

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
December 11, 2017

Call to Order

The Allenstown Select Board Meeting for December 11, 2017, was called to order by Chairman Jason Tardiff at 6:00 p.m.

Chair Tardiff called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton, Jason Tardiff

Allenstown staff: Shaun Mulholland, Town Administrator

Others present: Michael Frascinella, Chad Pelissier, Trish Caruso

Approve Clean Water SRF

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the Clean Water SRF (State Revolving Fund) resolution and to authorize the BOS chairman to sign on behalf of the Town.

Discuss the possible need for an interim Town Administrator and how that would be structured

Mr. Mulholland stated that if the need comes about, the Board has to consider how it wishes to go about filling the position of Town Administrator on an interim basis and what type of hiring process it wishes to use for a permanent replacement. He said that MRI could provide an interim replacement at a cost of \$95 per hour, plus mileage, for three days per week. The downside is that this could cost more than is budgeted for the Town Administrator's salary. Another option is to hire someone internally on an interim basis. This would be far less expensive. He said he has a suggestion, but this would need to be discussed in a non-public session. Regarding the hiring process for a permanent replacement, he said that MRI could do this.

Chair Tardiff said that this was done before and worked well.

Mr. Mulholland said that MRI has the ability to recruit. It may be difficult to fill this position, especially in the current economy. Regarding the interim position, he said that someone from MRI would be experienced but would not know this community. An internal hire would not have the experience but would know the community.

Chair Tardiff said that knowing the community is a big advantage.

Mr. Eaton said he would like to explore this more.

Mr. Carter said that a backup plan is needed. They should have a couple of options in case one doesn't work out.

Chair Tardiff said that the big, important things will get done, but small things will fall through the cracks.

Mr. Mulholland said that an MRI employee working 24 hours a week can't do what he does in 50 to 60 hours per week. He added that the hiring process takes three to four months.

Chair Tardiff said that MRI is the way to go with the hiring process. The last time it went smoothly, and the Board members do not have the time or ability to do it.

Mr. Eaton said that MRI can advertise and pick a group of qualified candidates.

Mr. Mulholland said that the money that could be saved by using someone internally for the interim would pay for the MRI hiring process.

Chair Tardiff confirmed that the Board wishes to use MRI for the hiring process. He asked if they would do background checks.

Mr. Mulholland said that they would and that this is a critical step.

Mr. Carter said that they might not need a full background check if the candidate is a retired police chief, for example.

Chair Tardiff said that it would be needed especially in that case.

Mr. Mulholland said that the biggest mistake that is often made in hiring is not doing a background check because people are not always truthful on their resumes.

Mr. Eaton said they should not skimp on background checks.

Mr. Frascinella asked if there is a date for Mr. Mulholland's departure.

Chair Tardiff responded that there is not.

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

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 6:12 p.m.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to return to public session at 6:28 p.m. and to seal the minutes of the non-public session, as they may adversely affect a member of the public other than a member of the Board.

Mr. Mulholland reminded Board members of the important joint meeting with the School Board on December 14, 2017. A good showing is needed because this is critical. Ms. Raymond will have the facts and figures. He said that the deadline for petition warrant articles is January 9, 2018. He asked the Board to consider whether they would like to deal with these at the public hearing or meet beforehand. He said that this is the first time in a long time that there are no encumbrances to consider at their final meeting of the year on December 18, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to adjourn at 6:30 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 11, 2017

Signature Page

Original Approval:	
	12/27/2017
JASON TARDIFF, Chair	DATE
	12/26/2017
DAVID EATON, Member	DATE
	01/03/2018
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: HCUA6KIDTK44F5VB5JKEPJ

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Easy Online Document Signing



Ryan Carter

Party ID: 99BNKFJL65JNEGTIMS6JSD

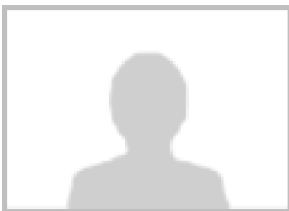
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

16704e59d57505254f7075fcd5b7347806e6b16c0



David Eaton

Party ID: 9RALFHIZW377LKBZR3BMES

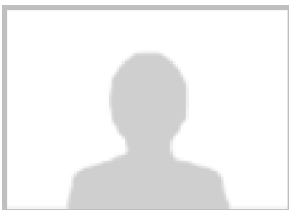
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7d9fc82b0ff2089bc613a5926574604b80b7a250



Jason Tardiff

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e71657e499a4d7ad8ce341362446bc5dea2c9dd8



Timestamp

2018-01-03 16:03:17 -0800

2018-01-03 16:03:16 -0800

2018-01-03 16:02:59 -0800

2017-12-27 05:23:31 -0800

2017-12-27 05:22:39 -0800

2017-12-26 07:18:57 -0800

2017-12-26 07:16:10 -0800

2017-12-26 06:14:59 -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

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



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