support increasing or eliminating the statutory cap on net energy metering and to support legislation to increase the maximum allowable capacity for net-metered renewable energy projects to at least 4 megawatts. The Board supports this policy.

Policy 12: Severe Weather Events to support legislation that enables the state and municipalities to mitigate the effects of extreme weather events, including the promotion of resilient infrastructure and practices, and support regional and federal policies that work to limit or reverse the increasing frequency and intensity of such events. The Board does not support this policy.

Policy 13: Oppose Statewide Zoning Mandates will support a policy recognizing the legislature's authority to establish statewide priorities in zoning, and land use regulation, but opposing legislation that does not allow reasonable local control in implementing those priorities, or that mandate specific criteria that municipalities must follow. The Board supports this policy.

Policy 14: Municipal Use of Structures in the Right-of-Way to support legislation to authorize municipalities to use, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. The Board supports this policy.

Policy 15: Regional Water Quality to support legislation to encourage the State of New Hampshire and its political subdivisions to work cooperatively on a watershed or regional basis in addition to dealing with all water quality issues as individual communities. The Board supports this policy.

Policy 16: Conservation Investment to support permanent funding for the Land and Community Heritage Investment Program and oppose any diversion of such funds to other uses. The Board supports this policy.

Policy 17: Environment Regulation and Preemption will support legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required. The Board supports this policy.

Policy 18: Energy, Renewable Energy and Energy Conservation will support legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and

environmental impacts, promotes the use of renewable energy sources, and promote energy conservation, and opposes any legislation that overrides local regulations. The Board supports this policy.

Policy 19: Open Space Retention and Sprawl Prevention to support legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will manage growth and development and retain existing tracts of undeveloped open space. The Board supports this policy.

Policy 20: Sludge/Biosolids will support reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids and oppose any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards. The Board supports this policy.

Policy 21: Current Use to oppose any legislative attempt to undermine the basic goals of the current use program and oppose any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board. The Board supports this policy.

### **Cemetery Update**

Mr. Anderson stated they went to the church to try to use space in their cemetery but they turned them down. He stated the church will let them do it as per person. He stated he thinks it could be just as good. He stated they could put some money in the budget in case they do find some land.

Mr. Mulholland stated the as needed basis does not meet the statutory requirements. He stated they have to have an agreement. He stated he spoke to the church and they don't want to enter into any agreement with anyone. He stated they are left with the municipalities around them unless they know someone high enough in the church who might convince them otherwise.

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

#### **LED Light Conversion Project-Town Buildings**

Mr. Mulholland stated there is another vendor interested in providing a quote so they are waiting for it.

#### **NH Property Liability Trust Status Update**

Mr. Mulholland stated there was a Riverstone representative at the meeting. He stated he brought up the concern having insufficient funds to meet all their claims. He stated the agreement with Riverstone would require them to meet all of their claims.

Mr. Mulholland stated another provision is they wouldn't have to consult with the town to settle a claim. He stated they are not going to get a say if the claim gets settled or not but they need to know. He stated they said they would include it in there.

Mr. Mulholland stated there was an attack on the BSR as well. He stated the BSR is not allowing PLT to rewrite insurance and it is alleged to be politically rigged but he didn't get into it. He stated a lot of things came up and some nasty things were said.

### **Disaster Recovery Plan Update Project**

Mr. Mulholland stated they have RSF 4 on Wednesday and RSF 6 end of August. He stated they should have a report in September.

### **Fire Department Risk Assessment**

Mr. Mulholland stated they should have a draft in August and a final presentation in September.

### **Plan NH Charette Project (downtown re-development planning)**

Mr. Mulholland stated he met with them on Friday. He stated he gave them a tour of the downtown area. He stated they want to meet with department heads, officials and boards on Friday, September 30, 2016. He stated Mr. Verville will do a historical presentation of the town at 1:30pm on the Friday. He stated Saturday, October 1, 2016 would be when citizens would participate. He stated they are hoping to get at least 30 people.

### **2016 SVRTA Heath Insurance Review**

Mr. Mulholland stated he started the report. He stated he will get it to them by the second meeting in August. He stated there is a meeting on the 25<sup>th</sup> which he has asked SVRTA to vote on which entity would provide the service. He stated there wasn't much participation from the other towns.

Mr. Eaton asked what would happen if a lot of other towns don't participate in the vote. Mr. Mulholland stated it is up to each town. He stated if they go off on their own they aren't large enough to be rated so they fall into a larger pool. He stated Barnstead and Pittsfield has threatened it before.

Mr. Mulholland recommended the Board starts looking at what plans they are going to offer. Mr. Eaton stated he would like to see employee input. He gave an example of going with an HRA plan it requires a health assessment however some employees may not want to do it. Mr. Mulholland stated whatever they do will affect the employees. He stated they need to make a decision at some point because they need to put some money in the budget.

Mr. Eaton asked if they go with School Care will they know what the costs are for the first six months. Mr. Mulholland stated they would know what the cost was until June 30, 2017. He stated School Care requires a 20% coinsurance which the employees aren't paying right now. Mr. Mulholland suggested they start discussing this in August.

### **PILOT Agreement for The Way Home**

Mr. Mulholland stated he received a call from Anne Rawson who is the business administrator. He stated the agreement is more than what is required of them to pay; they are only required to pay the municipal rate. He stated Anne wants to pay the municipality rate. He stated he explained to her if they do it then the municipality has to pay the full portion of the school rate and the county rate. Anne agreed to the negotiated rate which is higher than just the municipal rate.

Motion. Mr. Eaton made a motion to approve an agreement for payment in lieu of taxes pursuant to RSA 72:23k for 14 Ferry St and 24-26 Ferry Street. 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.

### **Sewer Litigation**

Mr. Mulholland stated the Pembroke vs. Allentown Sewer case trial is set for September 6, 2016.

### **Safety Inspections Update**

Mr. Mulholland stated safety inspections are due August 15, 2016 for all Town buildings.

### **Staff Meeting Update**

Mr. Mulholland stated they discussed the budget requirements. He stated the Road Agent is the first one to submit his 2017 budget.



Mr. Mulholland stated Ms. Rheault paid her back taxes in full. He stated this is the first year they don't have any property to tax deed. The Board congratulated Ms. Rogers for being able to collect taxes without deeding.

Mr. Mulholland stated they still can't get a date out of DOT for paving Deerfield Road. He stated there is a culvert on the road with an issue which needs to be replaced before the paving gets done.

Mr. Mulholland stated the Fire Department has been dealing with brush fires in surrounding towns.

## **CONSENT CALENDAR, MINUTES AND MANIFESTS**

### **Ratify Consent Calendar: July 25th, 2016**

Motion. Mr. Eaton made a motion to approve the Consent Calendar for July 25, 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.

### **Review Minutes: July 12th, 2016**

Motion. Mr. Eaton made a motion to approve the non-public minutes for session one of July 12, 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 for session two of July 12, 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 minutes for July 12, 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.

**Approve Payroll and Accounts Payable Manifests: o Non-Check 072016, CHK 072016, ACH 072016, Payroll 072016 CHK 071316, ACH 071316 o Non-Check 070716**

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable manifests as listed 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.

**Audit Letter**

Mr. Mulholland stated there was an Audit letter with questions the Board needs to answer for the audit.

Mr. Mulholland asked do you have any knowledge of any fraud or suspicions of fraud affecting your town. The Board stated no.

Mr. Mulholland asked are you aware of any allegations of fraud or suspected fraud affecting your town. The Board stated no.

Mr. Mulholland asked has the Board adopted a universal code of ethics for members and employees to follow. The Board stated yes. Mr. Mulholland asked if yes, does the document prohibit elected board officials from doing business with the Town? The Board stated no.

Mr. Mulholland stated list any transactions between the government and officials or employees during the year excluding payroll transactions. The Board stated no transactions.

Mr. Mulholland asked does the Board formally authorizes all disbursements, both vendor and payroll, prior to release of town funds. The Board stated yes.

Mr. Mulholland asked them to describe how the Board council stays informed of the latest change to the laws and regulations pertaining to the entity. Mr. Mulholland stated NHMA sends them a newsletter, legal counsel and town administrator provides them with updates. He stated Primex also provides them with updates.

Mr. Mulholland asked does the Board review comparative reports of estimated and actual revenues, appropriations, and expenditures. The Board stated yes.

Mr. Mulholland asked what procedures does the Board follow in reviewing or using these reports. He stated the Board gets revenue and expenditure reports on a quarterly basis. He stated they act on them by discussing them with the department heads.

Mr. Mulholland asked has the Board approved a Disaster Recovery Plan in the event of loss or interruption of IT function. The Board stated yes.

Mr. Mulholland asked is there a written investment policy adopted annually and according to State statutes. The Board stated yes.

Mr. Mulholland asked has the Board council established and adopted Accounting Procedures and Policies. The Board stated yes.

Mr. Mulholland asked has the Board council adopted the use of either debit or credit cards by employees. The Board stated yes.

Mr. Mulholland asked has the Board council have knowledge of any funds or bank accounts that are not in custody of the treasury or the trustees. He stated yes; the library.

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 8:44pm.



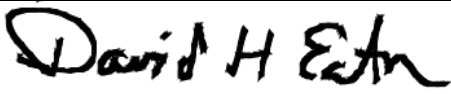
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TOWN OF ALLENTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 25, 2016

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	08/08/2016 DATE
 KATE WALKER, Member	08/08/2016 DATE
 DAVID EATON, Member	08/08/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE

	KATE WALKER, Member	DATE
	DAVID EATON, Member	DATE

# Signature Certificate



Document Reference: RNKAFXIVH5H5DEN8WT9Z4V

## RightSignature

Easy Online Document Signing



**David Eaton**

Party ID: 2F5CIHJNZ4NIE7X9W5E3AT

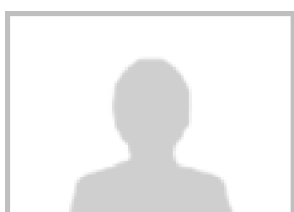
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

b9e8316f7780edd09ef75416f9b905996d8aeeca



**Kate Walker**

Party ID: YKGLWZIIIE2TEMNCLDJBZ4

IP Address: 64.222.96.214

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

e4795f32f37f30dc8ef0a7674ce87bacdb66cf2e



**Jason Tardiff**

Party ID: M4SSHZIP9L7XF3N3VENF5Y

IP Address: 64.222.96.214

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

78d77fe2f625a945fc4167b0f27dc2e6df1721a9



### Timestamp

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2016-08-08 15:53:53 -0700

2016-08-08 15:28:07 -0700

2016-08-08 15:26:55 -0700

2016-08-05 18:31:50 -0700

2016-08-05 05:48:52 -0700

### Audit

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

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 173.166.22.209

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 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.