

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 25, 2017

Call to Order

The Allenstown Select Board Meeting for September 25, 2017, was called to order by Chairman Tardiff at 6:00 p.m.

Chair Tardiff called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter and Jason Tardiff

Chair Tardiff said that Dave Eaton had called to say that he would not be at the meeting.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ronnie Pelissier, Road Agent

Residents: Mike Frascinella

Others: Melissa Proulx, Union Leader

Citizens' Comments

Mr. Frascinella said that he was pleased that no one took the knee for the Pledge of Allegiance!

Public Hearing – Personnel Policy Revision 11

Mr. Mulholland reported that the Fire Chief asked for a revision of the Personnel Policy, Reporting of Time. Currently, call fire personnel are paid by the quarter hour when called back. The revision sets a two-hour minimum for call backs between 11:00 p.m. and 8:00 a.m. If called back again after release, there is a one-hour minimum; all other call backs would have a one-hour minimum.

There were no comments from the public in regards to the proposed changes to the Personnel Policy.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to approve Personnel Policy Revision 11.

Approve address change for the property located at 384 Deerfield Road

Mr. Mulholland stated that this address change was requested by the resident. Since the driveway is on Highfield Drive, they would like the address changed to 6 Highfield Drive. The Fire Chief says that this

complies with 911. Because this change was requested for only one property, the public hearing was waived, which the resident has a right to do.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to change 384 Deerfield Road to 6 Highfield Drive.

Consider bids for the Gilbert Road paving and reconstruction project

Mr. Pelissier recommended accepting the bid of Advanced Excavating and Paving in the amount of \$59 per ton because it is significantly lower than the other bids. They will reclaim the road, rather than shim and overlay it.

Chair Tardiff asked why it is less costly to reclaim the road.

Mr. Pelissier responded that it would require only 2.5 inches, as opposed to 3.5 inches of materials. He went on to explain that this is a relatively short road with no services. No hand work is anticipated; the road is 18 feet wide and entails only machine work. He checked the year end budget, and although it is getting low, he and Mr. Mulholland agree that this project can be accommodated.

Mr. Mulholland said that there is about \$34,000 left in the construction services budget; this project is about \$42,000, but it is believed that there will be surplus in other areas to cover this. The road is in very bad condition.

Mr. Pelissier said that it is risky to encumber the funds because the cost might change.

Chair Tardiff noted that Advanced has dragged its feet on the Martinson Road project (\$63 per ton).

Mr. Pelissier said that Advanced is waiting to see if they get this job so they can be done at the same time, which is efficient for them.

Chair Tardiff asked if they could get Advanced to do the Martinson Road project for \$59 per ton.

Mr. Pelissier responded that it was a sealed bid and cannot be changed. He said that contracts negotiated from now on will require completion in 30-45 days; November 15th will no longer be used.

Mr. Mulholland said that for 2018, it would make good budgeting sense to look at all projects for the year, waive the sealed bidding process, and get one price for all projects as a collective deal.

Mr. Pelissier agreed that this is an excellent idea and that he could then prioritize the projects. He added that a lot of road work was done this year.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to give Mr. Mulholland permission to execute the contract.

Approve proposal to auction the fire department's ladder truck

Mr. Mulholland reported that the ladder truck has been taken out of service for safety reasons. They would like to auction it off because it is too costly to fix. Pembroke has a ladder truck and will provide mutual aid if needed. Other municipalities such as Hooksett, Manchester and Concord also have ladder trucks and could provide mutual aid as well.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to auction the fire department's ladder truck.

Approve Nobis Engineering contract for groundwater testing at the landfill site

Mr. Mulholland said that this is the testing required annually in November. NHDES has added testing for PFOS and PFOA (Per- and Polyfluoroalkyl Substances) to its requirements; this will require additional work. He said that last year the Legislature tried, but failed, to lower the level at which groundwater would be considered dangerous.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to allow Mr. Mulholland to execute the contract with Nobis Engineering.

Mr. Frascinella inquired about the \$1,200 to \$1,500 in the budget for generating reports.

Mr. Mulholland explained that this was staff time involved in completing the management reports for DES.

Approve contract for NH Solar Gardens to install solar panels on the community center roof and power purchase agreement

Mr. Mulholland stated that the solar installation at the fire station is generating a lot of energy, due to lots of sunny weather and a southern exposure. This installation at the community center will only generate about 60% of the energy needs for that facility for two reasons: it is not facing south and the energy needs of the community center are significant. There is no layout cost, and the power purchase agreement is 10% below wholesale.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to allow Mr. Mulholland to execute the contract with NH Solar Gardens.

Determine the Board's position on HB 324 relative to utility property tax assessment pending in the legislature.

Mr. Mulholland explained that this bill was retained from last year. It would require municipalities to use the DRA rates for utility property tax assessment. Both the Superior and Supreme Courts of New Hampshire have said that the DRA rates are not appropriately calculated. Mr. Mulholland said that the individual municipalities should be determining the value of utility properties in their communities. As proposed, passage of this bill would add \$0.34 to Allenstown's tax rate.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to have Mr. Mulholland testify against this bill.

Mr. Frascinella asked which properties this would include.

Mr. Mulholland responded that it would be all utility assets in the Town, including poles, power plants, gas lines, and substations. Right now, Allenstown utility assets are valued at about \$8 million. If the Northern Pass project becomes a reality, another \$13+ million would be added.

Consent Calendar, Minutes and Manifests

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to ratify the Consent Calendar of September 25, 2017.

Mr. Mulholland requested the signatures of Mr. Carter and Chair Tardiff on a quit claim deed for one of the redeemed properties.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to transfer the property at 42 Monroe Avenue as redeemed tax-deeded property.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to approve the payroll and accounts payable manifests as listed on the September 25, 2017 agenda.

Report of Town Administrator

Mr. Mulholland asked the Board to approve the appointment of Acting Fire Chief Shawn Murray and Deputy Fire Chief Paul St. Germain as primary and secondary emergency 911 data operations liaisons and to authorize Mr. Mulholland to sign on their behalf.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to appoint Mr. Murray and Mr. St. Germain as primary and secondary emergency 911 data operations liaisons and to authorize Mr. Mulholland to sign on their behalf.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to approve the minutes of the non-public session II of the September 11, 2017 BOS meeting.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to approve the minutes of the non-public session I of the September 11, 2017 BOS meeting.

Mr. Mulholland reported on the status of the fire escape repair. The top section has been taken off and is being repaired. Some of the work is being done at night.

Mr. Mulholland said that he met with the Chairman of the Epsom Board of Selectmen, who is interested in sharing the Building Inspector position, but can't do it until January 2018. Mr. Mulholland told the Board members that they have options to consider in their folders. He pointed out that it is difficult to get part timers for this position; they have tried twice in the past without success. He suggested that if the position is shared with Epsom, they create an inter-municipal agreement. The employee would be from Allenstown and Epsom would pay the Town their share of the cost.

Chair Tardiff asked when this could be firmed up.

Mr. Mulholland responded that he had expected to hear back at the end of last week from Epsom but did not. He will make a call.

Chair Tardiff asked if the acting fire chief was working out and Mr. Mulholland responded that he was. In regards to code enforcement they are dealing with routine issues such as two code enforcement situations. One is going to court and the other is pending.

Mr. Mulholland reported on the status of CIP. They are ahead of schedule with roadwork and are in a better position overall. There have been some adjustments. Chief Murray has informed him that they do not need an air compression system after all. This represents a substantial cost savings.

Mr. Mulholland said that he is hoping to have the audit presentation at the October 2, 2017 meeting.

Mr. Mulholland reported that the utility companies have performed energy audits on Town facilities and they expect to have some rebates. The fire station HVAC system is one example.

Mr. Carter moved to appoint Sandy McKenney as an alternate to the ZBA, term expiring June 1, 2018. The motion did not receive a second. The motion failed for lack of a second.

On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to enter non-public session at 6:51 p.m.


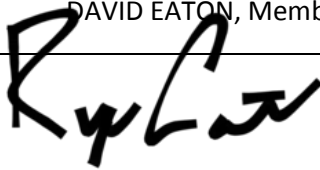
On motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to return to public session at 7:01 p.m.

There being no more business to come before the Board, on motion of Mr. Carter, duly seconded by Chair Tardiff, it was voted to adjourn at 7:05 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 25th, 2017

Signature Page

Original Approval:	
	10/16/2017
JASON TARDIFF, Chair	DATE
	10/17/2017
DAVID EATON, Member	DATE
	10/19/2017
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: UG2L9EITX2TXEG6UBTN5N4

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: YKCPREISILGDEHZK65WAEK

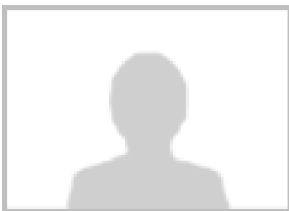
IP Address: 174.199.11.29

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

c9b5e67e2d5b0a5c00656c73edce928e39f89be8



David Eaton

Party ID: 7MZGW5JEV2KIUL47YLFHJ4

IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9135e934b0529a31906ebf7a5a9ac6078eb9184b



Jason Tardiff

Party ID: H8NTMCIRM55AT27DRHX2B2

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2017-10-19 13:09:15 -0700

2017-10-19 13:09:15 -0700

2017-10-19 13:06:39 -0700

2017-10-17 04:23:55 -0700

2017-10-16 05:24:22 -0700

2017-10-16 05:23:32 -0700

2017-10-12 16:27:01 -0700

2017-10-12 07:08:48 -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. - 174.199.11.29

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.199.11.29

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

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 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.