

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
June 5, 2017

Call to Order

The Allenstown Select Board Meeting for June 5, 2017 was called to order by Mr. Tardiff at 6:00p.m. at the Town Hall.

Roll Call

Present on the Board:

Dave Eaton

Jason Tardiff

Excused:

Ryan Carter

Allenstown Staff:

Shaun Mulholland, Town Administrator

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Others Town Officials:

Chad Pelissier, Planning Board, Budget Committee

Armand Verville, Old Allenstown Meeting House Committee

Claudette Verville, Old Allenstown Meeting House Committee

Michael Frascinella, Planning Board

Residents:

Chad Pelissier

Jaye Wallace

Andy Wallace

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3(c) at 6:01pm.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 6:07pm, as motioned by Mr. Eaton, seconded by Mr. Tardiff and both present board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public as the information may adversely affect a person other than a member of the board.

This motion was not second after discussion that this non-public meeting did not warrant sealing.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3(d) at 6:08pm.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 6:14pm, as motioned by Mr. Eaton, seconded by Mr. Tardiff and both present board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public as the information may adversely affect a person other than a member of the board.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Recess

A brief recess was taken in the meeting at 6:15pm for the attending members to travel from Town Hall to the Old Allenstown Meeting House where the remainder of the meeting was held. At 6:27pm the meeting resumed at the Old Allenstown Meeting House.

Citizens Comments

Mr. Verville gave thanks to those in attendance for coming to the Old Allenstown Meeting House and keeping the tradition of meeting there going. Mr. Tardiff in turn expressed the Board's appreciation for the OAMH Committee for opening the building to this meeting.

Approve interim personnel policy change as it applies to vacation time versus days.

Mr. Mulholland explained that changes recording of vacation hours taken in hours versus days in the payroll system. He asked that this be an interim change as the Sewer Department has some policy changes that they would like to submit and have not finalized just yet. He stated that making this an interim change will allow the change to take place quickly in the Payroll system without having to have signatures from all employees be done twice – now and once the Sewer Department changes are submitted.

Mr. Frascinella asked what is the meaning of the word 'ratably' found on Page 25? Mr. Mulholland responded 'to be able to rate'. Mr. Frascinella also asked for clarification on the text at the top of page 25 that states: *'Sewer Dept. Employees working on a recognized holiday are entitled to be paid one and one-half (1- 1/2) times their regular rate of pay in addition to their straight time pay.'* He asked does that mean they are getting paid 2.5 times their regular rate for working on a holiday. Mr. Mulholland replied Sewer Department employees get that not Town employees. Mr. Frascinella was informed by Chairman Tardiff that is a question for the Sewer Commission that meets on Tuesdays.

Mr. Eaton made the motion to approve the interim policy change as it applies to vacation time.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Award bid for the Deerfield Rd. reconstruction projects

Mr. R. Pelissier stated that Advanced Excavating and Paving came in with the lowest bid. He went on to say they have done work for the Town and they do good work. Mr. Tardiff stated his concern with Advanced is that they have set odd hours of operation in the past. Mr. R. Pelissier stated they have addressed that and will get a construction schedule and Advanced will have to work with the Police Department to get a detail. He added that the Highway Department will tell Advanced what the hours of operation will be. Mr. Mulholland stated that he asked Town Counsel regarding the bids and meeting RFP request for lump sum amounts. He went on to say that Counsel said it is an analysis the Board will have to make and there is a risk that those who did provide lump sums will argue that the others did not follow the RFP procedures. Mr. Mulholland added that those who hadn't provided lump sums with their bids,

did do so afterwards. Mr. R. Pelissier stated that one of those who did provide a lump sum did so incorrectly, twice. Mr. Eaton asked if the Board is making a decision on this tonight. Mr. Mulholland replied they ask the Board to make a motion on this tonight so that they can move forward with the project.

Mr. Eaton made the motion to approve the bid from Advanced in the amount of \$123,650.00 and authorize the Town Administrator to execute and sign the contract.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Phase I (Entire Project for Pike)							
	Top	Shim	Binder	Handwork	Cold Plane	Reclaiming (incl. Fine Grade & Compacting)	SUBTOTAL of Phase I
R & D	451 tons	112 tons	304 tons	6 tons		2680 yd ³	
	\$70.65/ton	\$70.65/ton	\$70.65/ton	\$118/ton		\$2.20/yd ³	
	\$ 31,863.15	\$ 7,912.80	\$ 21,477.60	\$ 708.00		\$ 5,896.00	\$ 67,857.55
GMI	(Bid did not include unit pricing)						\$ 216,120.00
Advanced	225 tons	335 tons	305 tons			2680 yd ³	
	\$63.20/ton	\$63.20/ton	\$63.20/ton			\$1.60/yd ³	
	\$ 14,220.00	\$ 21,172.00	\$ 19,276.00	\$ 280.00	\$ 380.00	\$ 4,288.00	\$ 59,616.00
Brox	855 tons					2680 yd ³	
	\$69.80/ton					\$1.65/yd ³	
	\$ 59,679.00					\$ 4,422.00	\$ 64,101.00
Pike	1740 tons			40 tons		2680 yd ³	
	\$68/ton			\$250/ton		\$2.25/yd ³	
	\$ 118,320.00			\$ 10,000.00	\$2,500	\$ 6,030.00	

Phase II						
	Top	Shim	Handwork	Cold Plane	SUBTOTAL of Phase II	TOTAL
R & D	659 tons	330 tons				
	\$70.65/ton	\$70.65/ton				
	\$ 46,558.35	\$ 23,314.50			\$ 69,872.85	\$ 137,730.40
GMI	(Bid did not include unit pricing)				\$ 49,800.00	\$ 265,920.00
Advanced	995 ton					
	\$63.20/ton					
	\$ 62,884.00		\$ 650.00	\$ 500.00	\$ 64,034.00	\$ 123,650.00
Brox	1076 ton		1 ton			
	\$69.80/ton		\$125/ton			
	\$ 75,104.80		\$ 125.00		\$ 75,229.80	\$ 139,330.80
Pike	(Bid did not differentiate between Phases)					\$ 136,850.00

Mr. R. Pelissier stated now that Advanced is approved he will discuss scheduling with them. He believes Advanced should be able to act on this quickly. Mr. Eaton asked if a 30 day notice needs to go out for this project. Mr. R. Pelissier replied that has been done, they are staying ahead of schedule with providing notification. He added that there are some funds left over from the River Road paving so they will continue to pave more of that road.

Discuss the issues involving the EPA MS 4 storm water permit as it applies to the present highway facility

Mr. R. Pelissier stated that the highway garage currently does not have sufficient drainage. He explained a fix has to be implemented and that the digging cannot be done in order to place the required oil separator. He stated the digging permit will not be granted. He went on to say they have to move quickly to find a new sight for the highway garage as fines will be implemented. He would like to avoid additional costs. He stated that there are discussion with Allenstown Aggregate to move to their property, that Mr. Mulholland could elaborate on. This is the only option at this time. Mr. Eaton asked that this would mean building a new building. Mr. R. Pelissier replied yes, behind the existing property. He stated that Mr. Mulholland has a meeting scheduled for later this week with a representative from Allenstown Aggregate. He then explained that he has two estimates for the construction costs. He added that between the cost of engineering and construction oversight his budget will be just about gone, however he is exploring options such as speaking with Mr. Pendergast to see how he may be able to help. Mr. Tardiff asked if a warrant article will have to be voted on. Mr. R. Pelissier replied he does not believe that will be a good idea, especially once the second half (tax) bill comes out. Mr. Tardiff asked if he has any other ideas/options. Mr. R. Pelissier replied that the options they have explored are too costly. Mr. Eaton stated that his concern is that the oil separator has to be set up just right which will require the right oversight, which is costly, however, if it is not done correctly that can be costly as well. Mr. R. Pelissier agreed. He went on to say this is a costly project and that Hillsborough paid \$750,000 to put up their new building. He elaborated by stating that before they even put a shovel in the ground they will spend \$80,000.00. Mr. Eaton asked if the Highway Department knows what building size they will need. Mr. R. Pelissier responded yes, 60 x 100 feet with a 16 foot office space at the end. Mr. Frascinella asked if it is possible to use the old Concord warehouses as a temporary location, the one next to the daycare in Allenstown, across from Aubuchon? Mr. R. Pelissier said he did not know if that is an option but can ask. Mr. Frascinella went on to say it may be cheaper to rent that rather than build a new highway garage. Mr. C. Pelissier stated he remembers water accumulating in the building when he worked there. Mr. Tardiff asked if Mr. R. Pelissier will be submitting the Pre-Notification Disclosure form to NH DES in regards to the floor drain in the present highway garage. Mr. Mulholland stated they want to be very careful how they word that as they could face criminal charges in regards to this issue. Mr. R. Pelissier stated he will work with Mr. Mulholland on completing the form. Mr. Tardiff asked when the Board could get more definitive information on building and funds. Mr. Pelissier stated he spoke with Mr. Mulholland about hiring an engineer to get all the numbers. He does not have all the numbers, such as the oil separator. Mr. Mulholland stated that they should put out a RFP using the Qualification Based Selection process to find the best construction management firm to work

with them right away. He added that Mr. R. Pellissier will have to work closely with the company that is selected. Mr. Tardiff asked how long does it usually take to complete a QBS? Mr. Mulholland stated usually about 3 weeks, however they have less than 90 days before the deadline for warrant articles is due (at the end of August). Mr. Mulholland reminded those in attendance that the committee will have to meet, look at all the options and make a recommendation out of those options. He added voters will want to know what options have been considered. Mr. R. Pellissier responded that the committee will meet this week. Mr. Mulholland stated he met with the rep from Allenstown Aggregate last week and told him they need an answer. He added that Allenstown Aggregate has not always followed up.

Town Administrators report

Mr. Mulholland thanked Mrs. Pellissier for her time in sprucing up the Town Hall grounds prior to Memorial Day, as well as the Highway Department.

Mr. Mulholland informed that he met with the rep from Northern Pass and reiterated that the Town is not happy with their latest proposal and all the issues the Town had before in regards to the proposed MOU. He stated that the rep informed him they could work with the Town on some of the items. The rep, he added, stated that they could not agree to the hours of work and Mr. Mulholland informed him that the Board may want to challenge that. He urged the Northern Pass rep to go back and talk to his board about that otherwise they will be meeting in front of the SEC. Mr. Mulholland also informed that Northern Pass will need to use a helicopter for laying the electrical lines. He informed Northern Pass they need to provide notice for that – when and how long that will take. Mr. Mulholland stated he also informed Northern Pass the Town needs more concrete plans for laying stone or other options other than they ‘may’ lay stone at roadway entrances. He went on to say that Northern Pass will come back with a proposal on June 19th. Mr. Mulholland finished this conversation by stating other issues were discussed.

Mr. Mulholland stated that he, the Fire Chief and the Police Chief attended the ARD Meet the Principal Forum at which there were two candidates. He explained there were a fair amount of people in attendance, school staff and a few parents and that the meeting went well. He added that one of the candidates will supposedly be selected this evening.

Mr. Mulholland stated that Allenstown Aggregate has not turned over the triangular piece of property and there is a contempt motion being filed against them. He added that their attorney responded today, but everything is a fight with them.

Mr. Mulholland stated he did some research on the Recycling Capital Reserve Fund and Recycling Fund. In 1991 a petition warrant was put in place to set up a Recycling Fund for fees for recycling materials. In 2005 another warrant article passed to name the Select Board as the agents to expend as the original warrant article hadn’t named an agent to expend. Then, he went on to say, in 2013 there was a warrant article to set up a Recycling Capital Reserve Fund. Both funds have money in them. He explained that the Recycling Fund that was set up in 1991

never had a vote on funds to be placed there to this date. He stated that it looks like we have two funds for the same thing. He explained that he sent the information to Town Counsel for her to review, but he suspects Counsel will tell him that the Town should only have one fund and that it should be the Recycling Revolving Fund.

Consent calendar, minutes and manifests

Ratify Consent Calendar: June 5th, 2017

Mr. Eaton made the motion to ratify the Consent Calendar of June 5, 2017.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Approve Payroll and Accounts Payable Manifests

Mr. Eaton made the motion to approve the Payroll and Accounts Payable Manifests as listed on the agenda for June 5, 2017.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Minutes

Mr. Eaton: I make the motion to approve the minutes from the Select Board meeting held on April 17, 2017 Select Board meeting.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Adjourn

Mr. Eaton made the motion to adjourn at 7:02pm.

Mr. Tardiff second the motion and asked for all in favor?

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 5th , 2017

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	07/10/2017 DATE
 DAVID EATON, Member	06/28/2017 DATE
 RYAN CARTER, Member	07/05/2017 DATE

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



TOWN OF ALLENSTOWN
OFFICE OF THE SELECT BOARD
16 SCHOOL STREET
ALLENSTOWN, NH 03275
603-485-4276

003 176 6/5/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Chad Pelissier	Planning Budget Resident
2.	Walter Pelissier	Town Club
3.	Armand Vermeir	OAMH Comm.
4.	Claudette Vermeir	OAMH Comm.
5.	Corinna Pelissier	Hickory
6.	Michael Frassinella	Planning Bd.
7.	Jay Wallace	Resident
8.	Anely Williams	Resident
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

Signature Certificate



Document Reference: YFXN9DI93IJH6IXJJ6RTB6

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: HDLM7LJLG25THIJL6KI532

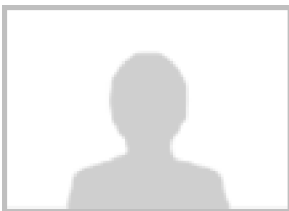
IP Address: 174.192.18.209

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

be8f6f7df489fd56006e4b6821a3de8207ffeech



David Eaton

Party ID: NLC5JJIIW22DTCBWR653I

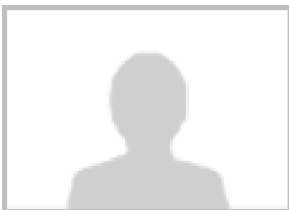
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

5d85ccf5f3625146d087cea49cec8671c9c2efd1



Jason Tardiff

Party ID: WCDZIBIC939C6XW9S6TLJC

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

dfccaccf76983097f858c09a1237c96b2574c162



Timestamp

2017-07-10 12:31:38 -0700

2017-07-10 12:31:38 -0700

2017-07-05 17:20:08 -0700

2017-07-05 17:19:44 -0700

2017-06-28 17:43:49 -0700

2017-06-28 17:39:12 -0700

2017-06-28 12:08:17 -0700

2017-06-27 04:42:20 -0700

Audit

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

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 74.92.23.190

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 174.192.18.209

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.192.18.209

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

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

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 74.92.23.190

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.