

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 17, 2014

Call to Order.

The Allenstown Select Board Meeting for November 17, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff and Jeff Gryval.

Excused: Kate Walker

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Dana Clement, Sewer Commission; Andrea Martel, Sewer Commission; Carl Caporale, Sewer Commission, and Jeff Backman, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator.

Citizens Comments:

N/A

Review and recommendation of the 2015 Sewer Commission Budget.

Mr. Caporale introduced Mr. Clement, Ms. Martel, Mr. Anderson and Mr. Backman to the Select Board. He asked if they had any particular questions for them regarding the proposed budget.

Mr. Gryval asked for an update on the changes between the budget that they reviewed last week and the one that was just sent to them. Mr. Clement stated when the payroll item changed, the formula didn't carry it over properly and there were a couple of item that the extensions didn't carry over correctly either.

The Chair asked about the Collection System projects changing from West Street private line to AES private line. He also asked about Ridge Road east main replacement which was not originally on there. Ms. Martel explained that Mr. Clement renamed the Ridge Road line so that it shows its own line. Ms. Martel stated the AES line is for the Railroad Bed sewer line which shows the money that they spent to date this year and it's not in next year's budget.

The Chair asked why they went back and put money in last year's budget. Mr. Caporale stated it was money that was actually spent. The Chair asked Mr. Mulholland if they should put that in their budget. Mr. Mulholland stated the town puts it under the Capital Outlay item and that for the Sewer this is a one-time item which is why they put it there.

The Chair asked about the uniform line being increased to \$10,000 and if the prices are going up that dramatically. Ms. Martel stated they are contractually obligated to a 3% increase. The Chair stated the 3% doesn't bring it from \$8,500 to \$10,000. Mr. Caporale stated there is a possibility of hiring another staff member. Ms. Martel stated the line also covers replacing items like boots.

The Chair asked about the Warranties and Services line being budgeted for \$4,300 when they spent about \$17,000. Ms. Martel stated they purchased a five year agreement for their scale at a discounted rate which is why it is high for this year. The Chair stated there is nothing in the notes regarding the higher expense on that line. Mr. Clement stated the notes are mainly for 2015 not 2014.

Mr. Gryval asked if the rate was going down by \$0.01 again. Mr. Clement stated that was correct.

The Chair asked what the difference is between where it says minimum rate required to fund Allenstown budget \$12.08 and the new rate. Ms. Martel stated it is because they subsidize the Allenstown Collection Budget. Mr. Caporale stated it represents the benefit to Allenstown of having the Sewer Plant in the town.

Mr. Clement stated they repaired 15 sewer man holes this year, put in a new mixing system to reduce the odors from the plant, televised the remaining sewer mains, installed a new detour system to better enhance their disinfection, and installed a new flow meter at the pump station. He stated they intend to apply for an individual EPA permit. He stated they are under the State general permit and the EPA permit would be geared toward their grant which would allow them to take in more flow.

Mr. Clement stated they take in 20% of the septage in the state. Ms. Martel stated they have been the number one receiving facility for four years. She stated they took in 18.6 million gallons last year. Mr. Clement stated they are one of the only plants in the State that takes grease. Mr. Anderson stated they have a new security system set up down there as well.

The Chair asked about lubrication under equipment and the change in line numbers from last years and actual costs. Ms. Martel stated their maintenance person has been buying in bulk.

Ms. Martel stated the Board approved switching vendors for accepting credit cards. She stated they will be switching to Payment Service Network whose rate is only 2.2% versus the 3.5-5% they were paying. She stated the customer will also be saving on the fee that they pay.

Mr. Anderson stated they are in the process of moving over to Checkmate. Mr. Caporale stated Checkmate can work with them on their complex accounting system. He stated they are just waiting on the Seamless.gov aspect of it.

Review and discuss October Department Head status reports.

Mr. Gryval stated he reviewed and discussed things with the Department Heads already.

Review bid proposals, award contract for Community Development Block Grant administration.

Mr. Mulholland stated they only had one submission. The Chair asked if this is something that a lot of people do. Mr. Mulholland stated there are and that they were all personally sent the RFP.

Motion. Mr. Gryval made a motion to award Donna Kerwin Lane of CDBG Consults the contract for the CDBG grant administration proposal. Mr. Tardiff seconded the Motion. There was no additional discussion. Motion passed.

TOWN ADMINISTRATOR'S REPORT

Hiring of Intern

Mr. Mulholland stated he would like to hire a high school student to do some intern work for a couple of weeks. He stated he needs to get some things done before the end of the year and needs someone to help get these things done. The Select Board gave Mr. Mulholland permission to hire a high school student for a couple of weeks at a rate of \$10.00.

Status of RR bed sewer line issue.

Status report proposed new Boys & Girls Club/Senior Center facility at the Whitten Street Park.

Mr. Mulholland stated they are having serious problems with FairPoint in terms of phone lines there and Old Allenstown Meetinghouse so he contracted with Comcast to provide telephone service. He explained that they have a problem with the conduit underneath having water under it.

Status of Planning Board enforcement action in regards to Allenstown Aggregate violation of RSA 155-E provisions.

Mr. Mulholland stated there is supposed to be a site visit on Thursday to see if the C&D is done. He stated there is a court date on December 1, 2014 for the State enforcement action. The Chair asked if they are assuming that they can open back up when the C&D is done. Mr. Mulholland stated they have to get the permits before that is authorized.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated it doesn't look like the Central NH Regional Planning Commission is going to get the Storm Water Management plan done between now and the end of the year so there is going to be an encumbrance. He stated CNHRPC had said they were waiting for FEMA to finalize the permit requirements. He stated they need to get a plan of how they are going to manage it.

Year-End Encumbrances

Mr. Mulholland stated he told the Department Heads that the Select Board will be reviewing requests for encumbrances on December 15, 2014. He stated he discussed the encumbrance's statute to the department heads and is making a list of what he anticipates the encumbrances are. He stated he doesn't see a lot coming up but that he sees some problematic ones.

Mr. Mulholland read his list of encumbrances at this time which were engineering work on Granite Street, paving project for River Road, Seamless.gov docs, Master Plan, MS-4, and masonry project for town hall.

The Chair asked about the River Road project and rather they had already signed off on that project. Mr. Mulholland stated they are not going to do the project originally intended on River Road so that purchase order goes away.

Status of Town Hall repairs.

Mr. Mulholland stated he spoke to the contractor and he can't do it because the temperature is too low so they will have to encumber that.

Status of Seamless.Gov efficiency project.

Mr. Mulholland stated they are making progress and are still on track for January 1, 2014.

Mr. Mulholland stated there are some purchase orders tonight but they are not here. Mr. Gryval asked if the purchase order for the truck bed was there. Mr. Mulholland stated there is a new purchase order for the truck bed.

Ratify Consent Calendar: November 17th, 2014

Mr. Mulholland stated there was no Consent Calendar today.

Parks and Recreation Event on December 6, 2014

Mr. Mulholland stated the Parks & Rec Event is on December 6, 2014. He stated he challenged the other departments and that this would be a nice event for the children in the community. He stated this is a good opportunity to contribute to the community and represent the town well.

Mr. Gryval stated he spoke to Ms. Walker about the event when it first came up and that he is not crafty but he knows a couple volunteers who could help.

Department Head Meeting

The Chair asked who is not showing up for the Department Head meeting. Mr. Mulholland stated they did the After Action Review today and the Fire Chief and Police Chief weren't there today.

Review Minutes: November 3rd, 2014 and November 10th, 2014

Mr. Gryval stated they had spoken about the minutes were going to be done verbatim. Mr. Mulholland stated they were there for that. Mr. Gryval stated he hadn't gotten a chance to review them yet.

Approve Payroll and Accounts Payable Manifests: Payroll 111214, AP 111314

Mr. Mulholland explained that they will sign electronically but that they still need to make a motion on that.

Motion. Mr. Tardiff made a motion to approve the Payroll and Accounts Payable Manifest: Payroll 111214 and AP 111314. Mr. Gryval seconded the Motion. There was no additional discussion.

Motion. Mr. Gryval made a motion to adjourn. Mr. Tardiff seconded the Motion. There was no additional discussion.

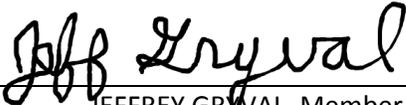
A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 6:42 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 17th, 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12/05/2014 DATE
 JEFFREY GRVAL, Member	12/09/2014 DATE
 KATE WALKER, Member	12/08/2014 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRVAL, Member	DATE

	KATE WALKER, Member	DATE

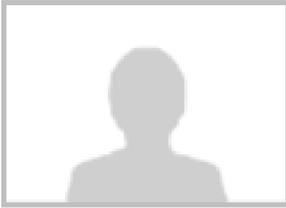
Signature Certificate



Document Reference: PTCV98IEA26DKP5LBAHGJC

RightSignature

Easy Online Document Signing



Kate Walker

Party ID: 2RWBEUJLC2FFLF2FRGC7GX

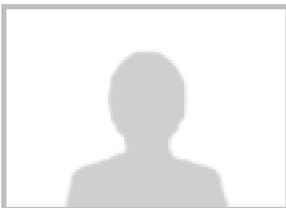
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4b95269721b751c6bf3df3653602fed6722e2a90



Jeffrey Gryval

Party ID: HZELFMIIN2JTGAPIRI2VKS

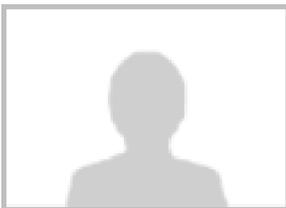
IP Address: 24.62.155.198

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

8dbf80abfc59ab74dddc482864d5df6fd7246ff9



Jason Tardiff

Party ID: GPAG4TIRW5HRHCCHRVL7W

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

32bc5be5dee52e6b13f1f317692427818963d4c4



Timestamp

2014-12-09 10:58:20 -0800

2014-12-09 10:58:19 -0800

2014-12-08 04:47:03 -0800

2014-12-08 04:46:21 -0800

2014-12-07 15:01:50 -0800

2014-12-05 05:08:35 -0800

2014-12-05 05:04:10 -0800

2014-12-05 04:23:54 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 69.174.113.20

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 24.62.155.198

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



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