

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
August 8, 2016

**Call to Order.**

The Allenstown Select Board Meeting for August 8, 2016 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Kate Walker, and Dave Eaton.

**Others Present**

Residents of Allenstown: Mike Frascinella, Sandy McKenney, and Chad Pelissier.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission and Carl Caporale, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Town Clerk; Ron Pelissier, Road Agent; and Dana Pendergast, AFD.

**Citizens Comments**

N/A

**Consider appointment of two student fire fighters.**

Chief Pendergast stated he has two student applicants for call fire fighters. He stated they are both freshmen at Lakes Region Community College. He stated they will be there starting August 15, 2016.

Chief Pendergast explained they have two students living in the fire station during the year. He stated the students attend Lakes Region Community College and commute back and forth. He stated they hire them as call firefighters so they are covered under the town's workers compensation. He stated the students are going for their Fire Science degree. He stated they are required to be up at 7:00am, dressed by 8:00am, and a list of chores to do in the morning and evenings.

Chief Pendergast explained Mr. Valorie is from Keene, NH. He stated he did not invite both gentlemen because they travel from a long distance but he will bring them to the next meeting.

The Chair asked if they get paid when they are working at the fire station and doing chores. Chief Pendergast stated no because it is part of their room and board. He stated they don't pay for training anymore unless it is mandated by the State.

Chief Pendergast stated they did a college fair at the academy and notified the college they had opening. He stated they received seven applications this year.

Motion. Ms. Walker made a motion to appoint Kaleb Valorie as a call fire fighter. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to appoint Michael Walsh as a call fire fighter. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Chief Pendergast stated Heather Hills resigned her position as a call fire fighter and is going to join the Navy as a fighter pilot.

Motion. Ms. Walker made a motion to accept the resignation of Heather Hills. Mr. Eaton seconded the Motion.

The Chair asked Chief Pendergast if he will be looking to replace Ms. Hills. Chief Pendergast stated he will start the process as he already has two applicants.

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

### **Approve the 2016 Emergency Operations Plan.**

Motion. Ms. Walker made a motion to approve the 2016 Emergency Operations Plan. Mr. Eaton seconded the Motion. There was no additional discussion.

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

### **Approve 2017 Budget review schedule.**

Motion. Ms. Walker made a motion to approve the 2017 Budget review schedule. Mr. Eaton seconded the Motion. There was no additional discussion.

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

### **Award bid for the River Rd. Reconstruction Project.**

The Road Agent stated line item three is the Sewer Department work they are doing which is paid by the Sewer Department. He stated it will be paid separately and has no cost to the Highway Dept. He stated they will pay Advanced Excavating & Paving and then the Sewer Department will reimburse them.

The Road Agent stated line item 6 is to prep and pave road intersections for Granite Street, Meadow Lane, and Heritage Drive. He explained the roads are in poor shape at the intersections so they are going back 30 feet on them.

The Road Agent stated for line item 7 they will provide the materials for the catch basins, drainage, and Hancor pipe. He stated they don't have enough money to do the entire project so they are looking to do Phase I of River Road. He stated they are going to try to encumber the other part of River Road. He showed the Board a map of the area on River Road which will be paved.

The Road Agent explained they are going to redo the intersection of Heritage Drive. He stated they will be setting up the main so half the water goes into the pond and half goes into the main.

The Chair asked what they will have for extras or run overs. The Road Agent stated they go by what is physical. He stated the town is doing all the maintenance on the road. He stated they have the money in the budget to do all the extra maintenance themselves. He stated Ferry Street is over but overall they are still under by \$5,000.

Mr. Eaton asked if this was put in the budget for this year. The Road Agent stated it was put in the budget. Mr. Mulholland stated they have approximately \$153,000 in the budget but they are over on construction supplies.

Ms. Walker asked if they can't come up with the \$7,200 this year is it something they can come up with for next year. She also asked if the price will increase if they have to put it off until next year. The Road Agent stated not unless he has a contract in place. He stated if they need to encumber the money for next year they will have the price; however, there is a clause in the contract about price increases due to oil prices going up.

The Chair asked about the schedule of the project. The Road Agent stated they will try to get a construction schedule.

Motion. Mr. Eaton made a motion to award the bid for the River Road Reconstruction project to Advance Excavating & Paving for Phase I not to exceed the amount of \$100,992 and to authorize Town Administrator review and sign the contract. Ms. Walker seconded the Motion. There was no additional discussion.

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

Mr. Mulholland stated there is a purchase order for the granite which needs to be signed. The Road Agent explained it was originally for \$6,800 and they have paid \$5,600 already. He stated the extra work came out to a balance of \$1,260. The Board agreed to sign the purchase order as is.

**Approve MS4 (Storm Water) administrative services agreement with the Central NH Regional Planning Commission.**

Motion. Ms. Walker made a motion to approve the MS4 (Storm Water) administrative services agreement with the Central NH Regional Planning Commission and authorize the Town Administrator to sign it. Mr. Eaton seconded the Motion. There was no additional discussion.

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

**Consider proposed revisions to the Social Media Policy to include language relative to the Sewer Department.**

Mr. Mulholland stated it is just wording to add the Sewer in the policy. He stated they will have a public hearing at the next meeting.

Mr. Frascinella asked if it is an existing policy or updated policy. Mr. Mulholland stated it is the existing policy; it will change when the Board votes on it.

**Discuss potential easement for the fire station solar project.**

Mr. Mulholland explained they need to get an easement to put the solar panels on the roof. He stated it has to go before the Planning Board and Conservation in which they make a recommendation. He stated then the Board has two public hearings as required by statute.

**TOWN ADMINISTRATOR'S REPORT.****LED Light Conversion Project-Town Buildings**

Mr. Mulholland stated there is nothing new on this.

**Disaster Recovery Plan Update Project**

Mr. Mulholland stated the RSFs are done. He stated they have a meeting at the end of August to finish developing the base line. He stated they have to close it out by September.

**Fire Department Risk Assessment**

Mr. Mulholland stated they are supposed to see a draft this month. He stated they will be making a presentation in September.

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

Mr. Mulholland stated he sent out an email to try to get some participation in the project. He stated it is also on the website. He stated he is hoping they get a lot of board participation. He stated there are three meetings on September 30, 2016.

**2016 SVRTA Heath Insurance Review**

Mr. Mulholland stated he sent out the report and put it on the agenda for the next meeting. He stated he has an employee meeting scheduled on Friday with the Sewer Department. He stated the Road Agent is going to find a rainy day to meet with his employees. He stated he has spoken to his employees. He stated the goal is to have an in-depth conversation at the next meeting so they can give the delegate guidance of how to vote at the SVRTA meeting.

Mr. Mulholland stated he received responses from Chichester, Pembroke, and Epsom.

### **Finance Director Hiring Process**

Mr. Mulholland stated they had 35 applicants. He stated they will be interviewing the first batch on August 11, 2016. He stated if it turns out okay he will hopefully have an applicant for them on August 22, 2016. He stated Ms. Copolla is doing some work right now.

### **Old Home Day**

Mr. Mulholland stated they need to know who is marching and who will let the clowns in. Ms. Walker stated she cannot let the clowns in this year. Mr. Mulholland stated they just need to let them in the building. Mr. Eaton stated he may be able to let the clowns in.

### **MS-1 Signatures**

Mr. Mulholland stated the MS-1 has to be to the DRA by September 1, 2016. He stated he needs them signed right away because he has to upload it to the website.

### **Budget Committee**

Mr. Mulholland stated there is a Budget Committee meeting on August 18, 2016.

### **Payroll Pay Date Change**

Mr. Mulholland stated they have discussed changing payroll to Thursday. He explained it helps them with the Monday holiday issue. He stated he spoke to the department heads and they didn't have an issue with it. He stated it would also help Sewer should they get appropriated to the budget next year.

The Chair stated the policy says the department heads are supposed to turn in their timesheets by a certain day of the week. He stated he would like Mr. Mulholland to send a letter to remind people of when payroll should be submitted. He stated he would also like to remind them to put in for time off before they take the time off not after.

### **Job Descriptions**

Mr. Mulholland stated they have started reformatting job descriptions to comply with the new standard put out by Primex.

### **Evaluations**

Mr. Mulholland stated the Fire Department has not brought in their evaluations and are very past due. He stated the Police Department did show him theirs today. The Chair asked Mr. Mulholland to draft a letter for those departments regarding the evaluations.

## **Welfare Lien Discharge**

Motion. Ms. Walker made a motion to discharge the lien of Map 410 Lot 39 Plot 25. Mr. Eaton seconded the Motion. There was no additional discussion.

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

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

### **Ratify Consent Calendar: August 8th, 2016**

The Chair asked about the timber tax for Pembroke Water Works. Mr. Mulholland stated it is for some land by Bear Brook State Park Pembroke owns. The Chair asked if Mr. Plourde is changing his current use. Mr. Mulholland explained Mr. Plourde has developed some of the land which was in current use so it needs to come out.

Motion. Ms. Walker made a motion to approve the Consent Calendar for August 8, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Mr. Frascinella asked for clarification of the timber tax on River Road. Mr. Mulholland stated Pembroke Water Works owns a piece of land up by the Bear Hill Camp and they are harvesting some timber off of it.

### **Review Minutes: July 25th, 2016**

Motion. Ms. Walker made a motion to approve the minutes for July 25, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

**Approve Payroll and Accounts Payable Manifests: o Payroll 080316, ACH 080316, CHK 080316, Non-CHK 080316 o CHK 072616, ACH 072616**

Motion. Ms. Walker made a motion to approve the Payroll and Accounts Payable manifests as annotated on the agenda. Mr. Eaton seconded the Motion. There was no additional discussion.

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

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

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

The Chair declared the meeting adjourned at 6:50pm.





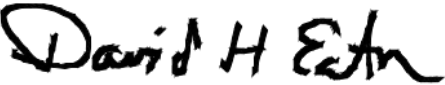
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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

August 8, 2016

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	08/22/2016 DATE
 KATE WALKER, Member	08/17/2016 DATE
 DAVID EATON, Member	08/22/2016 DATE

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

	DAVID EATON, Member	DATE

# Signature Certificate



Document Reference: F83A8GIBA4584ZHEWD23IE

**RightSignature**  
Easy Online Document Signing



**David Eaton**

Party ID: J9AHVIJZJ3L8NCAXFRHDYD

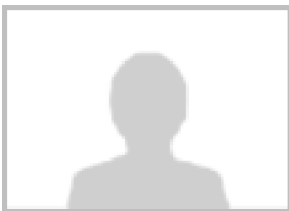
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Kate Walker**

Party ID: 2I9RI4JSN5HSPUG2K3PTX

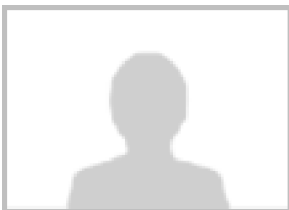
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533dc7ac0130e189fdffdf78655a18d935202df3



**Jason Tardiff**

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## Timestamp

2016-08-22 17:44:37 -0700

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2016-08-22 13:22:48 -0700

2016-08-17 12:22:09 -0700

2016-08-17 12:21:53 -0700

2016-08-13 19:48:29 -0700

2016-08-12 05:46:26 -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 Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144

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

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

64.222.96.214



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