

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 9, 2015

Call to Order.

The Allenstown Select Board Meeting for November 9, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Carl Caporale, Sewer Commission; Jeff Backman, Sewer Commission; Andrea Martel, Sewer Commission; Dave Eaton, Budget Committee; and Roger LaFlamme, Budget Committee.

Allenstown Staff: Shaun Mulholland, Town Administrator and Diane Demers, Finance Director.

Citizens Comments: N/A

Review 2016 Budget Proposals: Sewer Department

Mr. Backman stated they prepared the budget in their traditional flow based budget. He stated they planned it based on their expected flow contributions. He stated overall this year the budget is up by 2.5 percent.

The Chair asked if they could go through the budget by section instead of line by line. Mr. Backman stated for Utilities they were able to lock in lower rates for electricity and heating fuel. Ms. Martel stated Administrative pretty much stayed the same with the exception of office supplies reducing significantly. She stated the subscriptions also came down a little bit.

Mr. Backman stated with line 160 they are dealing with the third year of a five year rental lease for the sludge and septage containers. He stated Engineering went up about \$50,000. He stated some of the engineering is for a new pump station. He stated the CMOM permit is also on there. He stated the accessibility fee needs to be updated next year. He stated the odor control system is an ongoing thing at the plant.

Ms. Martel stated for professional fees, legal went up for obvious reasons.

Mr. Backman stated there are increases and decreases for equipment. He stated lubrication went down as they switched over to synthetic greases and oils. He stated they are looking to integrate their new work order system next year.

Mr. Backman stated typically in the past the repairs and replace has been a \$90,000 line. The Chair asked about Allenstown's portion of the budget is \$500, Hauled waste is \$50,000, and Inter-municipal Plant Budget is \$39,500. Ms. Martel stated Allenstown's portion is only things for the pump station and the sewer pipes and manholes out in the street. Mr. Backman stated major things like a line replacement are done separately.

Mr. Backman stated every gallon of septage which comes in goes to the presses and a portion of it is solids and the remaining water has to go through the entire plant.

Ms. Martel stated insurance lines are contractual obligations. She stated they increased the property liability because of the lawsuit they expect a higher liability. She stated the worker's compensation increased as well. There was discussion of shopping around for different insurances.

Mr. Backman stated the line increase for laboratory was increased \$10,000. He stated in the past they had not sampled organics and solids of the septage waste stream however due to the impending lawsuit they found it will be required.

Mr. Backman stated Operations decreased by \$8,000. Ms. Martel stated the fence is typically on there as well however they finished the last of the sections and put in the new gate this year.

Mr. Backman stated line 408: Polymer decreased as they are using less of it. He stated odor control decreased by \$5,000 due to the expected mixing system going online next year. He stated septage is up due to contractual obligation. Mr. Mulholland asked how much they are being charged per ton. Mr. Backman stated they are being charged \$75 a ton. He stated the chemicals lines are down because they found they are using less than expected.

Mr. Backman stated they added a line for processed chemicals because they wanted to separate them out from miscellaneous operating costs.

Mr. Backman stated projects went down. He stated the major project for next year is the mixing system. Ms. Martel stated the collection system project they had planned to do Ridge Road however there was another area of town which needed immediate attention. She stated the money is back in there to replace Ridge Road next year.

Ms. Martel stated if they go through the rest of the packet there are pages which explain the gross overview of the budget, rate reduction, payroll, and the accomplishments.

Mr. Eaton asked what kind of increase did they budget for salary this year. Ms. Martel stated based on the payroll review each person can get an increase of five percent so they have it in the budget. She stated not everyone got five percent last year.

Mr. Caporale stated they were able to hit all their accomplishments this year.

The Chair stated they will look through the budget further and send them any questions if they have any. Mr. Mulholland stated this will go before the Budget Committee on Thursday without a recommendation from the Board of Selectmen. Mr. Caporale apologized for the tardiness of getting the budget to the Select Board.

Mr. Eaton stated it is a separate warrant article and asked if it should say whether the BOS recommends it. Mr. Mulholland stated they will not put anything on there.

Approve final 2016 Budget to be recommended to the Budget Committee.

The Chair stated he had asked Mrs. Demers and Mr. Mulholland to come up with numbers for where they were. He stated he had communicated to the Budget Committee they were going to keep spending at or less than the increase in CPI which is about one percent this year. He stated when they asked their budget heads to come in at five percent or below they knew there would be some adjustments made.

The Chair stated having gotten the information in from Mrs. Demers and the bottom line number; he would like to break it down in the following way. He stated they have worked with the full-time police department salaries as an effort to stay current with pay and to retain their officers. He stated the police retirement was dropped by \$5,000. Mr. Mulholland stated they reduced it because the school is not going to fund the SRO.

The Chair stated the Medicare is added in for the Police Department. He stated the Chief had reduced his training line and he thinks it is important to add another \$500 to the training line. He stated personal health insurance will be increased by \$34,500. He stated the Board has voted not

to continue the merit system so they can reduce \$8,000. He stated the property insurance will increase however it will be less than what they had estimated so there is a reduction of \$40,000.

The Chair stated he would like to remove the \$1,600 from police detail in the town clerk's budget for elections. He stated there is \$60 in Cemetery dues and publications and \$440 in Cemetery training which he would like to zero out. He stated he wants to do it because the people were very clear at the deliberative session last year they didn't want money spent on it. He stated they will be working with the legislators to change the law regarding Cemeteries.

The Chair stated he would like to change the fire department part-time salaries. He stated one of the problems the Chief is having is retaining call fire fighters. He stated he would like to increase the salary to institute some higher salaries and wage classification system.

The Chair stated Mr. Anderson had asked for \$500 for the Conservation Commission which he would like to add into the budget.

The Chair stated for Highway Construction Services he would like to see an increase of \$119,014. He stated there are many streets in the town which need attention.

The Chair stated the Highway Vehicle Repair, Fire Department equipment testing, and Fire Department Vehicle Repair were all reduced by the request to cut the budgets by five percent. He stated he thinks they need to put some money back in those lines.

The Chair stated Highway Part-time Salaries needs to cover the temporary salary because of the injured employee.

The Chair stated when the Library presented their budget they reduced their budget by seven percent. He stated he asked all the Department Heads what the cuts would mean to them. He stated the two issues were if hours were going to be reduced and money for periodicals. He stated he would like to see money go back in to cover the areas of concern.

The Chair stated the Fire Chief reduced overtime coverage and they are about to go over the line for this year. He stated he would like to see line brought back up to cover the costs.

The Chair stated they have a financial audit coming up which is \$3,500 and executive dues of \$650.

Mr. Tardiff stated he is okay with all of the Chair's suggested changes to the budget. Mr. Mulholland stated it still meets their budget guidelines and is not growing any faster than the CPI at this time. He stated it will become more difficult to do so throughout the years. The Chair

stated in stating their strategy to the Department Heads they can start working on their three and five year plans at what the CPI is.

Mr. Eaton asked what the bottom line will be with all the changes. Mrs. Demers stated it will be \$3,885,825. The Chair stated increase in the budget is less than one percent over what they spent last year. He stated a lot of things have been moved around in the budget.

Mrs. Demers stated the new budget is \$3,885,825.

Motion. Mr. Tardiff made a motion to recommend a budget of \$3,885,825 to the Budget Committee. Mr. Gryval seconded the Motion.

The Chair stated he had spoken with Ms. Walker about his suggestions and she had no changes or issues with his changes.

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

Consider warrant articles for the 2016 Town Meeting.

Mr. Mulholland stated there are four warrant articles to be considered. He stated they have Fire Department equipment for the self-containing breathing apparatus which they are doing in phases. He stated this would be for \$50,000 and take it out of the unassigned fund balance. He stated they have the money to do it so it will not require an increase in taxes to do it.

Mr. Mulholland stated they have the Highway Equipment Capital Reserve fund. He stated \$32,000 is being proposed to put in there. He stated it would allow them to purchase a 1 ton in the future. He stated this would also come out of the unassigned fund balance with no increase to the taxes.

Mr. Mulholland stated there was a request for Cemetery Facilities Reserve Fund. He stated the fund was established last year. He stated the recommendation was for \$5,000 and would require an increase in taxes to fund it.

Mr. Mulholland stated \$30,000 for the Town Hall Repair Capital Reserve Fund to repaint the building. He stated this would come out of the unassigned fund balance and would not affect taxes.

The Chair stated there were two others he was thinking about. He asked about the Landfill Closure Fund. Mr. Mulholland stated they have sufficient funds to do the work. The Chair stated part of the fund was to close the facility if they need to. Mr. Mulholland recommended they not

draw down the unassigned fund balance too much because of the Fairpoint litigation they may need funds to pay them.

The Chair asked about the Highway Building fund. Mr. Mulholland stated these are the priorities of the Department Heads. He stated with his recommendation of what they draw out of it he wouldn't take any more out of it. Mr. Tardiff asked if they are just moving money around because they already encumbered it. Mr. Mulholland stated they are moving money from one account to another. He stated it would be good to stay in the high medium range for the fund balance and it would put them in a good financial position.

The Chair asked when they need to have the warrant articles finalized. Mr. Mulholland stated January however they will want to get them to the Budget Committee so they know what they are looking at for a tax impact. The Chair stated if they are looking at taking the money out of the unassigned fund balance it wouldn't affect the tax rate. Mr. Mulholland stated getting the warrant articles to them would give the Budget Committee a full picture.

The Chair stated he would like to move some money around so they can put some money in the Highway Building. Mr. Mulholland recommended they do not take any more funds from the unassigned fund balance than already proposed and to maybe reduce the amounts in the other capital funds to put something in the Building fund.

The Chair recommended they take another \$20,000 and put it in the Highway Building. Mr. Mulholland stated he feels strongly about not messing with the unassigned fund balance. He suggested if they want \$20,000 for the Highway Building they could take it out of the Town Hall. He stated their financial footing is better than it has ever been and he would like to keep it that way.

Mr. Tardiff asked how much chaos it is going to cause the Budget Committee if they don't finalize the warrant articles tonight. Mr. Mulholland stated if he was them he would want the whole picture before they approve the whole budget.

The Board determined to take \$15,000 from the Town Hall and put it in the Highway Building.

The Chair stated he is not in favor of the Cemetery Facilities Capital Reserve Fund. He stated the BOS made a pitch to the Budget Committee and to the voters at deliberative session they wanted to head in a different direction and the voters agreed with them. He stated he can't recommend they put the \$5,000 in Article III. He stated he understands why Mr. Anderson is doing it but they are working with the Senator to get the legislation changed. Mr. Tardiff stated he doesn't want to recommend it.

Discuss business organizational assessment conducted by MRI of the administrative functions.

Mr. Mulholland stated the goal for 2015 was to conduct two performance assessment evaluations. He stated one was for the Police Department. He stated the other was for the Business Assessment which mostly focused on the Town Hall but also other departments which interfaced with the Town Hall. He stated they have had these done twice before; 2004 and 2008. He stated there have been major positive changes for the town since the last assessments.

Mr. Mulholland stated there are a few recommendations in the report. He stated the recommendation for the Treasurer reconciliation of accounts has already been dealt with. He stated one of the recommendations was to have one large policy on Internal Controls. He stated he is not sure it is the best way to go because the different Internal Controls policies they apply to different areas but he is willing to look at it.

Mr. Mulholland stated they have already done the Internal Audit Program. He stated the recommendation was someone within the town going to another department and doing the audit rather than hiring out but it takes a lot of time. He stated it is something to consider at this point as there is value in doing it.

Mr. Mulholland stated another recommendation is a Code of Ethics for the Allentown elected officials and employees. He stated the town does not have one and have never had one. He stated it is a big issue in government today. The Chair asked why they have never done this. Mr. Mulholland stated some of the issues would be who would police it. He stated the town of Raymond has an Ethics Committee who polices it. He stated an Ethics Committee has no authority to remove someone from office based on an ethics violation. He stated it would have the desired effect because the person would be held accountable in the public eye.

The Chair stated they would have a hard time getting a committee together. He stated it sounds like it could be used against them. Mr. Mulholland stated the Town of Raymond had something like that happen. He suggested they not have a Code of Ethics for elected officials but to have one for town employees because they can police the employees.

The Chair asked them to put it on the agenda for the second meeting in January to discuss a Code of Ethics for employees. Mr. Mulholland stated they have a draft already and he can put it on the agenda.

Mr. Mulholland stated another recommendation is to prepare and implement Internal Controls policy. He stated they already have it. He stated he would like to see what other towns are doing who has met this model.

Mr. Mulholland stated another recommendation is to amend existing Fixed Asset management policy will be a little more complicated because they have Department Heads who are responsible for doing it. He stated the infrastructure piece has already been started. The Chair asked if they can do this in January. Mr. Mulholland stated they already have a plan to deal with it. He stated the recommendation is talking about the inventory which they already have a policy for it but it is difficult to get everyone to comply with.

Mr. Mulholland stated there was a recommendation for the Library exploring having the financial activities going through the town books. He stated the Library trustees are not interested in having the finances run through the town accounts.

Mr. Mulholland stated they already dealt with the lapsing funds at the end of the year issue.

Mr. Mulholland stated there were several recommendations regarding the Highway Department which is on the next agenda item.

Mr. Mulholland stated there were recommendations in regards to the Sewer Department. He stated one recommendation was the Commission should continue its efforts to maintain and improve the wastewater facility's infrastructure, including seeking grants, loans, and technical assistance from all related federal/state agencies. He stated he knows the Commission is doing it.

Mr. Mulholland stated another recommendation was the Sewer Commission's separate bookkeeping and collections operations could easily be transferred to the Town's finance department and the Town Clerk/Tax Collector's office.

Mr. Mulholland stated the last recommendation for the Sewer Commission is the Town's installation of a new accounting software system, which includes a utilities program as one of its modules, should be viewed by the Commission as an opportunity to buy into a much improved financial management tool at minimal cost.

Discuss NH PLT assessment of the Highway Dept. facilities.

Mr. Mulholland stated he doesn't know of any plan to address the issues so he leaves it up to the Board to address it. Mr. Tardiff asked if Mr. Pelissier has read this and made any feedback. Mr. Mulholland stated he has not received any feedback.

The Chair stated one of the things listed is going to be an extremely expensive fix. He stated they need to do something about it but they don't want to put any money into the building if they are not going to be there. Mr. Mulholland stated the transfer station is not going to move and he is not aware of any plan to move the Highway Department. He stated the danger here is they have

been made aware of the issues a couple of times and there have been no plans nor have they taken any steps to address them. The Board determined to have Mr. Mulholland send a request in writing for the Road Agent to have a plan for addressing the issues. They determined this needs to be done by the first meeting in January.

Discuss hiring of temporary Highway Dept. employee.

Mr. Mulholland conferenced in Mr. Pelissier into the meeting.

Mr. Pelissier stated the person they are interested in works part-time and is interested in doing plowing and sidewalks but nothing full-time. The Chair asked if this is exactly what they need. Mr. Pelissier stated yes it does work out for them. The Chair asked if he is capable of running the skid steer. Mr. Pelissier stated he is as he owns his own skid steer. The Chair asked if they can commit him to doing the sidewalks as a priority.

Mr. Mulholland stated most of the process has been done. He stated they just need to do a medical. He stated if the Board wants to hire this person they can send him the paperwork and the rate.

The Chair asked Mr. Pelissier if this will complete their needs for a winter crew. Mr. Pelissier stated it should put them in good shape for the year.

The Chair asked if the contract truck has been finalized. Mr. Mulholland stated they have a contract with Advanced. He asked Mr. Pelissier if he has reached out to Advanced to discuss details. Mr. Pelissier stated he went into Advanced last week to try to find out who would be plowing but doesn't have the answer yet.

Mr. Mulholland informed Mr. Pelissier the Board approved \$183,000 to the Road Reconstruction budget. Mr. Pelissier asked if it will be in the budget for next year. The Chair stated hopefully it will be approved by the Budget Committee and voters in March. He stated people are going to want to know what they are doing with the money. Mr. Pelissier stated he is working on getting prices for Ferry St down to Reynolds, Ferry St down to Canal, the corner of Granite and Chester Turnpike, Mt. Delight needs to be overlaid and other roads. The Chair stated as the process goes on people will ask him what the plans are so they need to be prepared.

Mr. Mulholland stated the rate would be the same as a regular highway person.

Motion. Mr. Gryval made a motion to hire Mark Pelissier as a temporary employee for the Highway Department upon completion of his medical exam and hiring process. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss proposed strategic plan initiative for the 2017 Budget process.

The Chair asked if this is something he would rather to wait for a full Board to do. Mr. Mulholland stated if the Board chooses to do this they need to get going on it because of the timeline.

Mr. Mulholland stated the purpose of this is to increase effectiveness, increased efficiency, improved understanding and better learning, better decision making, enhanced organizational capabilities, improved communications and public relations, and increased political support. He stated if they go out and tell people what their objectives are they will know the town has a plan. He stated the town has never had a strategic plan. He stated then need to have a long-term plan and their budget should be based upon the strategic plan.

Mr. Mulholland stated they should develop a set of priorities which should drive the 2017 budget. He stated they have done some of it this year by doubling the Highway Budget to repair the roads and cut other budgets to achieve the goals they want to achieve. He stated they need to create a set of goals and objectives which are obtainable and measureable. He stated goals and objectives need to be obtainable within a five year period.

Mr. Mulholland stated the process includes identifying weaknesses – missions and mandates and determine priorities –where do we need to be, what we need to do, and how do we get there.

Mr. Mulholland stated if they stick to their plan and manage taxes they are going to have to make difficult choices as time goes on. He stated doing more with less requires thinking outside the box. He stated more than ever providing critical government services requires teamwork with focus, purpose and direction. He stated he thinks for the most part the departments want the leadership from the Board as far as where they are going and what they are going to do. He stated right now there is no direction as to where they are going.

Mr. Mulholland stated he is proposing a three step process. He stated the steps include department heads define mission parameters for their department, facilitate focus groups develop goals and objectives independently at different times, and the BOS receives input from all groups and refines goals and objectives to drive the 2017 budget process. He stated there would be three focus groups; employee group, “boards group”, and community group.

Mr. Mulholland stated the focus sessions for each group would last about two hours and will be facilitated. The Chair asked if there will be multiple sessions for each group. Mr. Mulholland

stated each group will only meet once. He stated the members of the BOS should shadow but not participate in the sessions.

Mr. Mulholland stated the 2017 budget process will include budget lines in department/functional budgets will have to reference goals and objectives. He stated the purpose is to keep our budget in line with what we are trying to achieve as a town in terms of priorities. He stated this process has worked very well in other jurisdictions around the country. He stated Decatur GA, Gwinett County GA, and Fort Lauderdale FL are notable examples.

Mr. Mulholland stated for the timeline they would develop mission department/functional area mission parameters and be approved by the BOS in January 2016. He stated in February they would conduct the department focus group sessions. He stated they would conduct the “Board Group” focus group session in March, Community Group focus group session in April, and BOS strategic plan development session(s) in May. He stated the BOS would develop and provide 2017 Budget guidance to department heads in June 2016 and the department heads would submit budgets based on the goals and objectives on August 31, 2016.

Mr. Mulholland stated if they are not committed to doing this they shouldn't do it and if the individual departments aren't committed they shouldn't do it either. He stated two departments have expressed interest but don't want to be wasting their time and want to make sure the Board is interested in getting their input.

Mr. Tardiff stated they don't have any process right now. Mr. Mulholland stated they have the tools to get it done so now is a good time to get it done. He stated citizens want to know what the town's plan is as well. He stated the guidance and leadership has to come from the BOS.

The Chair asked if they have a department who is not interested does it mean they are left out of the prioritization. Mr. Mulholland stated it does not because the Board sets the priorities.

Mr. Tardiff asked why a department wouldn't want to participate. The Chair stated it involves planning, putting things in writing they could be held accountable for, it takes time, there's an element of fear because of not having done this before and other things involved in the process.

The Chair asked what happens if it comes back to them the top three priorities and the BOS agrees; how it affects the budget. He stated this is assuming there is a pot of money they need to determine the best way to spend it. Mr. Mulholland stated they do have a pot of money to determine how to spend it. He stated they have to start thinking outside of the box and determine if they need the service or personnel. He stated it depends on the priority.

The Chair expressed concern in a system like this and what will happen to things which are not priorities. Mr. Mulholland stated they find a better way to do them or they won't get done. He used the example of road way not getting done. He stated they used to spend \$200,000 on roadwork and now they spend \$78,000. Mrs. Demers stated she thinks the other thing coming out of this is they may find other ways of doing things.

The Chair expressed concern of thinking one department needs to have a higher priority than another and therefore think they need to spend less on a department. Mr. Mulholland stated they do it right now. He stated they spend \$285,000 on Fire Department and \$930,000 on the Police Department. He stated they just do it without a plan. He stated whether they do the planning process or not there are making priority decisions, just not necessarily based on a plan.

Mr. Tardiff stated they don't have a plan or direction right now so he would like to see how this goes. Mr. Mulholland stated at the end of the day, the leadership and guidance is the responsibility of the BOS to give everyone.

The Chair stated he thinks everything in this plan is definitely the way to run a business in 2015. He stated his problem with things like these is typically there are some funds allocated for whatever the priority is and is separate from the operating budget. He stated right now they fund what they have to get by so they know what it costs to do things like putting patrolmen on the street 24 hours a day.

The Chair stated there is a small portion of the budget they have control over what is being spent. Mr. Mulholland stated he doesn't agree with it. He stated he has been told what is impossible. He stated he was told it would be \$15 million dollar expansion of the Sewer Department and they did it with \$1.5 million and it didn't cost the taxpayers any money. He stated he was told no one has \$2.2 million for a Community Center and they are doing it. He stated when people tell him it can't be done, it can be done they just have to think outside of the box. Mr. Tardiff stated this falls under the same thing as when they did the recycling.

The Chair asked Mr. Anderson what he thinks about it. Mr. Anderson stated he agrees with what Mr. Mulholland said.

The Chair stated his concern is they are going to spend all the time to do this in a time when they don't have extra time to do things. He stated unless someone does think outside of the box in their session it will have been for not. He stated if it succeeds it will be great and if it doesn't it will be a huge problem.

Mr. Mulholland stated this Board has to be committed to having skin in the game and making those difficult choices. He suggested they think carefully about this before they make their decision on it. The Board determined to go ahead with the plan presented.

Mr. Mulholland stated they are not forcing the departments to do this, its voluntary for each department. He stated he doesn't want to work with a department which doesn't want to do it because it will be a waste of time. Mr. Tardiff stated they will be given an opportunity to speak up and if they don't it's their own choice. The Chair stated he doesn't disagree with anything Mr. Mulholland said but he is not sure they are setup to handle it or have the political will to make the tough decisions.

Mr. Mulholland stated you can only set priorities for the departments they are responsible for. He stated if the Budget Committee wants to set a strategic plan for all the entities in the town they can do it.

Mr. Mulholland stated he doesn't want to put the work into this if the Board really doesn't think it is going to work, isn't interested in it or doesn't have the political will to do it. He stated he thinks they should think about this between now and the next meeting before they make a decision. There was further discussion of the focus groups and the priorities they may have. There was also discussion of the possible outcomes of implementing this system.

Discuss transition to new employee evaluation process.

Mr. Mulholland stated they discussed this before. He stated he would like to start this in January for those departments who are interested in doing it. Mr. Tardiff stated he thinks doing it on a quarterly basis is much better for the employees.

The Chair asked why they would make it voluntary. Mr. Mulholland stated they don't force people to do it now. He stated they have two departments they don't get personnel evaluations from and they haven't done anything about it. The Chair asked which department. Mr. Mulholland stated the Highway Department hasn't done it and the Police Department hasn't submitted theirs for the reviewer to sign off on. He stated most of them couldn't meet the timeline to get those done and doing it quarterly gives them more work. He stated if they are going to do it on a quarterly basis they need to commit.

Mr. Mulholland stated if it works out on the voluntary basis they can make it mandatory later on. The Chair asked Mr. Mulholland if he received any feedback from the department heads. Mr. Mulholland stated the Police Department has started doing the quarterly counseling but they have not done the reviews yet. He stated he spoke to his employees here and they like the idea of the feedback.

The Chair asked if a department does this how they will know if it is being done correctly, will they have to audit them. Mr. Mulholland stated they will have to look at it and see the departments are doing what they are supposed to do. He stated if they are going to do it they need to follow the procedures because if they don't they will get into trouble. The Board determined to do the voluntary evaluations.

Discuss status of the police department performance improvement plan with the Chief.

The Chair conferenced in Chief Paquette.

Chief Paquette stated he got the stuff to Mr. Mulholland they have at this point. He stated they still need to meet with Mr. Mulholland to go over the five year plan to tally up figures on what they need for officers. Mr. Mulholland stated the earliest he can get to it will be Thursday.

Chief Paquette stated they are still waiting for an order from Prosecutor Walch so they can do a complete inventory which is on schedule for December 1, 2015. Mr. Mulholland stated there is a training session coming up on November 30, 2015 and Instructor Certification training for officers. Chief Paquette stated those will be on target.

Mr. Mulholland asked Chief Paquette if they will be able to have the Internal Affairs policy done by December 1, 2015. Chief Paquette stated he will be on track for the policy.

The Chair stated in the MRI report it discussed using the Prosecutor to help with some of this stuff. He asked if she has been able to help them at all. Chief Paquette stated she has reviewed some of the things but he thinks she is on board with helping them with things.

Mr. Mulholland stated they also have the Confidential Informant policy due on December 1, 2015 as well. He stated the giving the SRO a tablet is no longer needed. He stated there was also a plan on how he was going to utilize supervisory staff which was supposed to be due by December 1, 2015. Chief Paquette stated he did a memo on the supervisors which should be attached to the one for the 14th. Mr. Mulholland stated he is going to want to consider it when they do the calculation because he will be short a position now.

The Chair asked the Chief if there are any he thinks he will have a problem with. Chief Paquette stated he wants to see how the inventory goes. He stated if there is any question on it he will let them know. He stated they have it scheduled for next week if they have the destruction order from the court.

Chief Paquette stated Mr. Mulholland had some question about the Firearms Instruction Policy which he made changes to it. He stated he wants to sit down and have a question and answer session with them going over the firearms policy.

Discussion of the SRO position

The Chair informed Chief Paquette they finalized the budget tonight and they added some money into his budget. He stated they added \$21,564 for the PD full-time salary and \$500 for PD tuition and training. He stated they also cut the police detail for the elections. Chief Paquette stated he discussed it with Ms. Rogers he will be around for the elections.

The Chair asked Chief Paquette if he saw the letter from the School Board. Chief Paquette stated he did see the letter. The Chair stated the police department has a position available so it looks like this transition should work out well. Chief Paquette stated the officer is on board with it.

The Chair stated his thought is when the school recesses for Christmas is when it should be his last day as the SRO and transition the next day as a patrolman. Mr. Mulholland stated they need to send a letter to the School Board saying they don't have an officer available for them as it is how the contract reads. He stated they have thirty days to send the letter to them.

Discuss Town Report dedication.

Mr. Mulholland suggested they dedicate the inside cover to Dana Clement who is retiring after many years to the town. He suggested for the outside cover they put the 1925 Reo Speedway which is returning to Allentown.

The Chair asked when they need to have this determined. Mr. Mulholland stated they want to get it in soon. The Board determined to table this until the December 7, 2015 meeting.

TOWN ADMINISTRATOR'S REPORT.

Raffle Permit Request

Mr. Mulholland stated there is a raffle permit for the Pembroke Spartans.

Insurance Contracts Review

Mr. Mulholland stated he scheduled December 7, 2015 to discuss the insurance contracts.

Status report proposed new Community Center facility at the Whitten Street Park.

Mr. Mulholland showed the Board a quote of furnishing the community center.

Mr. Tardiff asked if the main room overflows and people are in another meeting will they be able to see what is going on. Mr. Mulholland stated the room will have a video screen in one of the side rooms. He stated he is getting 60 chairs for the meeting area.

Mr. Mulholland stated there is a four week outlook of what work will be done in the park. He stated they have demolished the buildings and cut trees down. He stated they need to discuss what they are going to do with the encroachments.

Street Lights

Mr. Mulholland stated street lights will be done next week.

Review Minutes: November 2, 2015

Motion. Mr. Tardiff made a motion to approve the meeting minutes of November 2, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the non-public session I minutes for November 2, 2015. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the non-public session II minutes for November 2, 2015. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests

Motion. Mr. Gryval made a motion to approve the Payroll Manifest for November 9, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the Accounts Payable Manifest for November 4, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

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

The Chair declared the meeting adjourned at 8:18 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 9, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	11/17/2015 DATE
 JASON TARDIFF, Member	11/18/2015 DATE
 KATE WALKER, Member	11/19/2015 DATE

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

Signature Certificate

 Document Reference: B2HVRJJFC5SJDCWJ4SUINF

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Kate Walker
Party ID: IHZ5P9JTM27YCXPLTTUCI9
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Multi-Factor
Digital Fingerprint Checksum

3a5240f411847a73751c831df80a8b0da04cb35



Jason Tardiff
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092d09bf6a270a74258d95deb09edc346e62a64a



Jeffrey Gryval
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Multi-Factor
Digital Fingerprint Checksum

0ebee64a1123b7bc435ad23bc90c8847501cbc19



Timestamp

2015-11-19 08:32:32 -0800
2015-11-19 08:32:31 -0800
2015-11-19 08:32:21 -0800
2015-11-18 15:29:36 -0800
2015-11-18 15:29:21 -0800
2015-11-17 07:37:57 -0800
2015-11-17 07:31:27 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
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 signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214
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