

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
November 20, 2017

Call to Order

The Allenstown Select Board Meeting for November 20, 2017, was called to order by Vice Chair Dave Eaton at 6:00 p.m.

Vice Chair Eaton called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton

Allenstown Staff: Shaun Mullholland, Town Administrator; Paul Paquette, Police Chief; Ron Pelissier, Road Agent; Michael Stark, Police Lieutenant; Dawn Shea, Police Administrative Assistant

Others in attendance: Hanna Higgins, Shawn Higgins, Bob Higgins, Brenda Higgins, Bevan Timm, Chad Pelissier (Budget, Planning, Zoning), Debra Pelissier

Citizens' Comments

There were no citizens' comments.

Regular Business

Consider appointment of an applicant as a police officer

Chief Paquette introduced Hanna Higgins to be appointed as a police officer. She has passed all of the requirements for the appointment.

Ms. Higgins said that she is currently a corrections officer at the Merrimack County jail, where she has worked for 2.5 years. She is a reservist in the US Air Force, security forces E4. She has nearly completed her associates degree in criminal justice at Fisher College in Boston.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the appointment of Hanna Higgins as a police officer for the Allenstown Police Department. She was sworn in by the Town Clerk.

Highway Department vehicle purchase

Mr. Ron Pelissier stated that he has spoken with Mr. Mulholland about purchasing a truck for the Highway Department. Per the CIP (Capital Improvement Plan) for the department, two trucks are scheduled for purchase in 2019. They would like to purchase one of those in 2018 to replace one of their older trucks; they are having trouble with their two Ford trucks - 2001 and 2007 models. Two recycling funds totaling about \$45,000 were put in place when the Town was collecting recyclables.

That has been contracted out, so the funds are not being used. A warrant article would be needed to change the wording on the disposition of these recycling funds. They can use the plows and sanders from the old trucks, which will be kept as backup vehicles as they have no dollar value. The last vehicle purchased was a Ford 550 at a cost of \$91,000.

Mr. Eaton asked if the department would stay with Ford.

Mr. Pelissier said that they would need to because of State specs. He said these trucks are in great demand and therefore hard to come by, so he would like to make the purchase as soon as possible.

Mr. Mulholland said that they could pay for about half of the new truck with the cash from the recycling funds. He will prepare alternatives for financing the truck for the Board's review.

Mr. Carter asked what the recycling funds would typically be used for.

Mr. Pelissier said that those funds could be used to purchase such items as scales, bailers, compost bins and containers for waste oil.

Discuss process for the Comcast franchise renewal

Mr. Mulholland said that the franchise renewal for Comcast is renegotiated every five years now; it was done every ten years in the past. He recommends a full process for the renewal, including a public hearing, as opposed to a streamlined process which simply approves the provisions of the previous contract. Municipalities are required by law to have a contract with the cable company. During the process, the Town can make decisions about programming and other matters. Comcast pays a three percent tax to the Town, which is \$48,000 annually. Some communities use that three percent to live-stream their meetings; some have cable channels to televise their meetings. Pembroke has no fee, but most communities do. Mr. Mulholland said this is about a one-year process.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to use the full process for the Comcast franchise renewal.

Discuss extending the time period of the Suncook Village Commission to complete its charge

Mr. Mulholland referred to an email from the Commission requesting an extension of the time period so that it can complete its charge, per the resolution which created the Commission. Mr. Mulholland suggested extending to March of 2019.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to extend the time period of the Suncook Village Commission to March 31, 2019 so that its charge can be completed.

Discuss proposed purchase order for tablets for the Police Department

Chief Paquette stated that he had just been notified that they would receive a grant from the State in the amount of \$5,000 for computer tablets for the police vehicles.

Lt. Stark presented a purchase order in the amount of \$9,996 for two tablets and three mounts. The grant will allow them to purchase two more tablets, so each marked cruiser will have one. He explained that the State had lost their grant application, and the department had assumed they were not getting the grant. The tablets will be purchased from Glacier Computers and should last about ten years.

Mr. Mulholland said that the department should have the money in its budget to cover the cost. If not, there is \$4,000 in the Police Computer Capital Reserve Fund and there is also a Public Safety Revolving Fund.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to accept the grant in the amount of \$5,000 from the NH Office of Highway Safety.

Mr. Carter asked if they could wait a few weeks for approval of the purchase order.

Lt. Stark said that there is a time crunch because they don't want to have to encumber the funds. He added that the Town would have to spend the money on tablets in order to get the grant. Ossipee Mountain will install the tablets.

Town Administrator's Report

Mr. Mulholland said that he has posted the opening for the position of Finance Director. He said they would like to use MRI (Municipal Resources, Inc.) to cover the position two days a week, at a cost of \$85 an hour plus mileage, until the position is filled.

Mr. Mulholland asked the Board for assistance with the Building Inspector hiring process. He would like to have one or more Board members rate the three applicants and help with the interviews. None of the applicants are ICC qualified, so if one of them is hired, they would have to attend training at a technical college at the Town's expense. The Board members will provide their ratings of the applicants via email to Mr. Mulholland, after receiving access to the applicants' files.

Mr. Mulholland said that he would be meeting this Wednesday morning (November 22nd) at 8:00 a.m. with School Board Chairperson Kris Raymond at the SAU office regarding House Bill 525. The bill addresses State aid to education, adequacy funding specifically, which is a critical issue in Allenstown. He asked if any Board members might be able to attend, and Mr. Eaton said that he would try. Then, on December 14, 2017, beginning at 6:00 p.m. a joint meeting of the Budget Committee, the School Board, and the Board of Selectmen will be held. The state senator for the district and the two state representatives will be invited. They will address the need to support House Bill 525, which was tabled at the last legislative session and is active again.

Mr. Mulholland announced that a blood drive will be held at the Community Center on November 30, 2017 from 2:00 to 7:00 p.m. Everyone is encouraged to give blood.

Mr. Mulholland said that the holiday party for employees would be held beginning at noon on December 14, 2017. Members of the Board are welcome to attend.

Non-public sessions

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to enter non-public session in accordance with the provisions of RSA 91 – A:3, II (d) at 6:41 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 6:49 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to seal the minutes of the non-public session, so as to not render the action by the Board ineffective.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to enter non-public session in accordance with the provisions of RSA 91 – A:3, II (a) at 6:50 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 7:43 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to seal the minutes of the non-public session, as they may adversely affect someone other than a member of the Board.

Consent Calendar, Minutes and Manifests

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to ratify the Consent Calendar of the November 20, 2017 meeting agenda.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the meetings of October 16, 2017; October 23, 2017; and October 30, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the payroll and accounts payable manifests listed on the agenda for the November 20, 2017 meeting.

Mr. Mulholland explained to the Board that if two selectmen attend a public committee meeting, as happened when Mr. Eaton and Mr. Carter attended the recent Budget Committee meeting, the Town likes to post a Quorum Notice. This is not required by law and no harm was done. Mr. Carter was there to observe the process and did not participate.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to adjourn at 7:53 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 20, 2017

Signature Page

Original Approval:	
	12/20/2017
JASON TARDIFF, Chair	DATE
	11/28/2017
DAVID EATON, Member	DATE
	12/20/2017
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: KG5X43JELKVJW2IZ9IGJ74

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: FLF6YBJPZL4XS3NU67Y7V6

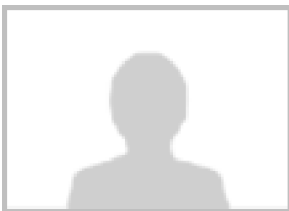
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

16704e59d57505254f7075fcd5b7347806e6b16c0



David Eaton

Party ID: PIX63HJ4ZIWBYP2YN7SHN7

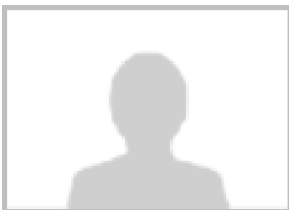
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f8254bd9b440b920f69e84d610de57e04084c041



Jason Tardiff

Party ID: XDK9JGICB4VXYE8J9IZGEI

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VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

53907ff8477f9fae4481720f2f87ccd04e2d6acd



Timestamp

2017-12-20 16:56:11 -0800

2017-12-20 16:56:10 -0800

2017-12-20 16:54:49 -0800

2017-12-20 10:59:33 -0800

2017-12-04 05:24:04 -0800

2017-11-28 11:20:36 -0800

2017-11-28 11:14:30 -0800

2017-11-28 07:54:16 -0800

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). - 173.9.43.198

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

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26

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.