

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

**Call to Order.**

The Allenstown Select Board Meeting for March 9th, 2015 was called to order by The Chair at 6:00 p.m.

**Roll Call.**

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

**Others Present.**

Residents of Allenstown: Donna Gryval

Others Present: Bryan Christiansen of Comcast

Other Public Officials: Larry Anderson, Sewer Commission; Veronica Lorenz, Tri-Town EMS Board of Directors.

Allenstown Staff: Shaun Mulholland, Town Administrator; Diane Demers, Finance Director; and Ron Pelissier, Road Agent; Town Clerk/Tax Collector Kathleen Rogers.

**Public Hearing-Comcast Franchise Renewal for cable television services.**

Mr. Mulholland explained the proposal that was submitted by Comcast as well as the modifications that he proposed;

1. Changing the period from the present 10 year period to 5 years (2015-2020)
2. Changing the performance bond amount from \$15,000 to \$150,000.
3. Update the appendix listing the municipal properties served.
4. Adding the senior citizen discount for selected senior citizens who qualify for the program provided by Comcast.

Bryan Christiansen, Government Affairs Representative from Comcast discussed the various programs the offer as well as provisions of the agreement. Bryan expressed concern with the performance bond amount stating that no other community has a provision for that high of an

amount. Bryan stated that only eleven of the over two hundred communities they serve in the state have the senior citizen discount provision which equates to \$2 per month for those who qualify.

Ms. Walker asked about the potential for providing cable access to those areas that do not present have it. Bryan explained the provisions in the agreement in regards to the criteria used to expand service into areas of the town which are not presently served. Bryan also stated for Allenstown that is a very limited number of properties.

The Board took no action on this matter at this time. The Board will address the matter again prior to the renewal date.

**Discussion of request for department head status by the Town Clerk/Tax Collector.**

Town Clerk/Tax Collector Kathleen Rogers stated she was not requesting department head status. She stated she was concerned with the scoring of her position in regards to the wage classification system scoring criteria. She stated she did not fully understand how that worked.

All three members of the Board stated the requested the Town Administrator to develop a wage classification system to a point which would allow the Board to see how it works. Mr. Gryval stated the Board has not made a determination at this point as to whether they will implement a wage classification system. Mr. Gryval stated the Board needs to learn more about how it works for a decision can be made.

Ms. Rogers stated she had a concern in regards to the purchasing policy. She stated that she felt she should not have to obtain approval by a purchase from the Board to expend funds that are in her budget, for purposes which have to be done any way such as the purchase of ballots.

Mr. Gryval stated this Board and previous Boards have developed and amended the purchasing policy to cover all of the officials and departments of the Town.

Mr. Mulholland explained the purchasing policy has evolved over the years and is considerably less restrictive than it has been in the past. He stated the original policy was adopted based upon recommendations of the auditors and to ensure that public funds were being spent appropriately.

**Approval of MRI contract for audit of the police department.**

Motion. Mr. Gryval made a motion to approve the MRI contract to conduct and audit of the police department. Ms. Walker seconded the Motion. Mr. Gryval asked when the audit would begin and be completed. Mr. Mulholland stated the audit would be completed by the end of June. The start date had not been set yet.

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

**Discussion of master employee and town official email list.**

Mr. Gryval stated he believed it was important a list be created to allow the Board to send information to all employees and officials. He stated it has become apparent that not all employees are kept informed of what the Board is doing

Mr. Tardiff stated not all employees or officials have town email addresses. Some may not wish to share them. Mr. Mulholland stated such a list would be of value however it was important for department heads to keep their personnel informed. If there is a failure at the department head level it should be addressed at that level.

The Board decided to address this issue at a future meeting.

**Discussion in regards to initiating the study of new accounting software.**

Mr. Mulholland explained the need to study options to replace the existing BMSI account software. He explained that BMSI has not kept current with the needs of the town. He explained the need for an invoicing program that has been under development for several years by BMSI and it is still not available. Mr. Mulholland stated the sewer commission has a similar need for new software. The ASC expressed a desire to conduct a joint study of the options. Mr. Mulholland recommended a joint study be initiated as soon as possible. He stated the goal was to have new software online for the start of the 2016 budget year.

The board agreed the study should be initiated with the ASC.

**Discussion of proposed traffic count locations for 2015.**

Mr. Mulholland provided a list of proposed traffic count locations to be conducted in 2015. The list was compiled with input from the department heads. Mr. Mulholland stated he has not received any feedback from the Planning Board in regards to recommendations.

**5 Primary Locations**

1. Rt. 3 at the Pembroke Town Line.
2. Rt. 3 at the Hooksett Town Line.
3. Rt. 28 at the Pembroke Town Line.
4. Main St. at the Hooksett Town Line.
5. Granite St. just East of Campbell St.

## 5 Secondary Locations

1. School St. at Main St.
2. River Rd. at the South end of Rt. 28
3. Main St. at the Pembroke Town Line.
4. Granite St. East of Turnpike St.
5. Deerfield Rd. East of Black Hall Rd.

The Board directed Mr. Mulholland to wait to see if the Planning Board provides input. If the PB does not provide any input then the list should be submitted as proposed.

Motion: Mr. Gryval made a motion to approve the consent calendar for March 9<sup>th</sup>, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion: Mr. Gryval made a motion to approve the minutes of the February 23<sup>rd</sup>, 2015 meeting. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion: Mr. Gryval made a motion to approve the payroll and accounts payable manifests; AP 022515 (2014), AP 0022515(2015); AP 030415 (2014), AP 030415 (2015); Payroll 030415. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval – Yes, Mr. Tardiff – 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.

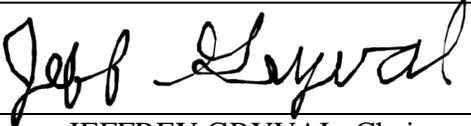
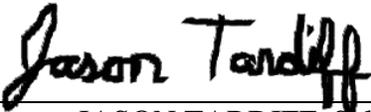
A Roll Call Vote was taken: Mr. Gryval – Yes, Mr. Tardiff – Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:30 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

March 9, 2015

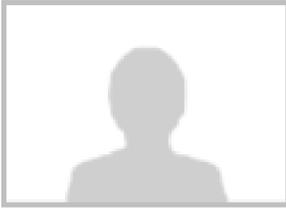
**Signature Page**

<b>Original Approval:</b>	
 JEFFREY GRYVAL, Chair	03/19/2015 DATE
 JASON TARDIFF, Selectmen	03/23/2015 DATE
 KATE WALKER, Selectmen	03/19/2015 DATE

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

# Signature Certificate

 Document Reference: DKPJHRI7WJVXPAYWYXDR9X

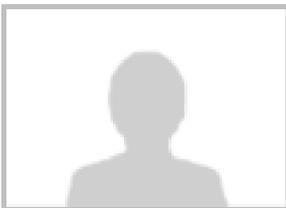


**Kate Walker**  
Party ID: THMKL9IMN5PS88I2BY8USA  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

f47f07467d992558072284caa4e151b55bc2d102

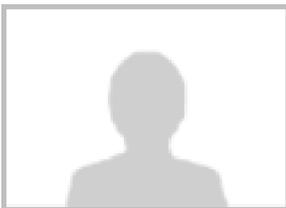


**Jason Tardiff**  
Party ID: 2SHLSCIHK3NCIULSAAIXNM  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

00d536e5370db148a908ad8eef79eac011eed4d9



**Jeffrey Gryval**  
Party ID: 5YT65HJWS2REBJERJT3F5C  
IP Address: 104.129.196.85  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

e0927729ccdca72b71c2d247b251d3762c0330d7



## Timestamp

2015-03-23 16:29:16 -0700  
2015-03-23 16:29:16 -0700  
2015-03-23 16:28:32 -0700  
2015-03-19 08:26:22 -0700  
2015-03-19 08:25:51 -0700  
2015-03-19 07:17:12 -0700  
2015-03-19 07:16:59 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.85  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.85  
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



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

# Signature Certificate



Document Reference: DKPJHRI7WJVXPAYWYXDR9X

## RightSignature

Easy Online Document Signing

2015-03-19 05:57:39 -0700

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



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