

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 27, 2014

Call to Order.

The Allenstown Select Board Meeting for October 27, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present.

Residents of Allenstown: Dawn LaBrecque, Alicia Smith, and Cynthia Dorjin.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Kim Carbonneau, Library Trustee; Pauline Boutin, Library Trustee

Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Finance Director, Michael Stark, APD; and Dana Pendergast, AFD.

Citizens Comments:

N/A

Public Hearing-Petition in regards to Dawn Drive

Mr. Mulholland read Petition in regards to Dawn Dr. which read,

“The taxpaying property owners residing on Dawn Avenue respectfully request the town services paid for through our taxes, specifically snow removal (plowing) and garbage pickup from our respective properties, be provided.

We, the undersigned, are concerned citizens who urge our leaders to act now to provide the above listed services and present the following supporting reasons:

- 1.) Lack of snow removal could hinder emergency response vehicles and potentially delay the delivery of life saving services such as EMS and Fire.

- 2.) Lack of snow removal could also hinder service vehicles and the delivery of needed products and services such as propane and fuel oil.
- 3.) Moving heavy trash cans, even models with wheels, hundreds of feet can be physically challenging and even dangerous for some. Other homeowners enjoy pickup of their trash cans in close proximity to their properties; we believe it a reasonable expectation that we receive the same service.
- 4.) In summation, we, the taxpaying property owners residing on Dawn Avenue, believe we should receive the same courtesies and town services as other Allenstown tax payers.”

Mr. Mulholland explained that there are two categories that this petition could fall under; layout of a road or request for emergency lane. He scheduled it under the provisions of RSA 231:59(a) because it is closer to the request for an emergency lane.

Mr. Mulholland stated the issue of trash pickup would not apply to RSA 231:59(a) and would be a separate issue. He stated RSA 231:59(a) allows for maintaining of the road as it regards to emergency services only. He also stated they would be required to make written findings, recorded in the minutes of the meeting, that the public need for keeping such lane passable by emergency vehicles is supported by an identified public welfare or safety interest which surpasses or differs from any private benefits to landowners abutting such lane.

Mr. Mulholland stated it either has to be a municipal road which it is not and there would need to be a separate petition for that. He also stated there would need to be a declaration of an emergency lane for the snow removal but they would have to meet the strict standards in the RSA for that. Trash pickup would need to follow the provisions of the town ordinance.

Mrs. LaBrecque explained that there are a number of kids living on the street. She expressed concern regarding her grandson who has asthma and if he is in need of emergency care when there is snow, they are in trouble without the emergency lane.

Another resident stated they have had numerous fire trucks come down the road and have been able to turn around without any issues. She stated the issue was more so the safety of the residents then the emergency vehicles being able to come down the road.

Mr. Gryval asked what it would take for there to be an emergency lane. Mr. Mulholland stated the criteria include showing benefit to other property owners on roads other than that roadway. He gave the example of a private road being in between public roads and the need for emergency vehicles to utilize the road if needed.

Mr. Gryval asked if they can benefit anyone other than the people that live on Dawn Dr. A resident asked if it would take into consideration the people who she babysits for. Mr. Gryval

stated it would have to be for people not on her street and she is still on the street while babysitting.

A resident asked what year the statute was written. Mr. Mulholland stated it was written in 1994 and modified in 1995 and 1996. The resident stated a lot of it has changed since 1994 on their road. The Chair stated this is a State statute and that there is nothing they can do about it.

Mr. Mulholland stated the other option they have is to make that road a town road but that would take designing it to standards, accepting the roadway, petition for layout and much more to go through that process. He stated if they did that, the issue of snow removal and trash pickup are resolved.

The Chair asked about the emergency lane and that it doesn't mean that it is plowed every time it snows but maintained for accessibility of the emergency vehicles. Mr. Mulholland stated was correct as the statute states minimum maintenance necessary to keep the road open for emergency vehicles.

Mr. Gryval asked for clarification that they have determined that it can't be an emergency lane because it doesn't meet the criteria. Mr. Mulholland stated they would have to make the determination that it does meet the criteria and put it in writing that it meets the criteria and if they can't show that they could be taken to court by another party of the town who wants it done for their road.

Mr. Gryval suggested they work with Alan Turcotte, their State Representative, to see if they can move this along in some way.

Mr. Mulholland stated this would not be an easy hurdle to overcome and he couldn't think of anything else that would fit the criteria either. There was further discussion of the petition request and the criteria required for an emergency lane provision.

Vote to approve the recommended 2015 Budget.

Mr. Gryval expressed concern with the Patriotic Budget being at zero. He stated he would like to see it brought back to what the voters voted in last year in the default budget which would be flags for \$50, Old Home Day at \$2,000 and the Christmas in Suncook at \$300. Mr. Mulholland stated they didn't pay for Christmas in Suncook in 2013 as they weren't asked for any funds. He stated some residents and members of the Budget Committee were not happy about the Select Board taking the funds out of the Patriotic Budget and voted it back in last year.

Ms. Walker asked what the \$300 was used for at the Christmas in Suncook. Mr. Gryval explained that this helps to fund the activities going on at the Christmas in Suncook. A resident

asked if this was the same thing that the Boys and Girls Club was looking to do. Mr. Gryval stated this would be separate from that. Ms. Walker stated if they give funds for the Christmas in Suncook would they have to fund the Boys and Girls Club version of the event.

Motion. Mr. Gryval made a motion to add \$2,350 back into the Patriotic Budget with \$2,000 going to the Old Home Day line, \$300 to the Christmas in Suncook line and \$50 to the flags line and that they remove line 10-390 from the budget. Ms. Walker seconded the Motion.

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

The Chair asked what the \$50 in flags goes to. Mr. Gryval stated it is to buy flags. Mr. Mulholland stated they don't buy flags from that line. Mr. Gryval stated they never did but that he would like them to buy a flag for the Old Allenstown Meetinghouse. The Chair asked if they should put that under the Old Allenstown Meetinghouse budget. Mr. Gryval stated they typically have had it under the Patriotic Budget.

Ms. Walker stated she is concerned with the Highway Department Budget and there is no representative present at the meeting to answer her questions regarding the food line. The Chair stated the Road Agent requested \$6,000 for the food line. Mrs. Demers stated they eliminated that line and added it back to the general supplies line.

Ms. Walker expressed concern of the \$6,000 being too high and that she thinks \$5,000 is more than adequate. The Chair stated the general supplies line has a total of \$2,000 and asked where the \$6,000 went in the budget. Mrs. Demers stated if they wanted food budget it should be in the general supplies line. Mr. Mulholland explained they had to reorganize the budget lines to meet the GAAP and GASB requirements and that the food line didn't meet those requirements.

Mr. Mulholland suggested the food for prisoners should go in general supplies. The Chair stated they should increase the general supplies line and get rid of the food line. Mr. Gryval suggested they add \$5,000 into the general supplies line to give the Road Agent funds to pay for prisoners' meals.

Motion. Ms. Walker made a motion to add \$5,000 to the general supplies line bringing that total to \$7,000 and eliminating the prison help (do not use) line. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Ms. Walker expressed concern for having funds in another do not use line of Highway part-time salaries line having \$15,000 and asked if they were going to bring that line to zero as well. Mr. Gryval asked why that line says do not use. Mr. Mulholland stated they did not have part-time people in the Highway Department. He stated if they add contracted people it should not be in that line.

The Chair asked if they leave that line as is and then they choose to contract part-time people can they move it to another line. Mr. Mulholland stated they could leave it there and then move it once they make the decision to hire contracted people.

The Chair asked Chief Pendergast if he got his end of the year anticipated budget surplus report in yet. Chief Pendergast stated he was working on it. Mr. Gryval asked when he could have that to them by as they need that report. Chief Pendergast stated he could have it to them by the end of the week. The Chair asked Lt. Stark to pass the message onto the Chief that they need the Police Department year end expenditure report as well.

Motion. Mr. Gryval made a motion to recommend the 2015 operating budget at \$3,854,993. Ms. Walker seconded the Motion.

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

Mr. Mulholland stated this puts them about .62% under the default budget. Mr. Gryval asked Mr. Mulholland if everyone that needs to be at the Budget Committee on Thursday knows that they need to be there. Mr. Mulholland stated he sent out several communications about the upcoming meeting with the Budget Committee. There was further discussion of the Budget Committee meeting.

Review and Approve Primex Workers Compensation insurance coverage agreement (2 years)

Mr. Mulholland stated they spoke about this briefly at the last meeting. He stated this agreement is for employment compensation as well as workers compensation. He stated there was a 9.4% increase and the maximum increase that it can go up is ten percent.

Ms. Walker asked why there is a 10% increase. Mr. Mulholland stated it is based about their overall payroll and on their claims which their claims haven't been very bad.

Motion. Ms. Walker made a motion to accept the Primex Workers Compensation contract for the next two years. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discuss proposals for payroll services and award contract.

Mr. Mulholland stated they sent out an RFP for payroll services and that they received four proposals. Mrs. Demers stated one was from their original payroll services, Paychecks. She stated they also received a proposal from ADP and from Trivanus and Checkmate gave proposals and demos on their software. She stated price wise, Paychex and Trivanus were very close in price. She stated she liked Checkmate’s software a little better and that price wise they are a lot cheaper than Paychex. She explained that Checkmate’s software and system was more user friendly.

The Chair asked if the price that Checkmate gave them includes the W-2s. Mrs. Demers stated would be part of the services in the contract.

Mrs. Demers explained that their software will automate a lot of the things that they currently have to manipulate in order to put it into their accounting software. She stated she spoke to other towns that use them and the towns love the Checkmates services.

Mr. Gryval asked about the individual employees putting their own hours into the system and then who would approve those hours. Mrs. Demers stated the employees would put in the hours just like they do now and then the supervisors would approve the hours. Mr. Gryval asked how user friendly it will be because they have varying degrees of usability. Mrs. Demers stated from what she saw with the demo she thinks that they won’t have an issue using the software and that Checkmate would send someone down to train them on using the software.

Mrs. Demers stated \$750 one time setup fee and a one-time setup fee for the time and labor in addition to the \$8,512. She stated the \$8,512 will be their annual fee.

Mr. Gryval asked Mr. Mulholland what his thoughts were on this. Mr. Mulholland stated he agrees with it. He stated they have had problems with the company that they work with right now. He explained that they were charging for services that they don’t need and took a while to give the money back.

The Chair stated the annual amount of \$7,000 is higher than what the biweekly charge is by \$6.00 and asked if there is a reason that they rounded up. Mrs. Demers stated they probably just rounded up to make it easy for the contract. She stated it is based on what they gave them for figures as well. There was further discussion of what the contract fee was calculated off of.

Ms. Walker asked when they are looking to implement it. Mrs. Demers stated they are looking to start it for the first payroll in 2015. She stated their timesheets will start on December 21st and then payroll will be in the first week of January.

The Chair asked what the reoccurring usage fee at \$3.70 per person per month. Mr. Mulholland stated is probably the same thing as Paychex has in regards to tracking all of the data.

Motion. Ms. Walker made a motion to accept the Checkmate Payroll Services and to authorize the Town Administrator to sign the contract on the Select Board's behalf. Mr. Gryval seconded the Motion.

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

Discuss transfer station permit fee.

The Select Board determined to wait on this.

Accept Waste Oil Grant from NH DES for \$2,236.15.

The Select Board determined to wait on this until we had the grant contract from NH DES.

Issue Proclamation for Pancreatic Cancer Month.

Mr. Mulholland stated they received a request from Mrs. Carr requesting that they declare the month of October Pancreatic Cancer Month.

The Chair asked the Select Board if they want to make that proclamation. Mr. Gryval and Ms. Walker stated they would like to make the proclamation.

Town Administrator's Report

Lien for 3 Roland Drive

Mr. Mulholland stated they have a lien that is ready to be signed off on.

Motion. Mr. Gryval made a motion to discharge the lien on 3 Roland Drive. Ms. Walker seconded the Motion. There was no additional discussion.

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

Review and Approve Minutes

Motion. Ms. Walker made a motion to accept minutes of the non-public session from October 20, 2014. Mr. Gryval seconded the Motion.

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

Mr. Gryval asked about the minutes that were recently sent to them and if they were part of the consent calendar. Mr. Mulholland stated they were not part of the consent calendar.

The Select Board determined to wait to approve the October 20, 2014 until next week.

Amend 2015 Operating Budget amount

Mrs. Demers stated the number she gave them for a bottom line was off by \$2,000.

Motion. Mr. Gryval made a motion to amend the 2015 operating budget to \$3,852,993. Ms. Walker seconded the Motion. There was no additional discussion.

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

Upcoming Meetings

Mr. Mulholland stated they will be discussing warrant articles at the November 3rd meeting and the Sewer Department at the November 10th.

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3, II(a) at 7:15pm . Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to go back into public session at 8:50pm. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the previous non-public session because it would adversely effects the reputation of another other than a member of this board. Ms. Walker seconded the Motion. There was no additional discussion.

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

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

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

The Chair declared the meeting adjourned at 8:52 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 27th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	11/10/2014 DATE
 JEFFREY GRYVAL, Member	11/03/2014 DATE
 KATE WALKER, Member	11/03/2014 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: SRFU8RJFI3CVCM6UJVHMXA

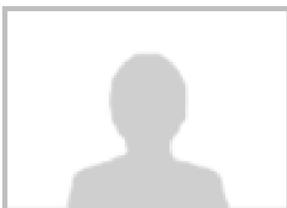
RightSignature
Easy Online Document Signing



Kate Walker
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VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

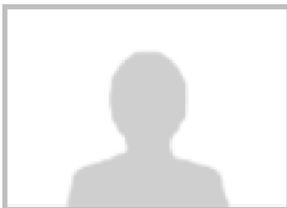
Multi-Factor
Digital Fingerprint Checksum 4750d62e41b7f35f257de77e24be6e397f9ceca0



Jeffrey Gryval
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Electronic Signature:

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Digital Fingerprint Checksum 2f4508a5055e4ec30ab3a21b45008eb0b365926d



Jason Tardiff
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum ed941b7f750d46d5be4353c24cc8b5c95ea11772



Timestamp

2014-11-10 17:28:26 -0800
2014-11-10 17:28:26 -0800
2014-11-10 17:27:48 -0800
2014-11-03 14:59:08 -0800
2014-11-03 14:57:36 -0800
2014-11-03 14:56:09 -0800
2014-11-03 14:55:25 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 173.166.22.209
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2014-11-03 14:01:38 -0800

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

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