

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
July 24, 2017

Call to Order

The Allenstown Select Board Meeting for July 24, 2017 was called to order by Mr. Tardiff at 6:09p.m.

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

Jeff Backman, Sewer Department

Roxanna Chomas, Sewer Department

Michael Stark, Police Department

Other Town Officials:

Carl Caporale, Sewer Commission

Others:

Michael Trainque, Hoyle, Tanner and Associates

Residents:

Sandy McKenney

Michael Frascinella

Angelique Holm

Lynn Turnbull

Julien Perez

Gary Boheman

Kim Grissett

Matthew Woo

Jeffrey Gryval

Citizens Comments

Ms. Holm stated she is there to address her delinquent taxes and would like the full board to hear her case. Mr. Tardiff stated Ms. Holm is on the agenda for this meeting and there is not a full board present. Ms. Holm stated she wants a full board for her matter and that she does not want a non-public session. Mr. Mulholland stated that Ms. Holm is on the agenda for a non-public session during this meeting. Mr. Tardiff stated that the Board has made a decision and asked if the Board wants to rehear this matter. Mr. Eaton agreed the Board has already made a decision. Mr. Tardiff asked Mr. Eaton if the Board wants to stay with the decision they have made. Mr. Eaton stated he would like the Board to stay with their decision. Mr. Tardiff agreed the Board should stay with their decision. Ms. Holm asked why and began to explain what Mrs. Pelissier (Tax Collector) told Ms. Holm. Mr. Tardiff reiterated that the Board has made their decision based on information they heard at their last meeting. Ms. Holm responded that she was unable to attend the last meeting and asked could she make a payment arrangement. Mr. Tardiff responded that the Select Board has already made their decision. Mrs. McKenney asked why the Board won't give this woman (Ms. Holm) the benefit of the doubt and take her word for it when she says she will make a payment arrangement. She added that she did not know the rules the Board is using to make their decision. Mr. Tardiff responded that the rules are the same as when Mrs. McKenney was a board member. He added that Ms. Holm is on the agenda for a non-public session, however the Board has made their decision following the regulations set for them. Mr. Tardiff then stated that this is the citizen's comment portion of the meeting and will not further discuss this matter at this time. Another female audience member stated she was there to support her neighbor. Mr. Tardiff asked for further comments. None were given.

Public Hearing-Proposed changes to Purchasing Policy 2013-010.

Mr. Tardiff asked Mr. Eaton if he had any questions. Mr. Eaton stated the changes as he knew them – changing the amounts department heads can sign for from \$499.99 to \$1,000; Town Administrator from 1,999.99 to \$4999.99 and the chair of the Select Board can go up to \$10,000.00 in case of emergency. To which Mr. Tardiff agreed. Mr. Eaton stated that he had no questions at the moment. Mr. Tardiff asked for questions/concerns from those attending the meeting. Mrs. McKenney stated she was going to read the same comments she made two weeks ago. She began by saying she would like to address three selectmen and there are only two, so you (the Select Board) shouldn't be voting on this. On the website, she continued, it says *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 the Select Board has delegated many of the responsibilities of the Selectmen to the Town Administrator. The spending of the Town is out of control and many of us (residents) are having a difficult time keeping up with the taxes, of which there is one here now. 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 responsibility or step down and let someone else do what the tax payers elect you to do. Mr. Tardiff asked Ms. McKenney for any further comments to which she replied no. Mr. Tardiff asked for comments from anyone else. Mr. Frascinella stated he believes the limit should be no more than \$1,000 for any department head, including the Town Administrator. Ms. McKenney asked the present board members if they will be willing to wait for Mr. Carter to be present before voting on this. Mr. Eaton responded that he would like Mr. Carter to voice his opinion on this. Mr. Tardiff stated this is a public hearing and it does not mean the board has to vote on it tonight, we can wait for Mr. Carter. Mr. Caporale asked if this was about spending limits for department heads. Mr. Tardiff replied 'and the Town Administrator', and 'it is being increased'. He went on to say he believes it is around \$499.99 for the department heads and that is being moved to \$1,000 and the Town Administrator is \$1,999.99 being moved to \$5000. Mr. Caporale stated the Sewer Commission just tackled that. Mr. Tardiff asked if Mr. Caporale would tell them what their numbers are. Mr. Caporale replied for the Superintendent it was moved up to \$10,000 in the event of an emergency, such as a pump blew up and a replacement was needed. He went on to say they went and got average values if that or chemicals would need to be replaced. He added they made the decision to increase the Superintendent's limit in the event a Sewer Commissioner could not be reached. Ms. McKenney stated it is fair that the Sewer Commission have that policy as the Sewer Department is open 24/7. She went on to say the Town is only open during the day. Mr. Tardiff responded by saying that the Fire Department, Police Department and Highway Department all work 24/7. Ms. McKenney replied that the Highway Department is not supposed to be. Mr. Tardiff then asked if something should happen during a snow storm during the night the Town should wait until the next business day to address it. Mrs. McKenney replied no. Mr. Tardiff ended the citizen comments and asked Mr. Eaton if he had any questions. Mr. Eaton asked if the truck going from the police department to the fire department would be something different. Mr. Mulholland replied that it is over the allowed limit. Mr. Eaton asked how long has that been waiting. Mr. Mulholland replied over a month. Mr. Eaton and Mr. Tardiff agreed to move this item to the next Select Board meeting to allow Mr. Carter to comment.

Meet with Russell Bennett of Recycled Mechanical in regards to drainage issues on Ferry St.

Mr. Tardiff asked if Mr. Bennett was present Mr. Pelissier stated that Mr. Bennet told him he was not coming. Mr. Pelissier stated that he spoke with Mr. Bennett and discussed what has been done. He went on to say they agreed that if issues should arise they will readdress the situation. Mr. Eaton asked what has been done so far. Mr. Pelissier explained that the Highway Department fixed the berm so the water does not keep going over it. He went on to say when there is heavy rain the water overflows from the man hole in the road because the man hole has not been connected to the line at the bottom yet. The water, he added, flows onto his (Mr. Bennett's) property. Mr. Caporale stated that he was at the discussion and it was his opinion that Mr. Bennett is not happy with what has been done, he understands this is a band aid until the problem is fixed. Mr. Pelissier replied that is not what Mr. Bennett told the Highway

Department when they explained what they were doing. Mr. Pelissier restated that Mr. Bennett seemed happy with what they were doing. Mr. Caporale added that he did not understand why Mr. Bennett would tell him something different, he is confused. He went on to say that the Sewer Commission spoke with Mr. Bennett because they heard that the Sewer Department and Hoyle, Tanner were blamed for the issue. Mr. Caporale explained they spoke with Mr. Bennett to make sure he knew that the Sewer Department was not at fault. Mr. Caporale asked Mr. Pelissier if he recalls the department head meeting where the Sewer Department was blamed. Mr. Pelissier responded he did remember Mr. Bennett telling the Highway Department that the road was higher to which Mr. Pelissier had responded the Highway Department was not responsible for that. Mr. Caporale asked him who was responsible. To which Mr. Pelissier replied the Sewer Department. Mr. Caporale responded by stating the Sewer Department paved that road back in 2012 and there hadn't been an issue from 2012 until last year when the Highway Department did work on Ferry Street. Mr. Backman stated that the Sewer Department did paving on the bottom half of Ferry Street in 2012 and there were no issues between 2012 and the time the Highway Department reconstructed the top half of Ferry Street. Mr. Pelissier replied that he had told Mr. Bennett that the lower half of the paving had been completed by the Sewer Department and that the drain hole was not connected. Mr. Pelissier went on to say Mr. Bennett said the drain hole should be connected. Mr. Pelissier added the Highway Department knew the drain hole needed to be connected. Mr. Backman asked Mr. Pelissier what is the Sewer Department's involvement in this. Mr. Pelissier replied they do not have any involvement. Mr. Pelissier reiterated that Mr. Bennett had stated the road was higher and he, Mr. Pelissier, told Mr. Bennett that was done as part of a Sewer Department project. Mrs. Chomas added that she heard Mr. Pelissier state that it was 'engineered' that way which she took that to implicate Hoyle, Tanner. Mr. Caporale asked if the Sewer Department was responsible for the incomplete man hole. Mr. Pelissier responded no, it is the Highway Department's responsibility and they know they need to address it. He went on to say that if Mr. Bennett still had a problem with the water flow he would be at the meeting now. Mr. Tardiff interjected and asked Mr. Pelissier if he has a plan to fix this and is working with Mr. Bennett. Mr. Pelissier replied yes the Highway Department is taking care of it. Mr. Tardiff asked Mr. Pelissier if the Sewer Department is involved. Mr. Pelissier replied no. Mr. Tardiff asked Mr. Pelissier if he will keep on top of the issue and report back to the Select Board at the next meeting. Mr. Pelissier said he will be on top of it, but it will depend on if there is another heavy rainfall if he can report back. Mr. Tardiff asked when will the Highway Department connect the man hole. Mr. Pelissier stated he will have to speak with the Town Administrator as their budget is getting depleted. He went on to say that it is a problem only when there is a heavy rain fall but it won't happen once the pipe is connected. Mr. Caporale asked that if there are any further problems questions/concerns get directed to him with regards to the Sewer Department's involvement. He added he felt the Sewer Department was being blamed for this issue and he wants to avoid that happening again. Mr. Tardiff told Mr. Caporale if there is an issue between he and Mr. Pelissier this was not the place to discuss that and a meeting to address that would have to be scheduled between them and the Board separate from the Select Board meeting.

Consider appointment for Library Trustee

Mr. Eaton made the motion to appoint Kate Beanlands of Allentown to the position of Library Trustee with a term expiring March 13, 2018.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Review bids for the Omnibus Road Work RFP and award the successful bidder.

This item is tabled until the next Select Board meeting. Mr. Mulholland stated that Senate Bill 38, distribution of infrastructure funds from the State indicates the Town of Allentown will be receiving funds and a public hearing is scheduled for August 7, 2017.

Approve agreement for the CWSRF Loan for the Sewer Dept.

Mr. Mulholland explained this is a loan for the Fixed Asset Management Program that the voters approved. He added the loan requires a Select Board member to sign.

Mr. Trainque stated this is the actual loan agreement pursuant to the application that the Select Board previously signed for the Asset Management Program. He added that the next step following the pre-application for the Pump Station would be to complete, sign and submit the Clean Water State Revolving Fund application. Mr. Tardiff asked when construction will begin on the Pump Station. Mr. Trainque replied ideally in late winter, early spring. Mr. Tardiff then asked if it will be a year and a half before it is completed. Mr. Trainque stated it may be more than that. He added it could be a yearlong construction project. Mr. Tardiff said he was asking out of curiosity and was not holding Hoyle, Tanner to any dates.

Mr. Eaton made the motion to approve the agreement for the CWSRF Loan for the Sewer Department Wastewater Asset Management Program, phase 2, in the amount of \$30,000.00.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Review tax deed list and act on tax deeds.

Mr. Eaton and Mr. Tardiff agreed to and decided to wait for the next Select Board meeting for Mr. Carter to be involved in the discussion and any decisions.

Approve updated police department rating scheme.

Lt. Stark stated that the only change is that the rater and senior rater be someone who work with the individual being rated and the reviewer can be anyone to make sure the rater and senior rater are on the same page. Mr. Mulholland stated this is the same situation as was suggested for the Highway Department in that the Select Board be the senior rater for the second in command, which the Select Board overruled even though Mr. Mulholland did not want to be in that position. He also stated that this would be the same for the Town Hall as a department. Mr. Mulholland stated he does not want to be the senior rater for the PD as he is not in the PD chain of command. Mr. Tardiff stated he would want Mr. Mulholland to be the senior rater as he has more day to day contact with them. Mr. Mulholland stated there are two reasons why the Select Board should be the senior rater – one, you are supposed to be making sure the Police Chief is rating his people properly, two – the Board should know the second in command because they could become the first in command. Mr. Tardiff asked what is the purpose of the senior rater? Mr. Mulholland replied it is to determine the overall potential for promotion and to make sure the rater's evaluations are appropriate and consistent. Mr. Tardiff stated he thinks the senior rater for the PD should be set up the same as the Highway Department, with Mr. Mulholland as the senior rater. Mr. Tardiff explained that he, as Selectman, does not know whether PD staff are wearing uniforms correctly or arriving to work on time, etc. therefore he could not act as a senior rater and agree or disagree with the rater – he cannot give a fair rating. Mr. Eaton asked if attendance records are available. Lt. Stark replied yes. Lt. Stark also stated that a lot of the time the senior rater would just have to ask for explanation of the ratings by the rater. Mr. Eaton stated that he does not mind if the Select Board is the senior rater for the second in command. He stated if they have questions they can ask. Mr. Mulholland asked if the Board would be consistent and change the Highway Department back to having the Select Board be the senior rater, as opposed to the Town Administrator as it is set now. Mr. Tardiff and Mr. Eaton agreed that they should wait for Mr. Carter to be present before making a decision and tabled this item.

Lt. Stark stated the pickup truck came in and it is in good working order.

Discuss status of ground water discharge permit in regards to the Highway Dept. facility with the Road Agent.

Mr. Pelissier stated he contacted one company for a price on an oil/water separator and the quote was \$26,000 that did not include the installation. He added for the installation they would charge \$1,350 per day per technician, plus materials. He went on to say that the Highway Department is working on another option which is a holding tank. He got a price for a 2,500 gallon tank of \$2,200, however he has to get the price worked out for the cost of getting the tank pumped out. Mr. Tardiff asked if this is allowed by the DES. Mr. Pelissier responded that Mr. Mulholland is putting together a statement for the DES. Mr. Frascinella asked what is the problem with washing the Highway Department vehicles? Mr. Pelissier replied they are worried about the wetlands that are right next to the Highway Department facilities. Mr. Frascinella asked if the vehicles could be taken to a truck washing facility. Mr. Pelissier replied

that could be time consuming during critical times. He added that the holding tank seems to be the best option. Mr. Tardiff stated that the floor drain (hole) needs to be sealed. Mr. Pelissier replied that the hole has been sealed.

Town Administrators report

Mr. Mulholland stated he needs approval from the Select Board for the Town to apply for a line of credit with Banks Chevrolet for vehicle parts.

Mr. Eaton made the motion to approve the application for line of credit with Banks Chevrolet and allow the Select Board Chair to sign the application.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff signed the application.

Mr. Mulholland asked for approval to pay for continued use of the River Gauge provided by the U.S. Department of Interior that is shared with Pembroke.

Mr. Eaton made the motion to enter into an agreement with the U.S. Department of Interior for the River Gauge on the Suncook River for the period of July 1, 2017 – June 30, 2020 in the amount of \$9,600 and authorize the Town Administrator to sign.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Mulholland reported that the Town will hold an active shooter drill on August 9. Allenstown Police and Fire Department will be on hand as well as Police and Fire Departments from other towns and Tri-Town EMS, kids from the Boys and Girls Club will participate as victims.

Mr. Mulholland informed the Select Board that Chris Roy has provided a letter of resignation from the Planning and Zoning boards.

Mr. Eaton made the motion to accept Chris Roy's resignation from the Planning Board and the Zoning Board.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Consent calendar, minutes and manifests
Ratify Consent Calendar: July 24th, 2017

Mr. Eaton made the motion to ratify the Consent Calendar of July 24, 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 July 24, 2017.

Mr. Tardiff second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3 II(d) at 7:10pm.

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 7:13pm, as motioned by Mr. Eaton and seconded by Mr. Tardiff and all present board members in favor.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3 II(a) at 7:14pm.

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 7:16pm, as motioned by Mr. Eaton, seconded by Mr. Tardiff and all present board members in favor. Mr. Tardiff stated there was nothing to discuss during the non-public.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3 II(d) at 7:17pm.

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 7:52pm, as motioned by Mr. Eaton, seconded by Mr. Tardiff 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. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3 II(a) at 7:53pm.

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 8:10pm, as motioned by Mr. Eaton, seconded by Mr. Tardiff and all present board members in favor.

Adjourn

Mr. Eaton made the motion to adjourn at 8:11pm.

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

Mr. Eaton: Aye.

Mr. Tardiff: Aye.



TOWN OF ALLENSTOWN
OFFICE OF THE SELECT BOARD
16 SCHOOL STREET
ALLENSTOWN, NH 03276
603-485-4276

BOS MTS 7/24/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	James McManis	Resident
2.	MICHAEL TRAINOR	HOYLE, TANNER & ASSOC., INC.
3.	Angelique Holm	Resident
4.	Lynn Turnbull	Resident, Home Care Agency
5.	Julian Perez	2 MISSISSAUGA DR. LG
6.	Gray Bokenan	2 MISSISSAUGA DR.
7.	Michael Fuschella	Resident
8.	MICHAEL STARK	POLICE DEPARTMENT
9.	Kim Grissett	Resident
10.	Matthew Wro	Resident

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

July 24th , 2017

Signature Page

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

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

Signature Certificate



Document Reference: RF99TFJERLP7U4HZSFNGH9

RightSignature
Easy Online Document Signing



David Eaton

Party ID: MZVNLXJ7J2UL4WF3GHM2DZ

IP Address: 76.119.194.141

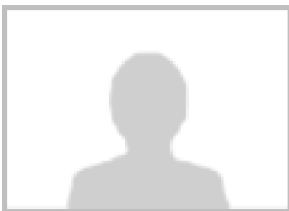
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

5d85ccf5f3625146d087cea49cec8671c9c2efd1



Jason Tardiff

Party ID: 9DMXZ6JTH57MZINIGWZIX6

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Jason Tardiff

Multi-Factor
Digital Fingerprint Checksum

8c7bcb5264976bc8b29abc0947c6331c2f1d8b94



Timestamp

2017-09-06 14:14:07 -0700

2017-09-06 14:14:07 -0700

2017-09-06 14:13:55 -0700

2017-09-04 16:45:11 -0700

2017-08-24 16:50:57 -0700

2017-08-24 11:59:39 -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 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.