

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 19, 2016

Call to Order.

The Allenstown Select Board Meeting for December 19, 2016 was called to order by Mr. Tardiff at 6:00p.m. at the Allenstown Community Center.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Dave Eaton.

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Karen Simmons, Finance Director; Dana Pendergast, AFD; Ronnie Pelissier, Road Agent and Kathleen Pelissier, Town Clerk.

Citizens Comments

Mr. Anderson asked Mr. Gryval if he spoke to Mr. LaFlamme about his interest in the Trustee of Trust Funds. Mr. Gryval stated he did and he seemed very interested. He stated he will follow up with Mr. LaFlamme about reaching out to them regarding his interest.

Approve 2016 encumbrances

Mr. Eaton asked how many apparatus they currently have. Mr. Mulholland stated they have nine.

Motion. Mr. Gryval made a motion to approve the resolution for encumbrances from the 2016 budget to the 2017 budget. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Issue decision in regards to the Cross St. damages petition.

Motion. Mr. Eaton made a motion to approve the record of proceedings and request pursuant to NH RSA 231:75 pertaining to Cross Street Damages petition. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Discuss procedures and accounting for encumbered funds.

Mr. Mulholland explained this came up at the last meeting and the other Board members wanted to wait until the Chair was present to discuss it further. He stated when money is encumbered into next year it does not appear in the next year's budget. He stated a lot of towns do it this way but the issue is the public can't see it. He stated his and Mrs. Simmons recommendation is when they encumber money from one year they would make an adjustment to the ensuring year's budget after the budget is approved. Once funds are encumbered from one year to the next the actual spending of those funds does not appear in the budget expenditure report. The public is not able to see where the money is spent in the budget. This has been the practice of the Town for many years. Many communities account for the spending of encumbered funds in the same way. Some adjust their budgets and show the spending of those funds in the next budget year. The goal is to be more transparent and allow the public to see where all of their money is spent.

The Chair asked what GASB says about how it should be done. Mr. Mulholland stated there is no hard and fast rule of how it should be done. Mrs. Simmons stated she spoke to the auditors and Pembroke and they all said it is a good issue but there are no regulations. The Chair asked about the auditors not bringing it up before. Mr. Mulholland stated the auditors said some of their towns show it and some don't.

The Chair asked if they are going to confuse people because it will show on the books. Mr. Mulholland stated it will show it was encumbered in the prior year. He stated they won't be any more confused than they were before. The value of showing where public funds are spent far out ways the potential risk that voters will be confused.

Mr. Eaton asked if they were to do this do they do anything with the 2016 budget after voting to adjust the budget. Mr. Mulholland stated the prior year budget would already show the funds were encumbered but not spent.

Mr. Gryval stated at the last meeting Mr. Eaton and himself had a little bit of a difference in opinion and he wanted to make sure the full Board made the decision. He stated his concern is political. He stated they have added money to the Road Agent's budget two years in a row. He stated they are adding money to the Fire Chief's budget this year. He stated he thinks they are already very transparent and it could be used against these two guys in the future. He stated his concern is the big picture and thinks they are meeting the standards as they should. He stated he thinks they should leave things the way they are.

Mr. Eaton stated he likes the transparency and being able to see it. Mr. Gryval stated he thinks they are very transparent but he has concerns for the political reality for someone who is an elected official.

The Chair asked the Road Agent and Chief Pendergast if they feel it would be an issue. Mr. Gryval stated if they have a budget in 2017 which they presented to the Budget Committee. He stated they have added more money to the budget which the people are not going to be voting on in 2017. He stated it could be very confusing to those who don't understand the process.

Mr. Anderson asked how they will put it in there for 2017. Mr. Mulholland stated the construction services line would be adjusted and they would see what they actually spent the money on. He stated the resolution will show it is coming from 2016.

Mr. Gryval stated they can see what is being encumbered because they have discussed it and it is part of public record.

The Chair asked if they show the expenditure once encumbered money has been spent. Mr. Mulholland stated no and that is his point. He stated he thinks the voters have a right to see where their money is being spent. Mr. Gryval stated what they are doing is not below board and he is concerned they open up the department heads for an issue.

Chief Pendergast stated he thinks they can easily explain it. He stated they can show it was money carried over.

Mrs. Pelissier asked if they could create a list of encumbered funds. The Chair stated it is the resolution they just approved. Mr. Gryval stated what Mr. Mulholland is advocating for is more transparent if the people read the budget but they don't. He stated he is fine with it either way. There was further discussion of whether or not to show the encumbrances on the budget.

Motion. Mr. Eaton made a motion to update the accounting procedures to show the spending of encumbered funds in the following year. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – No; Mr. Gryval – No; and Mr. Eaton – Yes. Mr. Tardiff declared the Motion failed.

Discussing proposed agreement with Avitar in regards to additional services provided.

Mr. Mulholland stated there is an email and an agreement regarding Avitar providing services which were done by Donna Severance. He stated they are also going to provide additional software which should reduce the amount of foot traffic coming in. He stated they will have someone in the town hall one day a week.

The Chair asked if this is a long-term permanent solution. Mr. Mulholland stated it is up to them.

Mr. Gryval asked if the person coming in once a week would be the same person. Mr. Mulholland stated it would be the same two people each month.

Motion. Mr. Eaton made a motion to approve the proposed agreement with Avitar in regards to the assessing service and authorize Mr. Mulholland to sign. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Approve resolution for HRA services agreement with Benefits Strategies.

Motion. Mr. Gryval made a motion to approve the resolution for HRA services agreement with Benefit Services and authorize Mr. Mulholland to sign. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Discuss warrant article to add funds to the Highway Equipment Capital Reserve Fund.

The Road Agent stated it is to put the proceeds of the sale of the garbage truck back into the Highway Equipment Fund. He asked Mr. Mulholland how it will work if they get the check after the first of the year. Mr. Mulholland stated the money has to go into the Trustee of Trust Fund after March. He stated when they get the check in it will go in the Unassigned Fund Balance and then if it is moved back into the fund upon approval by the voters, it would go into the Capital Reserve Fund.

Mr. Mulholland stated they sold a piece of equipment and will receive proceeds from the sale. He stated the question is do they want to put money in the capital reserve fund or let it go into the unassigned fund balance. He stated this is an opportunity to take some money and put something in there. He recommended they put \$5,000 into the capital reserve fund.

Mr. Mulholland asked how much is in the Highway Equipment Capital Reserve Fund. Mrs. Simmons stated there is \$34,467. Mr. Mulholland stated he doesn't think the \$31,000 has come out yet for the purchase of this year's vehicle. The Board gave approval to put the \$5,000 in the capital reserve fund.

Accept resignation of Library Trustee Eric Morgan.

Motion. Mr. Gryval made a motion to accept the resignation of Eric Morgan as a Library Trustee. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Appoint replacement Library Trustee.

Motion. Mr. Gryval made a motion to appoint Pauline Boutin as a Library Trustee. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Discuss personnel evaluation system.

Mr. Gryval stated the next evaluation they have is the Town Administrator's. He stated they discussed, at the last meeting, the process they have been using for the last several years. He stated Mr. Eaton was happy with the way they do it but he knew the Chair wasn't so he asked for it to be on the agenda.

Mr. Eaton stated after going through and comparing it to companies he has been at, he has no problem with it. The Chair stated he doesn't have an answer but he doesn't like the way they do it. He asked Mr. Eaton how they do it at his company. Mr. Eaton stated it is a similar system. He explained they are required to do a personal evaluation. He stated there is a form based on their goals for the year. He stated the manager fills in his stuff and it goes up and down the line so there is feedback. He stated for what they have, this seems pretty good.

Mr. Gryval stated his annual review is based on goals and objectives presented by his superior as well as his input to those goals and objectives. He stated the things he is measured on are more in line with what he does. He agreed with Mr. Eaton it is all encompassing however, they use the same questions for a fire fighter and police officer. He stated the way to fix it would be to get a personnel expert to give them better advice. He stated in the future, he would like to have a review specific to a fire chief, road agent, or town administrator.

Mrs. Pelissier stated there was a group email going out among town clerks asking what other towns were using for personnel evaluations. She stated she has a large database she could get examples for them of what other towns are using. She stated it is for town clerks as well as other positions such as finance, town administrators, etc.

The Chair asked Mrs. Pelissier to forward Mr. Mulholland copies of the evaluations she has.

Chief Pendergast stated he was at a seminar and people were of the opinion the once a year review is going by the way side. He stated there are more talks of sitting with the boss quarterly. He stated people just look at the review once a year and throw it away.

The Chair stated they are not with everyone all the time so they don't know what is going on day to day. He stated most of the time they only hear when things go bad which is why he gets on them to hear the good.

Mr. Gryval stated they need to continue with the process they have until they find something new. He suggested they look at the evaluations Mrs. Pelissier has. The Chair asked who is next after Mr. Mulholland. Mr. Mulholland stated he will let them know.

Discuss dedication of the 2016 Town Report.

Mr. Gryval stated the consensus seemed to be around the Community Center and what it means to Allenstown. Mr. Mulholland stated they have one staff person they would like to recognize. He stated there are three spots with plenty of space.

The Chair asked what will go on the front. Mr. Mulholland stated there was talk about the Community Center. The Chair asked what would be on the inside cover. Mr. Mulholland stated they would use it for a staff person which he will talk to them about after the meeting.

The Chair suggested dedicating it to all those who are behind the scenes; all the people who are doing things and are recognized. He gave an example of the Road Agent, Fire Chief and Mr.

Mulholland doing things which are not their job. Mr. Mulholland stated he could draft something and throw in tidbits the different people do.

Mr. Mulholland stated there are two other citizens who do a lot for the town. He stated both are sick or just came out of surgery.

Mr. Mulholland stated by January 9, 2017 they should have this drafted up.

TOWN ADMINISTRATOR'S REPORT.

School Board Warrant Article for SRO

Mr. Mulholland stated the School Board is proposing a warrant article for an SRO. He suggested the School Board discuss it with the BOS before it is presented to the Budget Committee.

Mr. Gryval asked if they communicated to the School Board the position they would put the BOS in if they do this. Mr. Mulholland stated they did not because it was the first they were hearing about it. He stated the Budget Committee looks to the BOS and will want to know what their position is on this.

Warrant Articles Timing Issue

Mr. Mulholland stated they have their meeting on January 9, 2017 and January 10, 2017 is the last day to submit warrant articles. He stated the Board needs to take a position on it because the Budget Committee will be voting on January 12, 2017. He stated they may need to meet again to take a position. The Board determined to have a meeting on January 14, 2017 at 8:30am before the public hearing on the budget.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: December 19th, 2016

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for December 19, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Review Minutes: November 21st and December 5, 2016

Motion. Mr. Eaton made a motion to approve the minutes of the non-public session of December 5, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the November 21, 2016 minutes. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the December 5, 2016 minutes. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: ACH 113016, CHK 113016, Non-Check 113016 o ACH 120716, CHK 120716, Non-Check 120716 o ACH 121416, CHK 121416

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifests as indicated on the agenda on December 19, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(d) at 6:47pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to go back into public session at 7:35pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the minutes of the previous non-public because it involves on-going land negotiations. Mr. Eaton seconded the Motion. There was no additional discussion.

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

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



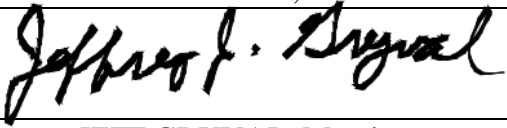
A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval – Yes; and Mr. Eaton – Yes. Mr. Tardiff declared the Motion passed.

The Chair declared the meeting adjourned at 7:36pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 19, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12/29/2016 DATE
 DAVID EATON, Member	12/28/2016 DATE
 JEFF GRYVAL, Member	12/28/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	JEFF GRYVAL, Member	DATE

Signature Certificate



Document Reference: T4287HI4G2C99NVVA7UBGV

RightSignature
Easy Online Document Signing



Jeffrey Gryval

Party ID: 5F2Y8IIJK2L4MBK3IAG4R7

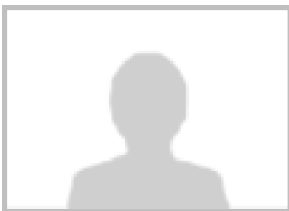
IP Address: 64.222.96.214

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

3a36159a0854f5fc7f56512b5b243f111048f158



David Eaton

Party ID: EJ6PZAJMYLC77FDFULD6R4

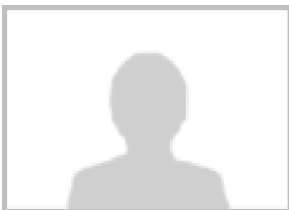
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

ebfbfeb5bb05116e9705fd6275647194795aff80



Jason Tardiff

Party ID: 84B55DIT43KNF8NXSI8CAN

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

cb9ab55fbb77f3f260b2a281ee32e794ddf24d6e



Timestamp

2016-12-29 07:29:15 -0800

2016-12-29 07:29:15 -0800

2016-12-29 07:28:55 -0800

2016-12-28 13:20:57 -0800

2016-12-28 09:18:21 -0800

2016-12-28 09:08:01 -0800

2016-12-21 18:04:15 -0800

2016-12-21 05:47:16 -0800

Audit

All parties have signed document. Signed copies sent to: Jeffrey Gryval, 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 David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jeffrey Gryval (jgryval@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



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