

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 6, 2014

Call to Order.

The Allenstown Select Board Meeting for October 6, 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:

Others Present: John Flewelling, Patricia Flewelling, and Sheryl Pratt.

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent; Diane Demers, Finance Director, and Chad Pelissier, AHD.

Citizens Comments:

N/A

Meet with John Flewelling regarding curbside trash & recycling collection.

Mr. Flewelling stated that he owns a town house on Townhouse Road. He stated that they would like to request the town of Allenstown add their townhouse to the curbside trash collection program. He stated that their property is the only one on the quadrant that doesn't have trash pickup. He distributed a photograph of the street and pointed out the townhouse.

Mr. Flewelling stated that he had spoken with Mr. Pelissier who referred him to Mr. Mulholland. He stated that Mr. Mulholland had told him Pinard Waste could do private trash pickup in Allenstown. He stated that he spoke to Pinard Waste and that they want \$119 per month to do trash pickup and that they would be putting a dumpster on the property. He stated that they cannot afford that and requested that the Select Board would make an exception and add them to the pickup services.

Mr. Flewelling stated that he couldn't make the public hearing that they had regarding trash pickup but that he read the minutes and saw that there were 16 buildings that were disenfranchised. He asked them how many of those buildings were four family homes. Mr. Pelissier stated that he doesn't have those numbers with him tonight but that he can get those numbers for him.

Mr. Flewelling asked how they were doing with the trash pickup in one day. Mr. Pelissier stated that they are completing their route by 3pm to 4pm. Mr. Flewelling asked if they couldn't make

an exception for just his building could they do it for all the four unit buildings if there weren't too many of them. Mr. Pelissier stated that they have already had this request and that he believes the Select Board is already looking into possibly doing something with the ordinance. He stated that they paid Casella to pick up a certain amount of houses and that they don't have the numbers to know how many units they are currently picking up. He stated that since they are only three weeks into the programs, they don't have the numbers that the Select Board needs to make a determination if they can make any changes.

The Chair asked Mr. Mulholland about changing the ordinance. Mr. Mulholland stated that they would have to make an amendment to the ordinance and cannot make an exception.

Mr. Gryval stated that the way that the ordinance is written, it is not something that they can make an exception to. He informed Mr. Flewelling that they had to determine what is considered a commercial property because they don't pick up at commercial properties. He stated that there are a lot of apartment buildings that are commercial buildings. He stated that they had to come up with a number of where a commercial property begins and where the residential property ends. He stated that the Select Board determined that three units was the threshold to turn the property into something that they would consider more of an income property versus an in-law apartment.

The Chair stated that at this point they can't go against the ordinance. He stated that they have not discussed this and that it is not on their plans at the moment but that he can't say whether or not it would be looked at in the future. Mr. Flewelling stated that it would seem that if there were not too many four unit buildings, the town could afford to include them. The Chair stated that they had to draw the line somewhere and if they change it to include the four units then those with five units would make the same arguments. Mr. Flewelling stated that he would appreciate if the town would look into whether they could include the four unit homes. The Chair stated that they can take it under advisement and see if there is anything that they can do.

The Chair recommended that Mr. Flewelling and his tenants sign up online to receive notifications of what's going on in town.

Discuss 2013 Audit Report with the Auditors.

Mrs. Pratt stated that page one and two consists of the opinion letter. She stated that the opinion letter is more broken down by header. She stated that people were shocked to see that they were receiving an adverse or unmodified opinion when in fact it was the same as it has always been and is now broken down more clearly.

Mrs. Pratt stated that Allenstown has received an unmodified opinion on their government-wide financial statements as well as their individual fund statements. She stated that they should be commended for that because there are many towns that receive an unmodified opinion on their individual fund statements but an adverse opinion on their government-wide opinions.

Mrs. Pratt stated that on Schedule II: Budget versus Actual on Revenue shows that they received \$162,048 more revenue than they had anticipated. She stated that they received \$31,000 more in total tax revenue than what was anticipated and \$47,674 more in their licenses, permits and fees.

She stated that income from departments was up \$20,816 however, their intergovernmental revenues they were down \$36,740. She also stated that miscellaneous revenue was up by \$97,298.

Mrs. Pratt stated that Schedule II shows what they have brought forward for encumbrances from the prior year and compared them to the current year expenditures less what they have encumbered to go forward to the next year. She stated that they came in \$2,400 under budget which is pretty good.

Mrs. Pratt stated that Schedule III is a reconciliation of their Unassigned Fund Balance. She stated that the schedule has changed a bit over the last couple of years. She stated that the top part of the schedule is what they would be more interested in and what they use when considering their tax rate setting. She stated that they started the year with unassigned fund balance of \$1,140,345 and that they added the budget surplus of \$162,048 plus the unexpended balance of appropriations of \$2,400 and a decrease in nonspendable balance. She stated that the ending year of unassigned fund balance was \$1,336,043 which is the number that DRA sees on the MS-5.

Mrs. Pratt stated that the next reconciliation is a book entry. She stated that in order to be in compliance with GAAP, they have to look at the property taxes receivable and what has been collected within the first 60 days of the new year. She stated that anything that has not been for property taxes is recorded as a deferral on the books. She stated that it is reflected on Exhibit C-1 as Deferred Inflow of Resources. She stated that to be in compliance with GAAP standards, the unassigned fund balance is \$467,974 at the end of the year.

Mrs. Pratt stated that page five of the report is their Balance Sheet for their General Fund and their Other Governmental Funds. She explained that the Other Governmental Funds are made up of many other components which are detailed on Schedule IV.

Mrs. Pratt stated that they had non-spendable of \$29,457 which is made up of the prepaid items and the tax deed property subject to resale. She stated that the restricted fund balance and the committed fund balance are the cash balances that are available for the expendable trust funds and the library.

Mrs. Pratt stated that under GASB No. 54 they have to look at how funds are set up. She stated that because the expendable trust funds and the library's majority of revenue come from the General Fund, they get blended back into the General Fund at year end and are reported as restricted and committed fund balance. She stated that Note 5 shows that breakdown.

Mrs. Pratt stated that the assigned fund balance reflects their encumbrances at the end of the year which is broken down on page 35 and 36 by function and in Note 13.

Mrs. Pratt stated that for GAAP presentation shows an unassigned fund balance of \$467,974 but for tax rate setting purposes they look at the number on the non-GAAP setting of \$1,336,043. She further explained the format of the package and how things are reported on statements.

Mrs. Pratt stated that GASB 68, which is an amendment to GASB 67, has taken effect at the state level for NH retirement. She stated that it requires them to report retirement on the financial statements. She stated that it is her understanding that the state auditors are now sending audit teams out to check towns and schools. She stated that she has attended many webinars to determine what they are going to have to test.

Mr. Mulholland stated that what it means is that their portion of the pension liability must be reported on the financial statements. He stated that they want to know what the town's piece of the retirement system is so that if the town has to borrow money the burden will be higher.

Mrs. Pratt stated that there is a management letter in the back of the report with three comments on it. She stated that they consider these comments to address significant deficiencies. She stated that the first comment was the Treasurer was not remitting monthly reconciliations to the Finance Director on a regular basis. She stated that during the audit they had to make many year-end adjustments to the cash account to back out accruals to accounts payable. She stated that they recommend that the Treasurer prepare, on a timely basis, cash reconciliation and that it is reconciled with all departments so that if there are any errors or discrepancies they are identified and dealt with immediately.

Mr. Mulholland stated that they have implemented a corrective action plan which is already in action right now. He stated that the Treasurer will be able to access the data real time and reconciling that.

Mrs. Demers stated that she thinks that one of the issues as well was that when they are doing the end of the year spending, they have two cash accounts and that they were applying it to cash when they were doing accounts payable. Mrs. Pratt stated that they need to debit the expenditure account and credit the accounts payable. Mrs. Demers stated that she needs to get with the Accounts Payable person so that when they are doing the two bookings it gets done right.

Mrs. Andersen stated that they are using the bank module of the BSMI program. She asked Mrs. Pratt if she has a chance to review it and that is what they are supposed to be doing, then they will continue to do it that way. Mrs. Pratt stated that she thinks that it is good that they are using the BSMI system.

Mrs. Andersen stated that the bank will be giving them their outstanding checks so that they will know what they have for outstanding checks.

Mr. Gryval asked Mrs. Pratt if the module that they will be using will help meet the standards that she was discussing with them. Mrs. Pratt stated that it would.

Mrs. Pratt stated another comment that they had been to make sure that the town clerk is reconciling with the treasurer by the end of the following month, if not the middle of the following month. She explained that this would allow them to determine if there are any errors or discrepancies that need to be fixed. Mr. Mulholland stated that they have already put a plan in place for that as well. He stated that they have files set up that allow the town clerk and treasurer to access them and be able to reconcile.

Mrs. Pratt stated that the final comment was on the library. She stated that they noted that the cash reconciliations were not always being approved by the treasurer and that they didn't always find the reconciliations. She stated that the petty cash had not been reconciled or replenished during the year. She stated that invoices paid out of the library's operating account were not formerly reviewed or approved by the library trustees. She stated that invoices paid out of the town hall for the library were being reviewed or approved.

Mrs. Pratt stated that timesheets were not formerly reviewed or approved by the Library Trustees. She stated that they also found two incidents where proper supporting documentation was not retained for disbursements made. She expressed the importance that the cash reconciliations are being done monthly. She stated that the trustees should be meeting on a monthly basis and reviewing the financials.

The Chair asked Mr. Mulholland if he has any observations on the library. Mr. Mulholland stated that the things that come to the town hall, they insist that they follow the legal requirements but that he cannot vouch for the other things as to whether or not they have been corrected. Mrs. Pratt stated that when they come in for the 2014 audit, they will look to make sure these things are being done correctly.

Mr. Gryval stated the part of the report that had stated that "during the review of disbursements, one incident was noted that not all supporting documents had been retained. We recommend that supporting documentation be retained for all disbursements in order to reduce the risk of misappropriation." He asked if that was referring to the library or at the town hall. Mrs. Pratt stated that it was referring to the town hall. She stated that the incident was a bill for Corcoran Consulting Associates for \$2,361 which was disbursed on January 1, 2013. She stated they do a random check of all the checks and that one randomly was chosen.

Mr. Gryval asked Mr. Mulholland and Mrs. Demers if they were aware of this and are retaining the necessary documentation. Mrs. Demers stated that now they are doing things electronically so that they will have the documentation.

Public Hearing-Proposed Financial Transactions Policy, Credit Card Policy, Digital Signature Policy

The Chair opened the public hearings to the audience. There were no questions from the public.

2015 Budget Presentation

Highway

Mr. Pelissier stated that they made a few adjustments and have been changing lines a little bit. He stated that one of the lines that they changed was vehicle maintenance and vehicle repairs were combined into one line. Mr. Mulholland stated that they consolidated some of the lines and they are consistent across all of the departments.

Mr. Pelissier stated that the cell phone line increased because they paid more for the phones than they had budgeted for. He stated that the general supplies always run over. He stated that the gasoline went up 20% however; they were able to reduce the diesel fuel because they are not using the packer anymore. He stated that they increased the highway overtime by 50% because

as of right now he is over and they haven't come into the winter season yet. He stated that the other big change is the dues and subscription line and that is because whenever they do a dig safe they have to pay for that.

The Chair asked why there was a big jump in the part-time salary. Mr. Pelissier stated that would cover the plow guy should they have to hire someone to take over the one position that they are down.

The Chair asked about the gasoline going up and diesel going down and if the 33% that they reduced was all from the packer. Mr. Pelissier stated that they are saving about \$800 a month from not using the packer.

The Chair asked about the sand line in the budget. Mr. Pelissier stated that last year they used a lot of sand but that normally they stay around the \$2,000 for it. He stated that they are comfortable with the \$2,000 budget.

Mr. Gryval asked where the money went for the small equipment line. Mr. Pelissier stated that it was combined with the small equipment repair line. Mr. Mulholland stated that chainsaws and shovels are not considered small equipment and that the line would be more for a compactor or something like that. There was further discussion of the lines and where the items would go under.

Solid Waste

Mr. Pelissier stated that they moved one of the part-time employee's salary to the solid waste salary line. He stated that the maintenance expense is used for the supplies that they need.

Streetlights

Mr. Pelissier stated that it is at \$24,000. Mr. Mulholland stated that it will stay the same but that the rates go halfway through the year and that they don't know what the rates are after that at this point. He also stated that if a light gets broken, they have to pay for the repair so that they need capacity in the budget for it. Mr. Pelissier stated that right now they are at 30% of the budget.

Storm Water.

Mr. Pelissier stated that they are under budget for this. Mr. Mulholland stated that they reduced it down to \$18,750 instead of \$36,250. He stated that they are writing the plan this year so that next year it will just be a matter of doing the updates and imputing the changes that they have to make that the EPA comes up with.

The Chair asked what the computer and software line was for. Mr. Mulholland stated that was to cover the cost of the VUEWorks software that they use with the Sewer Commission. He stated that they have to reassess that because they are not completely satisfied with how the software is working for their purposes.

The Chair stated that the engineering has gone up quite a bit and asked if that is for paperwork that is being done. Mr. Mulholland stated that they will be discussing this more at the October

20th meeting but that is for the IDDE is mostly engineering work. He stated that they will be getting a work order soon at which time they will have to determine if they are going to fund that this year or next year. He stated that it is one of those things that they don't have any control over. There was further discussion of the potential liability that they have from the work order that they will be receiving.

Close Public Hearings -Proposed Financial Transactions Policy, Credit Card Policy, Digital Signature Policy

Motion. Mr. Gryval made a motion to approve the Financial Transactions Policy. 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 approve the Credit Card Policy. 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 approve the Digital Signature Policy. 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 proposed Comcast Franchise Agreement.

Mr. Mulholland stated that this is similar to the contract that they had before. He stated that it has been modernized and expires in July 2015. He stated that according to Comcast, the contract is similar to the Seabrook agreement and that they have the same law firm as Allentown so Comcast thought that they were providing a proposed contract that the law firm would approve of.

Mr. Mulholland stated that he has highlighted some areas that they need to consider further and that he hasn't come up with what the changes should be.

Ms. Walker asked if the contract was for services that the residents would receive from Comcast and that some residents have brought to her attention their concern with not being able to receive those services. Mr. Mulholland stated that it is for the services to the resident and that the contract lays out how many homes and the distances in which areas will be covered under the contract.

Ms. Walker stated that the residents have contacted her several times about not having internet and therefore are not able to access town related information. Mr. Mulholland stated that there

are other means to receive internet services. He stated that Comcast is not going to be willing to change the area that they service.

The Chair stated that he spoke to Mr. Mulholland about the length of the contract and that he thinks that ten years is too long. Mr. Mulholland suggested that they go no longer than five years. He clarified that the contract is just for television services and for right of way usage.

The Chair asked what the next step is on this. Mr. Mulholland stated that he needs to go through it and make some suggestions to the board. He stated that the board can also determine to send it to the lawyers for review. The Chair stated that he thinks that they should send it to the lawyers. Mr. Gryval did not feel that it should be reviewed by town counsel as it has already been reviewed by the same town counsel at the expense of Seabrook.

Discuss the concept of a wage classification system.

Mrs. Demers presented an overview of the wage classification system. She explained that she would be going over employment retention, fairness, like positions, loss of skilled personnel, training, classification and wages schedule – what it is and why they should use it.

Mrs. Demers stated that right now they do not have a pay scale that says like positions throughout the towns are paid a certain amount of money. She stated that the other problem that they have is that someone who has been working for the town a few years might make the same as someone entering into the workforce. Mr. Mulholland stated that this is particularly the case in the Highway and Police Department.

Mrs. Demers stated that another issue is that when they lose people, they lose institutional knowledge as those who have been around in the past remember better than a new person would be able to research it. She stated that they can cross train the employees, but that person would never know everything that the other person does within a position.

Mrs. Demers stated that every time they lose someone and have a new hire, they have to train them which is time consuming, cost to training and overtime, and it takes longer for a new person to do the job than someone who has been there for a while.

Mrs. Demers stated that a wage classification system has job descriptions written for every position with assigned grades and within those grades there are ten separate pieces. She stated that because there are job descriptions and clearer expectations it gives the employees an idea of how to obtain a promotion.

Mrs. Demers stated that they can implement this in Allenstown through updating current job descriptions, reviewing surrounding towns to make sure that they are competitive with them, assign the positions to pay grades and then determine where every employee within the organization is at that point.

Mrs. Demers stated that it would take about three years to implement the classification system and that they would start in 2016. She stated that they would also need the supervisors to explain to the employees how the classification system works. She showed the Select Board an example of how it would work.

Mrs. Demers stated the way the federal government works is that they would receive raises in the first four years, years five through seven would have a raise every other year, year eight through ten its every three years and after ten years they would only receive COLA unless they were to get promoted and switch grades in which case it starts over again.

Mrs. Demers stated that they should implement the system because it promotes fairness, like positions would be paid the same, clear guidelines of how the raises and pay schedules work, and gives employees clear goals of ways to change grades.

Mr. Gryval asked why they would want to do it. Mrs. Demers stated that right now, they do not have any kind of structure and this would give them that. She stated that the Police Department has a high turnover. She stated that Pembroke and other towns around them are using this system and it works well for them.

Mr. Gryval asked about the timeframe to implement the system. Mrs. Demers stated that would have to research and figure out where they are as far as the competitiveness with the surrounding towns. Mr. Gryval asked if they would be looking at other towns and recommend to the Select Board to increase the salaries of the positions. Mrs. Demers stated that they would look at implementing a pay structure that would get the position up to that pay rate.

Mrs. Demers stated that they would take their current job descriptions and review them. She stated that they would compare the job descriptions between towns. Mr. Mulholland stated that they would need to make sure that the positions are being compared based on people doing the same things in both towns.

Mrs. Demers stated that it could encourage people to further their education. She gave an example of a fire fighter deciding to become a paramedic and that they would want to reward them for it. Mr. Mulholland stated that right now there is limited incentive for the employees to further their education.

Mr. Gryval asked about the implementation with the current employees and how they would determine where in the steps they should be and if they would be going by seniority and/or job skills. Mrs. Demers stated that they have to figure out where each employee falls within the step system. She explained that their evaluation also affects the employee getting their step. Mr. Mulholland stated that their evaluations are setup for a step system.

The Chair asked for further explanation of the grades. Mr. Mulholland stated that the grades provide an annual salary range for specific positions. He stated that certain grades require certain levels of experience, training, and skills. The Chair stated that it is confusing to have so many grades within each department. Mrs. Demers stated that this is just an example so that they could have a visual. Mr. Mulholland stated that the town paid for LGC to do this back in 2003 and it looks just like Mrs. Demers' example. He explained that this allows the employees to see where they will be ten years later whereas right now they don't have anything like this in place. The Chair asked what kind of numbers they are looking at for the budget. Mrs. Demers stated that they don't know yet. Mr. Mulholland stated that he instructed Mrs. Demers to not do so yet

because that would take a lot of work and he didn't want her to spend hours on it if they determine to not do this.

Mr. Gryval stated that he likes the idea but that he doesn't want to commit to it full blown at this point. He asked what the next step would be and who would work on it. Mrs. Demers stated that she would end up working on it. Mr. Mulholland stated that they would fit it in the schedule to work on it during their down time but that he doesn't want to commit the staff hours if they aren't going to do this.

The Chair asked if this would take care of the merit raises that they have now. Mr. Mulholland stated that it would replace the merit raises system that they have right now. Mrs. Demers gave them a website that explains the wage classification system in more detail for them.

Mr. Gryval asked if they could compile an outline of how they would do this and come up with a guesstimate of how long each part would take. Mrs. Demers stated that the NH Municipal Association has a wage study but that they haven't made it available yet. Mr. Mulholland stated that the job descriptions are already done. He stated that they are going to use the NHMA 2014 wage study to determine where the steps should be and compare with other towns. There was further discussion of the implementation process and the efforts it will take to do so.

The Select Board determined to think on whether or not they want to pursue this further and let Mr. Mulholland know.

Discuss proposed Social Media Policy.

The Chair asked why they would want a social media policy. Mr. Mulholland stated that they are looking at a Facebook and Twitter site for the town hall. He stated that it is a good way to outreach to people and show them what they are doing in the community and give them a way to reach the town. He stated that it is a good way to communicate with the younger residents.

Mr. Mulholland stated that regardless if they have social media pages, they should have a social media policy to cover other things which are sensitive things that create problems when they don't have a policy. He stated that the police department has a social media policy in place.

The Select Board determined to schedule a public hearing for the policy at the October 20, 2014 meeting.

Discuss and approve P&R anticipated budget overages.

The Chair asked if anyone had any questions. Mr. Gryval stated that he already spoke to Mr. Mulholland regarding having the funds to cover these costs and asked him to reiterate this fact. Mr. Mulholland stated that they should have the funds and that the department heads are working on giving him what they anticipate for surplus. He stated that they are looking at an overage of \$2,000. The Chair stated that one of the things that made them go over was the removal of trees.

Motion. Mr. Gryval made a motion to approve the Parks and Recreation Commission to over expend their budget by not more than \$2,000. 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.

Town Administrator Report

County Tax Rate

Mr. Mulholland stated that he included some information about the county tax rate that will impact them in less than a positive way. He stated that it will be about \$0.40 on the tax rate and will take effect in November.

Town Hall Hours Change

Mr. Mulholland stated that there is a memo regarding the Town Hall hours change and that they are looking to start that in November. Mr. Gryval asked why they want to change their hours. Mr. Mulholland stated that they have to reconcile which will take them about 15 minutes to do that. He stated that in the past, the town clerk would do that on their own time and that is illegal as the town should be paying them for their time.

Mr. Mulholland stated that this change in hours builds in the fifteen minutes extra needed per day. He stated that the other issue is that they are finding traffic is pretty dead at night, especially on Thursday, and many people are waiting at the door in the morning so that they think that 7:30am will be more effective.

Budget Timeline

Mr. Mulholland stated that October 20, 2014 is when they are supposed to finalize the budget. He stated that Tri-Town Ambulance will make their presentation and then they need to finalize the budget. He stated that they won't receive the insurance rate until October 23, 2014. He stated that the Budget Committee is going to be finalizing the budget on October 30, 2014 and that they have access to the budget just like everyone else.

Transition of Storm Water Functions

Mr. Mulholland stated that he already spoke about this transition and that it is going to be the Road Agents responsibility and he will assist when needed.

Demo with Seamless.gov

Mr. Mulholland he stated that there is a demo with staff tomorrow including staff from fire department, police department, sewer department and town hall staff.

Boys and Girls Club Meeting

Mr. Mulholland stated that there is a critical meeting tomorrow in regards to the senior citizen center that is going to be there. He stated that the senior citizens want more room. He stated that unless the Select Board tells him otherwise, the plan is to explain to them that the town can apply for the grant for \$500,000 that they can but that they don't have any more money to give and they cannot eat up more of the Boys and Girls Club to give them the space.

Mr. Gryval asked what was going on with the dedicated space. Mr. Mulholland stated that they want their own dedicated space and their own cafeteria. He stated that the \$500,000 grant won't

cover all the things that they want. Ms. Walker stated that it doesn't make sense for them to have their own space when they have a building where the kids use the space at night and not during the day. Mr. Mulholland stated that there will be a couple of days where they will have conflict days.

Mr. Gryval stated that there are a couple of ways to look at this. He stated that originally they had no place to be and now that the town are trying to work with them and now they want their own space. Mr. Mulholland stated that it's not like they are being selfish as the seniors and teenagers don't want to be with each other but they don't have the means to give them their own space. The Chair instructed Mr. Mulholland to go with the original plan.

Annual Holiday Party

Mr. Mulholland stated that they need to start thinking about the annual holiday party and how they want to do that.

Dedication of the 2014 Town Report

Mr. Mulholland stated that they want to think about who they want to dedicate that to. He stated that he will send them suggestions and that there are a lot of things that they could do. He stated that they need to determine what kind of message they want to send to the town with the dedication.

Proposed Lease for Whitten Street Park access way

Mr. Mulholland stated that he just received the proposed lease an hour before their meeting so that he will get them a copy of it.

RFP Process for Paving Projects

Mr. Pelissier stated that he would like to discuss the RFP process that they have implemented for paving projects. He stated that some of the projects are pretty small and that if they put out an RFP not many people are going to bid on it and those that do might come in higher than they should pay for it. He suggested that they implement the three bid process for the smaller projects so that they don't overpay for those projects. The Chair asked the Road Agent if he has a dollar amount in mind for those projects. Mr. Pelissier stated that he was thinking of \$3,500 or so.

Mr. Gryval asked why it would be cheaper to do the three bid process than the RFP process. Mr. Pelissier explained that they have done small projects where they did an RFP and it brought the price up to \$15,000 for a small project. He stated that a lot of companies won't do the tiny patches and that if they have one company that will, they raise the price of the project. He stated that these projects are ones that they can do less money. Mr. Pelissier stated that he thinks that they should have a three bid process for projects under \$10,000 and the RFP for larger projects. The Chair instructed the Road Agent to send them an email discussing all of this so that they can think about it.

Discussion of Highway Capital Reserve Funds

Mr. Pelissier stated that they have a Capital Reserve fund. Mr. Mulholland stated that they have \$29,000 for Highway Equipment Capital Reserve and \$20,000 in the Solid Waste Vehicle Capital Reserve Fund and \$21,000 in the Recycling Reserve Fund.

Mr. Pelissier stated that they were discussing doing a warrant to transfer the funds. Mr. Mulholland stated that they could do a warrant to change the purpose of the funds which he doesn't recommend but that they could dissolve one of the funds and transfer those funds into another account.

Mr. Pelissier stated that if they can change the use of these funds, they may be able to buy a one ton next year to replace the 2001 Ford truck. He stated that they wouldn't have to buy a new wing or sander which reduces the price of the truck. He stated that the price of the truck is \$76,000 and the capital reserve funds equal about \$70,000 so that they are \$6,000 short.

The Chair asked what their plan is along the way as they try to get the new one ton. Mr. Pelissier stated that they still use the 2001 one ton this winter. He stated that it still runs but that it doesn't run as well.

The Chair asked about the packer and the dump truck. Mr. Pelissier stated that the dump truck is going off to auction and that they haven't determined what they are going to do with the packer. The Chair stated that the two big auctions are within the next week. Mr. Pelissier stated that they are not going to be able to get much for the truck. The Select Board gave Mr. Pelissier approval to put together a warrant article for the capital reserve funds.

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 8:27pm.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

October 6th , 2014

Signature Page

<i>Original Approval:</i>	
	10/27/2014
JASON TARDIFF, Chair	DATE
	10/28/2014
JEFFREY GRYVAL, Member	DATE
	10/24/2014
KATE WALKER, Member	DATE

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

Signature Certificate

 Document Reference: R6PCL8ICK2427HH3SF4R95



Kate Walker
Party ID: MBPBI7JP34SK3M9NUZLWJL
IP Address: 64.222.96.214
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

441599a3774374e769ec6d979a26af2567ad2636

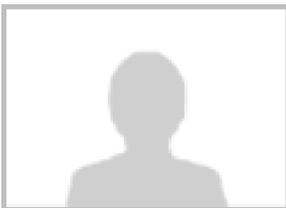


Jeffrey Gryval
Party ID: 8LFX4BJG23MEP95CGM2WHV
IP Address: 24.62.155.198
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4fe15e854f9229e0ee0832c760a954d93d503aff



Jason Tardiff
Party ID: MZGR4JJ6B5X5C7NH6YX3JC
IP Address: 64.222.96.214
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4db43b9ed7852cc41cf8be4b6a46b8f8ea88b408



Timestamp

2014-10-28 15:35:05 -0700
2014-10-28 15:35:05 -0700
2014-10-27 16:38:10 -0700
2014-10-27 16:36:57 -0700
2014-10-24 02:21:52 -0700
2014-10-24 02:21:16 -0700
2014-10-22 15:46:06 -0700
2014-10-22 08:58:13 -0700

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. - 24.62.155.198
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
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