

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 10, 2017

**Call to Order**

The Allenstown Select Board Meeting for July 10, 2017 was called to order by Mr. Tardiff at 6:02p.m.

**Roll Call**

Present on the Board:

Dave Eaton

Jason Tardiff

Ryan Carter

Allenstown Staff:

Shaun Mulholland, Town Administrator

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Jeff Backman, Sewer Department

Others:

Residents:

Sandy McKenney

Tom O'Donnell

Elizabeth Sheehy

Michael Frascinella

**Citizens Comments**

A female member motioned to speak. Mr. Tardiff asked her to state her name. Ms. McKenney introduced herself and stated that her name was not included in the Select Board meeting minutes of a previous meeting to which she had attended and at which she spoke. Mr. Mulholland responded by stating that if she had not stated her name [the transcriptionist] would not type her name in the minutes. Ms. McKenney then went on to say she would like to address the three Select Board Members and quoted the Allenstown website saying: *The Board of Selectmen is the governing body of the Town of Allenstown. The Board is responsible for managing affairs of the Town and implementing the budget approved by the annual Town Meeting which is held in March of every year.* Ms. McKenney then stated that from what she

can see it appears the Select Board has delegated many of the responsibilities of the Selectmen to the Town Administrator. You are elected by the people to manage the affairs of the Town and you are not living up to your responsibilities. The spending of the Town is out of control and many of us (residents) are having a difficult time keeping up with the taxes. Allowing the Town Administrator to spend up to \$5,000.00 is not what most residents expect. The Town Administrator is not a resident of our town and should not be spending our money. It is your (the Select Board) job to control the spending and you are not doing it. Either take control of your responsibilities or step down and let someone else do what the tax payers elect you to do. Ms. McKenney then asked for results of a survey regarding an item that the Town Administrator is pushing for. Mr. Tardiff responded by stating this is time for comments not questions and answers and the Board will listen. He added that a time can be scheduled to address her questions. Ms. McKenney then asked is it off the table? Mr. Tardiff replied that he was certain Ms. McKenney had been listening to the meetings and knows that a decision has not been made and it is not off the table. Mr. Carter asked if we are still in the trial period for this. Mr. Mulholland responding saying that the School Board is auditing it and the Town has not entered into a trial period. Mr. O'Donnell asked if he would be able to say anything about the decision made regarding his petition. Mr. Tardiff ending the citizen's comments and introduced the first agenda item.

1. *The recorder shut off at this time.*

**Discuss request by Elizabeth Sheehy of 45 River Rd. in regards to driveway apron pavement.**

Elizabeth discussed with the Board her concerns about the driveway apron. Road Agent Ronnie Pelissier agreed to meet with the Sheehy's to set how he may be able to assist them.

**Issue written decision in regards to the damages petition filed by Thomas O'Donnell.**

Mr. Carter made a motion to determine there were damages caused by the road work completed by the Town and to award Mr. O'Donnell \$5,000. Mr. Eaton seconded the motion. After discussing the matter the Board voted. Mr. Carter-Yes; Mr. Eaton-No; Mr. Tardiff-No. The motion was defeated.

Mr. Eaton made a motion to approve the written findings which was seconded by Mr. Tardiff. Mr. Carter-No, Mr. Eaton-Yes; Mr. Tardiff-Yes.

The written findings determined there were no damages the Town was liable for and no monetary amount was granted.

**Approve Waste Oil Grant application for the Highway Dept.**

A motion was made by Mr. Ryan seconded by Mr. Eaton to approve the submission for a grant to the Dept. of Environmental Services for a repairs and upgrades to the waste oil burner at the highway garage. Mr. Carter-Yes; Mr. Eaton-Yes; Mr. Tardiff-Yes.

#### **Review expenditure and revenue reports.**

The Board reviewed the expenditure and revenue reports for the first half of the year. Mr. Mulholland explained the budget was on track.

#### **Consider changes to the Purchasing Policy 2013-010.**

Mr. Mulholland discussed the proposed changes to the Purchasing Policy. The changes involved the level at which department heads can make purchases from \$499 to \$1,000. The level at which the Town Administrator can authorize expenditures would change from \$2,000 to \$5,000. Mr. Carter stated he was opposed to the change. Mr. Mulholland discussed the time lag in getting the Board to approve purchase orders was at least two weeks until the next Board meeting. There are some purchase orders that have been in process for a month awaiting Board approval. Mr. Tardiff asked what other Town's have for a policy. Mr. Mulholland explained the law requires that department heads spend within the limits of their approved budget. Some communities do not have limitations on making expenditures other than staying within a department's budget. He stated Pembroke has a spending level of \$5,000 for department heads.

#### **Discuss Ferry St. Boat Landing engineering task order.**

The Board reviewed a proposal by HTA for engineering services to develop the shoreland permit for the Ferry St. Boat landing. The Board determined the cost of \$30,000 was more than the Town could afford at this time. The Board asked the Mr. Mulholland to proceed with the grant application for the project.

#### **Approval surplus sale of the 2006 Fire Rescue vehicle.**

The Board approved the request of the Fire Chief to sell by auction the 2006 Fire Rescue Vehicle.

#### **Authorize the Town Administrator to execute agreements with Holiday Acres, Catamount Hill Co-op and Robert Griggs in regards to the tax deeding of mobile homes.**

Mr. Carter made a motion to authorize Mr. Mulholland to execute agreements with Holiday Acres, Catamount Hill Co-op and Robert Griggs in regards to tax deeding mobile homes. Motion was seconded by Mr. Eaton. Mr. Carter-Yes; Mr. Eaton-Yes; Mr. Tardiff-Yes.

**Discuss tax deed of Plourde Sand & Gravel property and 46 Clement Rd. property.**

Mr. Mulholland stated this matter has been resolved and no further action was required. PS&G is not in a tax deeding status.

**Discuss Northern Pass MOU status.**

The Board asked Mr. Mulholland to work with other communities in which Northern Pass travels through to see if there is some consensus on the MOU concerns.

**Consent calendar, minutes and manifests**

**Ratify Consent Calendar: July 10th, 2017**

Mr. Eaton made the motion to ratify the Consent Calendar of July 10, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

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 July 10, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

*Mr. Carter noticed the recorder was off and turned it back on at this point.*

**Approve minutes of non-public session**

Mr. Eaton made a motion to approve the minutes of the non-public session 4 of June 19, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

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

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**END OF RECORDING**

**RECORDING 3**

Mr. Tardiff announced the Select Board re-entered public meeting at 8:20pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all present board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public session as it could have an adverse effect on someone other than a member of the Select Board.

Mr. Cater second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

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

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 8:21pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:32pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all present board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public session as it could have an adverse effect on someone other than a member of the Select Board.

Mr. Cater second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

**Adjourn**

Mr. Eaton made the motion to adjourn at 8:35pm.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.



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

005 1176 7/10/17

ATTENDANCE LIST

NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1. Elizabeth Sheehy	Resident
2. Tony O'Neill	Resident
3. Sarah Nelson	Resident
4. Michael Francielli	Resident
5. Kathleen Pelissier	Town Clerk
6. Ron Pelissier	Highway
7.	
8.	
9.	
10.	

TOWN OF ALLENSTOWN, NEW HAMPSHIRE


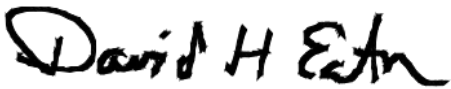



TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

June 19th , 2017

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	09/06/2017 DATE
 DAVID EATON, Member	09/04/2017 DATE
 RYAN CARTER, Member	09/06/2017 DATE

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



# Signature Certificate



Document Reference: 4RCV9BJDYITFUAAIA8FFTR

**RightSignature**  
Easy Online Document Signing



**Ryan Carter**

Party ID: YTVN9TJZE45CVVR9T9LP99

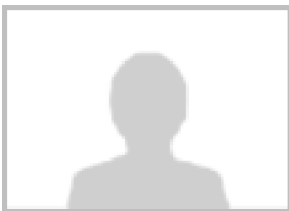
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**David Eaton**

Party ID: TL4FNPJIPJABMP2B85APXR

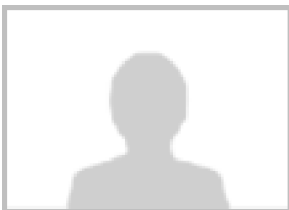
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

5d85ccf5f3625146d087cea49cec8671c9c2efd1



**Jason Tardiff**

Party ID: BY5JR4I3ILZY5LXA39W3GI

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

8c7bcb5264976bc8b29abc0947c6331c2f1d8b94



## Timestamp

2017-09-06 16:51:44 -0700

2017-09-06 16:51:44 -0700

2017-09-06 16:51:20 -0700

2017-09-06 14:13:45 -0700

2017-09-06 14:13:30 -0700

2017-09-04 16:46:26 -0700

2017-08-23 17:03:23 -0700

2017-08-23 10:35:58 -0700

## Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 64.222.96.214

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

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

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 created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.