

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
April 6, 2015

**Call to Order.**

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

**Roll Call.**

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

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent; Dana Pendergast, AFD; and Paul Paquette, APD.

**Citizens Comments: N/A**

**Public Hearing to accept the Traffic Enforcement Grant in the amount \$6,406 from the NH Highway Safety Agency for the purpose of reducing traffic violations and the resultant crashes**

Chief Paquette stated they do this grant every year and conduct them throughout the summer. The Chair asked if they get good participation. Chief Paquette stated they do have good participation for these.

Mr. Tardiff asked where the fines from the speeding ticket go. Chief Paquette stated they go to the Police Academy. Mr. Mulholland stated 20% goes to the Penalty Assessment Fund and the remainder is deposited in the state's general fund.

Motion. Mr. Tardiff made a motion to accept the Traffic Enforcement Grant in the amount of \$6,406 from the NH Highway Safety Agency and to authorize Mr. Mulholland, Town Administrator, to sign on the town's behalf. 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.

### **Discuss the SB2 Town Meeting process**

The Chair stated he asked for this to be on the agenda because the feeling is maybe the citizens are not as informed as they should be. He stated it has been suggested they go back to the old style of voting where everything is brought up on one day, they go through all the warrants and they are voted on individually as they go through them. He stated he has heard some interest from the members of the school board and department heads of doing so. He stated he wanted to bring this up for discussion today.

Ms. Walker asked for it to get reversed to the residents need to vote on it. The Chair stated that was correct.

Mr. Tardiff asked Ms. Walker what her opinion on it was. Ms. Walker stated she has always been very public about not liking being an SB2 Town and does like the old style better. She stated she does see the pros and cons of each. She stated she has been approached by residents stating they would like to go back to the old town meeting. She stated it also has been brought up people don't like having a Saturday meeting however when bringing up the point they have the Deliberative Session on a Saturday they understood the point. She stated those who couldn't make voting day would be able to vote if they did the Saturday meeting.

The Road Agent stated he is not familiar with the old style. The Chair stated he sees it as the people who would be voting would hear the pros and cons of the articles and would be voting right then and there. The Road Agent stated Pembroke does it that way. Chief Paquette asked how many people show up for Pembroke. The Chair stated he doesn't know the numbers and it depends on the issues being brought up. The Board determined to look into this further.

### **Consider seasonal roadway weight restrictions proposed by the Road Agent for the following roads; New Rye Road, Mt. Delight Road from Deerfield Road to the Deerfield town line, Deerfield Road from Podunk Road to the Deerfield town line, and River Road from Horse Harness Road to the Department of Transportation facility.**

The Road Agent stated all the roads except River Road tie into other towns and are posted so they are posting them. The Chair asked how they are going to inform the public. The Road Agent stated Mrs. Demers will be putting it in the paper to notify people and they will post the roads. He stated he spoke to the local contractors to give them a heads up on it.

Motion. Ms. Walker made a motion to approve the resolution for the seasonal roadway weight restrictions effective April 13, 2015. Mr. Tardiff 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.

**Approve Physio Control 4 year maintenance contract for cardiac monitor in the amount of \$5,712.**

Chief Pendergast stated this is for the monitor they just bought which came with a one year warranty. He stated the contract gives them new batteries, software updates, and repairs on broken parts. He stated this contract is a four year contract after the first year. He stated the contract is for a five year term with the first year free. He stated it ends up being \$1,428 a year starting next year.

Chief Pendergast stated Mr. Mulholland pointed out the way the contract is setup it appears they will be making \$5,712 payments a year when instead it will be \$1,428 so they will work on getting the language clarified in the contract.

The Chair asked if this contract has the necessary language in it because they can't bind a contract for four years. Mr. Mulholland stated it doesn't have an escape clause in it. He stated in any year if they choose not to make a payment the contract ends.

Motion. Mr. Tardiff made a motion to approve the Physio Control 4 year maintenance contract as long as the language is corrected for the amount of \$5,712 and to authorize Mr. Mulholland to sign the contract. 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.

**Continue discussion of possible implementation of wage classification system.**

The Chair asked what the board wishes to do with this and what direction they wish to go in. Mr. Tardiff stated there are a couple things to worry about; the step increase and the classification. He stated getting the rates to where they should be is more important to him. He stated he is trying to figure out how they can make sure the steps are given out to the people who have earned them and should get them. He stated he thinks they should move forward on the classification portion of it while they work on the rest of it.

The Chair asked what they would like to get working on. Mr. Tardiff stated they should take some of the departments and look at the rates to determine what the appropriate rates are for the positions.

Ms. Walker stated she agrees with Mr. Tardiff's suggestion of starting with the classification system. She stated she was thinking they could do a mock trial run to see what the numbers would look like in the long run if they were to implement them.

The Chair asked Mr. Mulholland if he has any ideas of how they could do this. Mr. Mulholland stated he is not sure what it is they want to do. The Chair stated Ms. Walker seem to be concerned about what it is

going to cost and who it is going to impact so they need to get a handle on it before they can determine how to implement this.

Mr. Tardiff asked Chief Paquette and the Road Agent how many people in each of their departments are not where they should be pay wise. Chief Paquette stated six patrolmen and The Road Agent stated two people. Mr. Mulholland asked how they can make this determination without making the decisions of where people are going to fall on the wage scale and how this is going to work. Mr. Tardiff stated he agrees with Mr. Mulholland however if they have someone who has been around for a while and is making the same hourly rate they can determine they are not where they should be.

Chief Paquette stated they sat down with Mr. Mulholland, classified people and the qualifications and put them on the step system chart. Mr. Mulholland stated the Board needs to make some bigger decisions before they can classify people and put them on the steps.

Mr. Tardiff asked what the first step to the process is. Mr. Mulholland stated step one is determining if they want to do this and then there is a list he gave them of the decisions they need to make to implement it. He stated it is not an all or none process.

Mr. Tardiff stated they need to do something but what or how is he is not sure. He stated he is not sure they have the time to do it before June. He stated he thinks they should take some of the money from the merit raises to fix some of the rates while they continue to work on this.

Chief Paquette stated if he is going to give someone a raise there are going to be guidelines which have to be met in order to get the raise. Mr. Tardiff asked what three things the patrolman would have to complete to get the raise. Chief Paquette stated they would have to be at work, show self-initiated activity, asking for training, stopping more cars and looking for DUIs.

The Chair asked where the difference is between the wage classification system and a merit system. Mr. Mulholland stated right now they have salary compression and no system to determine the rates are where they should be. The Chair stated they have been determining rates based on the Department Head's recommendation. Mr. Mulholland stated if they had a wage classification system and had someone come in with ten years' experience they would know what rate to give them if they had a system.

Chief Paquette stated there is nothing written down in stone of what criteria one has to meet to get a certain rate.

There was further discussion of the wage classification system and the criteria they have been using. There was also review of the wage classification charts Mr. Mulholland had presented to them a couple of weeks ago.

Mr. Tardiff asked about what there other options were besides the wage classification system. The Chair stated there was using the merit raises differently and do nothing at all. He stated there was also the suggestion of not having the limit of 2% increase if they are going to use the merit increases as a way to bring rates up to what they should be.

Mr. Tardiff asked if a step system is a common thing. Chief Pendergast stated a step system is very common and every place he has worked at has had a step system.

The Board determined to table this for another two weeks.

## **COMMITTEE AND PROJECT UPDATES TOWN ADMINISTRATOR'S REPORT.**

### **Status on Safe Routes to School project**

The Road Agent stated they had the bid opening this week. He stated two companies bid on the job. He stated one bid came in at \$230,000 and the other came in at \$170,000. He stated the bids have gone to the State for review of the numbers.

The Chair asked if they would be able to continue all the way with the lower bid of \$170,000. The Road Agent stated they should be able to. He stated he is meeting with Mr. Townsend regarding the layout of the intersection. He stated after they get the layout down they will have the re-location of the fire hydrant and the telephone poles have gone out to contract.

The Chair asked if they were at the point of getting a timeline for when they will start the project. Mr. Mulholland stated DOT needs to approve the bid, then a contract approved and signed and then they can begin the work. The Road Agent stated the end date of the project was August 6, 2015. The Chair asked if the process of DOT approving the bid will take a while. Mr. Mulholland stated it depends on if they want to get it done or delay it. He stated DOT is telling them they have to get the money spent by the end of May in order to use the funds.

### **Update on Police Department Oral Boards**

The Chair asked Chief Paquette how the Oral Boards went. Chief Paquette stated they did and he is waiting for the results. Mr. Tardiff stated things went well with the School Board as well.

### **Update on Interviews for Administrative Assistant**

Chief Pendergast stated the application process ended Friday and they have five applications for the position. He stated he will meet with Mrs. Demers to give her the score sheet and resumes to explain how he wants it done. He stated himself, Deputy Chief St. Germain, and Mrs. Demers will be the scorers for the process. He stated they will have Mr. St. Germain, Mrs. Demers, Mrs. Chabot and Mr. Tardiff on the interview board.

The Chair asked what the target date is to have it all wrapped up. Chief Pendergast stated he would like to have it done by the end of the month. He stated they have three applications who are local people.

### **Hiring process for Highway Department**

The Chair asked if Chad Pelissier's last day is the 16<sup>th</sup> and if they will get a letter of resignation for their record. The Road Agent stated Mr. Pelissier's last day is the 16<sup>th</sup> and he can get a letter from him. The Chair stated they also need him to do an exit interview.

The Road Agent stated he will be getting together with Mr. Mulholland on how to advertise the position. The Chair asked if he knows how long it will take to get someone in. The Road Agent stated he is not sure and if they advertise it at the \$11.00 per hour rate they may not get anyone in. He stated he is contemplating different ways of doing it and is not sure yet of when he is going to advertise it.

### **Questionnaire from Auditors**

The Chair stated every year they get a list of questions from the auditors which they used to do individually however they don't need to do that. He stated they will go through the questions and he can sign off on it. The Board answered the questions and had the Chair sign the questionnaire.

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

Mr. Mulholland stated they did get the additional \$500,000 Community Development Block Grant last week for the Senior Center. He stated he met with the engineers today at the site.

Mr. Mulholland stated they have gotten all the money they have asked for however they are still over budget on the project so they have some things to work on there.

### **Ratify Consent Calendar: April 6th, 2015**

Mr. Mulholland stated there is a lot of activity in the Consent Calendar as they have a some elderly exemptions and abatements in there. He stated there are also some current use documents in the calendar.

Motion. The Chair made a motion to ratify the Consent Calendar of April 6, 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.

### **Review Minutes**

The Chair asked about purging some of the sealed minutes and if they have a schedule for doing it this year. Mr. Mulholland stated they do not and have not done much of it since he has been here.

Motion. Mr. Tardiff made a motion to approve the non-public minutes session one March 16, 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. Tardiff made a motion to approve the non-public minutes March 23, 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. Ms. Walker made a motion to approve the minute of March 23, 2015. The Chair 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.

### **Town Clerk Temporarily Closed**

Mr. Mulholland stated the Town Clerks will be out for training on Wednesday. He stated they will be learning how to do Fish and Game licensing so they will be closed in the morning.

Mr. Mulholland stated next week both Ms. Rogers and Mrs. Baird will be going to Texas for Emergency Management training and they will not be open Monday morning.

He stated he has sent out news and announcements to make sure the public are aware of it.

Mr. Tardiff asked if there was any revenue to the town for the licenses. Mr. Mulholland stated there is some revenue but not much and it is more of a customer service they can offer the residents.

### **Self-Assessments of Personnel Evaluations**

Mr. Mulholland stated they have three out of the four self-assessments so they can begin working on those. He stated they also need to decide if they will be doing the Senior Rater evaluations. The Chair asked how many people why would be doing the Senior Rate evaluations for. Mr. Mulholland stated it is a small amount of people but he will have to look at the list. The Chair stated he would like to do it.

Mr. Tardiff asked if there would be conflict of the potential issue and being Senior Rater. Mr. Mulholland stated it will not. He stated it will add more work to the Board if they do it. The Chair suggested one of them would do it on behalf of the Board and bring it back to the Board.

The Board determined to have Mr. Mulholland to the Senior Rater evaluations and the Board will review them.

### **Approve Payroll and Accounts Payable Manifests: o Payroll April 2nd, 2015 o AP March 25th, 2015, April 1st, 2015**

Motion. The Chair made a motion to approve the Payroll Manifest of April 2, 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. Tardiff made a motion to approve Accounts Payable for March 25, 2015 and April 1, 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. Tardiff 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 7:21 pm.

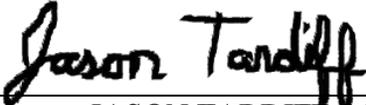
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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

April 6, 2015

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**Signature Page**

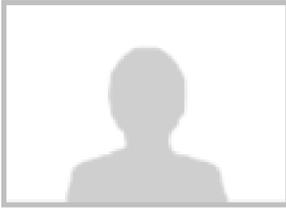
<b>Original Approval:</b>	
	04/21/2015
JEFFREY GRYVAL, Chair	DATE
	04/23/2015
JASON TARDIFF, Member	DATE
	04/23/2015
KATE WALKER, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE

	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

# Signature Certificate

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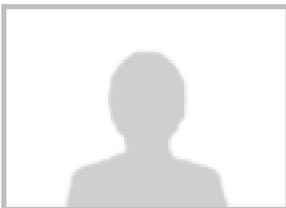


**Kate Walker**  
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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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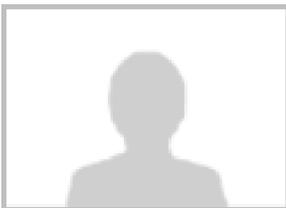


**Jason Tardiff**  
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**Jeffrey Gryval**  
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Multi-Factor  
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## Timestamp

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## 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. - 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. - 104.129.196.115  
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## RightSignature

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