

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 15, 2014

Call to Order.

The Allenstown Select Board Meeting for December 15, 2014 was called to order by The Chair at 5:03p.m.

Roll Call.

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

Others Present.

Residents of Allenstown: Sandy McKenney, Fran Severance, Pauline Johnson, Joyce Berlan, and Arlene Cassidy.

Others Present: Alyssa Southail, Hooksett Banner; Chris Emond, Boys and Girls Club; Michael Bowen, APD Candidate; Mike Trainque, Hoyle and Tanner Associates; Pam Jolivette, Community Action Program; Gary Martel, former Allenstown Resident/senior citizen; and Marlene Cheney, CAP volunteer.

Other Public Officials: Larry Anderson, Sewer Commission; and Dana Clement, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; Michael Stark, APD; Kathleen Rogers, Town Clerk; and Ron Pelissier, Road Agent.

Citizens Comments:

Mrs. McKenney stated the Senior Center had donated \$300 to the Parks and Recreation department with the intent they would use the funds to purchase something for the Parks and Recreation department; however, it seems as though maybe they were planning to use the funds for the Christmas Event. She asked the Select Board if they had heard anything about how the funds were going to be used.

The Chair suggested Mrs. McKenney get in contact with Parks & Recreation Commission Beth Houllis to see what her intent was. Mr. Gryval stated they haven't heard anything or accepted the

funds. Mrs. McKenney stated she wants to make sure they get the money and it is used in the way it was intended by the Senior Center.

Mrs. McKenney asked if they were going to open things up to the public when they discuss the warrant articles and budgets. The Chair stated they will be discussing the warrant articles not necessarily the budgets. Mrs. McKenney asked about encumbering some money. The Chair stated he thinks they will be encumbering money.

Hiring of police department personnel.

Lt. Stark introduced Michael Bowen as the candidate for the police officer position. Mr. Bowen gave the Select Board a background on himself which included being self-employed for over 20 years and serving in the military. He stated he is currently in the NH National Guard. He stated he transferred from the Reserves to military police with the intentions of building a criminal justice background.

Ms. Walker asked Mr. Bowen if a small town appeals to him. Mr. Bowen stated the feeling of working with a smaller group would have a more personal factor. Lt. Stark stated Mr. Bowen came through the background process with flying colors.

Motion. Mr. Gryval made a motion to appoint Michael Bowen to the position of full-time police patrolman with an effective date of December 15, 2014 with a rate of pay of \$19.39 per hour. 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.

Ms. Rogers swore in Officer Bowen.

Review and approval of 2015 warrant articles.

Mr. Mulholland stated the first one on the list was the Cemetery Capital Reserve fund which they have already discussed.

Mr. Mulholland stated he would like to discuss the Sewer Bond Warrant Article while they have a lot of the Sewer Commissioners present.

Mr. Trainque stated the EPA has been trying to get communities with waste water treatment facilities to prepare asset management on the facilities however; people weren't doing it so the EPA has put it into the permits. He explained asset management, according to the NH DES is "a systematic process of operating, maintaining, upgrading, and disposing of assets cost effectively while maintaining a level of service is acceptable to the customers. Successful asset management

depends on knowing about your systems assets and regularly communicating to management and customers about the system's needs.”

Mr. Trainque stated NH DES is trying to incentivize Asset Management through offering grants up to \$30,000. He stated it is offered through the State revolving loan program where they forgive the principal of the loan. He stated the money can be used for things such as conducting an inventory of assets, mapping assets, determining conditions of assets and costs associated with the rehabilitating of the asset. He stated they have prepared a draft warrant article for consideration. He stated it has to go through the warrant article process because it is going through the State loan revolving program.

Mr. Gryval asked the Sewer Commissioners what they plan on doing with the funds should they get the grant. Mr. Anderson state they plan to develop a complete Asset Management Plan as stated in the NH DES definition of asset management. Mr. Clement stated they have already started the process a few months ago.

Mr. Trainque stated there are two conditions which are part of the forgiveness of the loan. He stated one is the creation of an Asset Management Plan and the other is they would create a reserve account with a minimum recommended to cover repair and replacement over a five year forecast period.

Mr. Gryval asked who would be doing the work. Mr. Clement stated some of it would be contracted out. Mr. Trainque stated they have specialized software available to complete the Asset Management Plan.

The Chair asked what they are looking for from the Select Board. Mr. Mulholland stated the Select Board has to agree to include it. The Chair stated this is a draft and asked if there are any changes to it. Mr. Mulholland stated he has already made a few changes but he sent it off to town counsel and DRA for review.

The Select Board determined to include the Sewer Bond on the ballet as a warrant article.

Mr. Mulholland stated there are changes to the Storm Water Ordinance.

Mr. Mulholland stated there is an article to adopt the provisions of RSA 41:14a which authorizes the Board of Selectmen to purchase or sell land.

Mr. Mulholland stated the rest are capital reserves funds. He stated they should consider putting funds in the Landfill Capital Reserve funds because they operate from it each year.

Chief Pendergast stated they had discussion with Mr. Mulholland regarding the \$160,000 anticipated surplus funds. Mr. Mulholland stated it is his recommendation they fund capital reserve funds with the anticipated surplus without having to raise any taxes by taking it out of the unreserved fund balance.

Mr. Mulholland stated the Select Board has been wise over the last several years not to use “surplus” money to buy back taxes. He stated this is the first year they have not had to worry about whether or not they were going to be able to pay bills when they came in. He stated this is an opportunity to use the surplus for the capital reserve funds.

Chief Pendergast stated he and Mr. Pelissier have discussed taking the \$160,000 and divide it evenly between the two departments to cover some large expenses they have coming up. He stated there are some expenses he can’t guarantee he will be able to get the grants he would like for equipment. He recommended they put a portion of his funds into the Fire Safety Equipment Capital Reserve Fund and a portion into the Public Safety Facilities Capital Reserve Fund for future needs of the building.

Mr. Pelissier stated he would like to use his portion to put in the Highway Facilities Capital Reserve Fund for a highway garage. The Chair asked how close they are now. Mr. Pelissier stated with what he has and the \$80,000 from the surplus they are about halfway towards the \$170,000 they need and able to do the whole building.

Mr. Gryval stated he is glad to hear the departments got together in trying to figure out what was going to work. He stated he spoke to the Police Chief and Mr. Mulholland about their needs as well. He stated they should be split between the Fire Department and Highway Department because they have the great needs.

Mr. Gryval stated they shouldn’t skip the Landfill Closure Capital Reserve Fund because they are going to need to do at some point. Mr. Pelissier stated he spoke to Nobis Engineering and it all goes down to contaminates, depth, population and other factors. Mr. Gryval stated they are also using the fund every year to pay for the engineering which is not in their budget. He suggested they split it \$60,000 for Fire Safety Equipment fund, \$80,000 for the Town Shed, and \$20,000 for the Landfill Closure Account. Ms. Walker stated she agrees with Mr. Gryval’s suggestion of how to split the funds.

The Chair suggested they start replacing the life packs this year so they won’t expire at the same time and they can avoid being in the same position they are in now. Chief Pendergast stated they could do that and may have some trade in value to some of the packs and tanks.

The Select Board determined to put the discussed capital reserve funds into the warrant articles.

Meet with Mr. Verville to discuss Allenstown Old Meetinghouse

Mr. Verville stated they had a couple interested in getting married at the meetinghouse. He stated they would like to have more people interested in using the meetinghouse for events such as a wedding. He was asked if there is a charge of using the meetinghouse and his response was they ask for a donation. He stated he informed the couple they would have to speak to the town to review the policy of using the facility. He stated Mr. Mulholland helped him review the policy and it is very complicated and could be expensive.

Mr. Verville stated he was hoping to get the Select Board's approval to go ahead and do the wedding since he has already committed to the couple. He realizes there are several things they need to do now the town will be more involved in the meetinghouse.

The Chair asked what the facility policy currently states. Mr. Mulholland stated the policy was generated in 2004 by the then Board of Selectmen. He stated it reads "all groups using town facilities should be required to pay a fee as determined by the Board of Selectman is designed at minimum to cover the cost of utilities, insurance, upkeep and wear and tear of the property... The Selectmen reserve the right to change the fee schedule at any time and impose different fees for use of the facility based on the type of the group, size of the user, type of activity in terms of the use, frequency of use, and risk imposed by the activity or user of the facility...under no circumstances shall the insurance requirement be waived."

The Chair stated it sounds like the fee is not an issue. He stated the insurance is an issue because the policy says they can't waive it. He asked if they looked into what the cost would be to them for the insurance. Mr. Verville stated they hadn't looked into this because he didn't know about it.

Mr. Gryval stated he likes the idea of people getting to use the building in the way it was intended. He stated they do have a little bit of time and maybe they can amend the current policy so they can have the wedding there. Mr. Verville asked the Board of Selectmen review the entire policy because there are things which don't apply. The Chair stated they can look at the policy.

Mrs. McKenney stated when they do the golf tournament, they have to have insurance for 24 hours and it is \$130 for the day so she can't imagine it would be expensive for the hour purposes. Mr. Mulholland stated there are event insurance policies available for purposes such as this. He stated they can fill out the information and he will help them determine the cost.

Ms. Walker asked if they can both look into the policy and look into the insurance for the wedding. Mr. Mulholland stated there are three different options. He stated the first is they could review and amend the policy, the taxpayers can decide to absorb the risks of the event, and they can leave it as it is. The Chair stated they should check into all three of the options.

Approve Tax Lien

Motion. Mr. Gryval made a motion to place a lien on 3 Pinecrest Circle Map 407 Lot 026 Plot 53. 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.

Public Hearing I-Community Development Block Grant application for the \$500,000 to construct a Senior Center as part of the proposed Boys & Girls Club building at the Whitten Street Park.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for microenterprise projects, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency projects. All projects must directly benefit primarily low and moderate income persons or households. Up to \$12,000 is per planning study.

This hearing is to discuss a proposed CDBG Public Facility Implementation application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant for the construction of a proposed Senior Center at the proposed Suncook Boys and Girls Club at the Whitten Street Park. The Suncook Senior Center, Community Action Program Belknap-Merrimack Counties, Inc. is temporarily located at the Epsom Bible Church, 398 Black Hall Road, Epsom, NH 03234. They are relocating to Allenstown. The new building/addition on the proposed Suncook Boys & Girls Club would allow the Suncook Senior Center a permanent home and allow it to increase its services to the seniors of the Allenstown, Hooksett, Pembroke and Epsom area. The majority of the seniors served by the Suncook Senior Center are of low and moderate income.

This project conforms to Allenstown's Housing and Community Development Plan's Goal of:

Preserving and promoting existing neighborhoods and community centers; the Town will encourage adequate childcare, recreational, and services to meet the needs of the community.

The Chair asked the public if there were any comments. Mr. Mulholland stated there are two different plans they are looking at right now and they can be viewed on the town website. He stated they are looking for comments on the application not the location of the building.

Mrs. Berlan stated the Senior Center saved her life after her husband passed away. She explained she didn't have any friends and she started going to the Senior Center three times a week. She stated it is very important to the Senior Center for the town to apply for this grant. Mrs. McKenney stated a lot of the seniors use to come and don't come anymore because it is costly as well as a long drive.

Mr. Martel stated he is not a current resident, however, he was and he still comes to the Senior Center a few times a week. He stated his father used to be on the Allenstown School Board and he grew up in the town. He stated he is in complete agreement they need a place in Allenstown as it is very difficult for seniors to drive to other locations.

Ms. Johnson stated they are all having the same concerns because a lot of the seniors can't drive to Epsom not only because of the cost but the winter weather.

Mrs. Jolivette introduced herself and explained she is from the Community Action Program and is the Director of Senior Services in which they manage the Allenstown Senior Center. She expressed the importance of having a senior center in Allenstown through this opportunity. She stated they could continue their services as well as expand them.

Mr. Anderson asked if this building will cover the Meals on Wheels program. Mr. Mulholland stated they are planning to construct a commercial kitchen so the Meals on Wheels program can run out of it.

The senior citizens explained the building they are currently in is nice however, it's a bit cold and a lot of other seniors won't come because it is cold.

Mr. Mulholland stated they have been working with a project team involving the Boys and Girls Club and CAP to develop this project to make this work in light of the changes which were made in regards to their location. He stated they have already received \$500,000 from a Community Block Grant and the Boys and Girls Club has collected \$560,000 from Community Finance Authority tax credits. He stated this grant would provide them with another \$500,000; however, the problem is getting a match for the grant. He explained without a match, they will not score any points in the application process and applications are due Jan 26, 2015. He stated they are working on obtaining the matching funds they will need. He stated this is viewed as a very good project.

Mr. Mulholland stated they have a model with the Boys and Girls Club in which they provide the program and the town provides the facility and now there is an opportunity with the senior center

to assist another part of their population. He stated this population is growing and they will need the facilities that can meet their needs. He explained the times each of the programs need throughout the day will work together for the most part as the seniors will need it during the day and the children will need it in the afternoons.

Mr. Mulholland stated it is not a guarantee they will be successful but it is worth it to the town to give the grant a shot.

Mrs. Severance stated she thinks they need to bring the senior center back into town. She stated it would be great for those who can't drive far and even in the winter, if the weather wasn't too bad, they would go to the center if located in town.

Mrs. Severance stated it would give the elderly an option to volunteer at the youth center, Boys and Girls Club, working with the kids. She stated her sister will teach cribbage to the third graders and is something she can do as well here in Allenstown. She stated this would give them something else to do.

Mrs. McKenney asked if there is anything as residents they can do to promote this. Mr. Mulholland stated coming to the public hearing was a good way to promote it. He stated this is not a political process; it is an application which is scored. He stated one of the biggest issues is donations so they can match the \$500,000. He stated they have something they are working on which may or may not be fruitful.

The Chair closed Public Hearing I.

Mr. Gryval stated he thinks everyone is in agreement this is the right thing to do but the major stumbling block is coming up with the matching funds. Mr. Mulholland stated it all depends on how many communities apply for the CDBG grant. He stated they are all scored and the ones with the highest go to the top of the list. He stated last time everyone who applied received funding because there weren't a lot of applicants. He stated the good thing is they are already mixed in with the Boys and Girls Club. He explained without the match they are taking quite a risk in getting the grant.

Mrs. McKenney asked if they failed to get the grant for the senior center would they still be able to use the Boys and Girls Club for the seniors. Mr. Mulholland stated it would be kind of hard because the needs of the seniors are different than the Boys and Girls Club and this grant would allow them to give the seniors the space.

Mr. Emond stated it is his understanding if they don't have a match for the grant, they can't apply. Mr. Mulholland stated they didn't say it was the case the other day but he hasn't seen them grant one that hasn't had a match either.

A resident asked if the other communities taking part of the senior center could contribute. Mr. Mulholland stated they could however they don't contribute to the Boys and Girls Club either.

Mrs. McKenney stated Allenstown does not contribute to the senior center. She stated they support and put money into the Parks and Recreation. Mr. Mulholland stated they do contribute to the senior center by way of donating funds to the CAP program at just over \$18,000 per year.

Motion. Mr. Gryval made a motion to approve the submittal of the CDBG Application and to authorize the Town Administrator to sign and submit the application, and upon approval of the CDBG application, authorize the Town Administrator to execute any documents which may be necessary to effectuate the CDBG contract. 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.

Public Hearing II- Residential Anti-Displacement and Relocation Assistance Plan.

Although this project does not involve any displacement or relocation of persons (or businesses), the plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) if they were displaced or relocated.

Motion. Mr. Gryval made a motion to adopt the Residential Anti-displacement and Relocation Assistance Plan. 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 opened the public hearing to the public.

A resident asked if they were displaced the town would relocate them. Mr. Mulholland explained if they were to tear down homes or businesses to put in the new building for the Boys and Girls Club and Senior Center they would have to find housing or buildings for homes or business they were relocating.

A resident asked if there will be another meeting in regards to this. Mr. Mulholland recommended they look at their website for updates on the project. He stated there will be a number of hearings coming up regarding the project and Mrs. Jolivette will be able to update them as well as she will be involved in the project.

Approve encumbrances from 2014 into 2015.

Mr. Mulholland stated the first encumbrance is the Hoyle and Tanner Associates project which is for the MS-4 Project in the amount of \$2,508.

Mr. Mulholland stated there is a task order for Hoyle and Tanner Associates in the amount of \$5,285 which is another MS-4 Project.

Mr. Mulholland stated they have one for Height Engineering for the Granite St/Chester Turnpike engineering project in the amount of \$3,380.

Mr. Mulholland stated there is the Central NH Regional Planning Commission for the Storm Water Management project in the amount of \$30,537.

Mr. Mulholland stated there is a task order for the Steven Stone Masonry for town hall repairs in the amount of \$5,795.

Mr. Mulholland stated there is a task order for Seamless.gov in the amount of \$9,900. He stated they may finish before the end of the year but he doesn't want to give them money until he is satisfied with the project.

Mr. Mulholland stated there is a purchase order for Advanced Paving in which the Select Board approved the repaving of two patches on River Road in the amount of \$15,325. He stated they don't have a contract with them yet because Mr. Pelissier has to complete a diagram for them at this point.

Mr. Mulholland stated there is another purchase order for River Road as well which hasn't been added into these encumbrances yet because the Board needs to approve it.

The Chair asked about the Master Plan and if they needed to encumber any funds. Mr. Mulholland stated they are not done yet but they are all paid up at this point through funds from encumbering last year and \$9,000 in the default budget.

Motion. Mr. Gryval made a motion to approve the resolution of 2014 as written. 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.

River Road Project

Mr. Mulholland stated they need to develop a contract and he did not sign off on this yet because they would have to approve a waiver of the purchasing policy because it doesn't meet the present purchasing policy. Mr. Pelissier explained they created an RFP for what they wanted and received three replies for the job.

The Chair asked if the RFP met the requirements for the policy. Mr. Pelissier stated he doesn't know because Mr. Mulholland is the one who does the RFP. He stated the RFP didn't go to Mr. Mulholland first. The Chair stated the policy is it is to go to the Town Administrator first and instructed Mr. Pelissier to do so.

Highway Truck

Mr. Pelissier stated the frame on the hoist for the 2001 Truck, which they approved buying a body for, has cracks on it and it would cost an additional \$1,300 to replace it. The Chair asked if they are keeping it as a dumping truck. Mr. Pelissier stated they want to keep the dump body because it would make loading a sander easier. He stated the options are to pay the \$1,300 to replace the frame and use the dumping part of it or they can have it fixed and not have the dumping part.

The Chair asked if this will be one of the trucks they use quite often to load the sander. Mr. Pelissier stated the Chevy is the easiest one to unload because they use the forklift.

Mr. Gryval stated he thinks they should have never started the project with the truck and they have put a lot of money into the truck. Mr. Pelissier stated he thinks the truck is well worth repairing and a new truck is about \$70,000. Mr. Gryval stated now they have started the project, they need to complete it. He stated when the transmission goes, the frame's rotten, the bed has to come off because it's rotten doesn't leave much left to the truck.

The Chair explained on a hoist bed there is a frame and a subframe and the subframe is what is gone on the truck. Mr. Gryval stated they have a town asset and they made a calculated decision to repair it and he is beginning to think they made a bad decision and it is a lesson for next time. Mr. Pelissier suggested they could not repair the subframe and have the truck be fixed instead of having the dumping mechanisms. There was further discussion between the two options with the truck at this point.

The Select Board determined to go ahead and do the additional repairs. Mr. Mulholland will work on an amended purchase order for them to sign off on.

TOWN ADMINISTRATOR'S REPORT.

Status of RR bed sewer line issue.

Mr. Mulholland stated he spoke with Mr. Clement and the electrician came in to get a permit to do the work on the Rogers part of the contract. He stated the pump is already installed so it is just a matter of doing the electrical part of the work and they may be done by the end of the week.

Mr. Mulholland stated West Street is having difficulty getting a contractor for the work needed to be done. The Chair asked if there is much more that needs to be done on West Street and hence causing issues with getting contractors. Mr. Mulholland stated they have contacted a few contractors who are not able to do it and part of it is the time of year.

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

Mr. Mulholland stated they already discussed this.

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

Mr. Mulholland stated the hearing on the enforcement action by the Attorney General's office was on December 1, 2014. He stated the town attorney attended the hearing and they are looking at an evidentiary hearing and the defendant requested depositions from two state officials from DES and he thinks this will push things off.

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

Mr. Mulholland stated the engineering firm has done some work on the mapping of areas. He stated MS4 project will transition over to the Road Agent effective January 1, 2015.

Status of Checkmate Payroll transition project

Mr. Mulholland stated this is underway and it will take effect next week which is the start of the New Year for payroll.

Status of Seamless.Gov efficiency project

Mr. Mulholland stated they already discussed this.

Ratify Consent Calendar: December 15th, 2014

Mr. Mulholland stated they are divided between a computerized consent calendar and paper consent calendar. He stated there are donations to except, approval of exception to vacation policy, and the Landfill transfer request.

Mr. Mulholland stated the some of the current use tax files they had didn't have applications completed so they had residents submit these applications and supporting documentation. He stated those who choose not to submit the documentation will be charged for the full amount plus fees.

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar of December 15, 2014. 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.

Further Discussion of Highway Truck

Mr. Pelissier returned to the Select Board meeting and informed the Select Board he spoke with the Marc Boisvert and there are no safety issues with not keeping the dump body. He stated he would like to withdraw his request for the additional \$1,300 for the highway truck.

Department Head Status Reports

Mr. Gryval asked if they can have the Department Heads can send the Select Board a status on where they are with the goals and objectives they had submitted back in April. Mr. Mulholland stated he asked the Department Heads to have them ready for the December 29, 2014. The Select Board determined to issue a directive to them for an update on the goals and objectives and if they haven't been met, why they haven't been met.

Review Minutes: November 17, 2014 and December 1st, 2014

Motion. Mr. Gryval made a motion to approve the non-public minutes of December 1, 2014. 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 minutes of November 17, 2014. 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 minutes of December 1, 2014. 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.

Approve Payroll and Accounts Payable Manifests for December 10, 2014.

Motion. Mr. Gryval made a motion to approve the Payroll Manifest and the Accounts Payable Manifest for December 10, 2014. 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.

Other Business

Mr. Mulholland stated he informed the department heads to get their invoices for 2014 and 2015 marked respectively so they know which year to charge it to.

Mr. Mulholland stated the vacation time requests from December 22, 2014 need to be entered into the new system so they get granted in the right year.

Mr. Mulholland stated they have urged the Department Heads to get their end of the year invoices in as soon as possible.

Mr. Mulholland stated he reminded the Department Heads the next Select Board meeting is not until December 29, 2014 because of the Christmas holiday.

Mr. Mulholland stated the Budget Committee meeting is this Thursday and has been moved from AES to the Fire Department. He stated he asked the Fire Chief, Road Agent and Sewer Commission to be there to discuss their warrant articles.

Mr. Mulholland stated they will be handing out the holiday baskets on Monday, December 22, 2014. He stated they collected enough Toys for Tots to give 90 kids toys for the holidays.

Mr. Mulholland stated they, the Road Agent and himself, have a co-op meeting regarding a tonnage issue. He stated they got overcharged by Casella because they brought more trash last month which wasn't theirs so Casella brought less this month. He stated he wants to have a meeting to clear up issues and leave things on a good note.

Mr. Mulholland stated he spoke to the Department Heads regarding proposed personnel policy changes to look at for 2015. He stated one of the things they discussed was the worker's compensation for job related injuries. He stated the employees receive 60% of their normal pay and they have bills they still need to pay so they are working on some kind of proposal to the policy.

Mr. Mulholland stated the Road Agent also wants to look at adopting a schedule at the Highway Department which would be similar to the town hall schedule.

Mr. Mulholland stated he has been working on revising the InterMunicipal Agreement with the Tri-Town EMS Service. He stated the Joint Board will review proposed changes at the meeting in January and then the two Select Boards can review it. He stated a lot of the changes are minor changes to the agreement. He stated it would go to the AG's Office after both Select Boards approve of it. There was discussion of some of the minor changes to the agreement.

Annual Holiday joint select board meeting with the Pembroke Board of Selectmen.

Motion. Mr. Gryval made a motion to recess until the Pembroke Board of Selectmen arrives at 7:05pm. 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 7:22 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 15th, 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	01/12/2015 DATE
 JEFFREY GRIVAL, Member	01/02/2015 DATE
 KATE WALKER, Member	01/05/2015 DATE

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

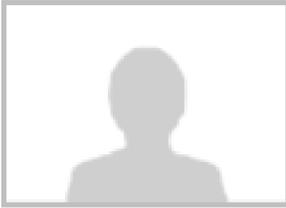
Signature Certificate



Document Reference: UT6DSDJZ5KED755NB43S9T

RightSignature

Easy Online Document Signing



Kate Walker

Party ID: KYFASZIB457JPTCIP5NYS

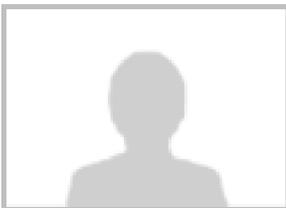
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

cf26c2ed02ad8552afecc73f1eda7d7d7ce9878c



Jeffrey Gryval

Party ID: RDBDCMIVV4TLCXMP5MJZ2B

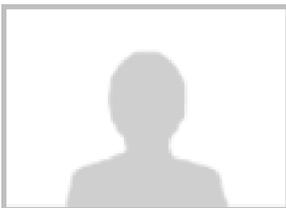
IP Address: 69.174.113.20

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

cf57088ae9188110488d1c4fbb0e615e812ef042



Jason Tardiff

Party ID: D35VFFID93Y9WX2NLEG6KM

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

d10b551804ea544d1d5fbc532c4472f38aa87903



Timestamp

2015-01-12 11:41:08 -0800

2015-01-12 11:41:08 -0800

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2015-01-05 09:32:26 -0800

2015-01-05 09:31:01 -0800

2015-01-02 09:31:52 -0800

2015-01-02 09:29:55 -0800

2015-01-02 04:48:19 -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. - 173.9.43.198

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198

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

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 69.174.113.20

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



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