

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
May 18, 2015

Call to Order.

The Allenstown Select Board Meeting for May 18, 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: Scott Salkovitz and Mark Noble of Freedom Energy/Every Watt Matters.

Other Public Officials:

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

Citizens Comments: N/A

LED Streetlight Project Proposal-Freedom Energy/Every Watt Matters.

Mr. Mulholland stated they have Scott Salkovitz and Mark Noble who submitted a street light proposal for LED lighting. He stated they asked other companies to bid on this however they came in twice as much as Every Watt Matters. He stated they are looking at street lights right now however they may want to consider lighting for the town buildings at a later date.

Mr. Noble thanked the Select Board for the opportunity to do the presentation tonight. He stated Allenstown looked at this in 2011. He stated LED lighting didn't become cost effective until the end of 2012. He stated they have seen a flattening of LED lighting pricing over the last 10-12 months. He stated today the reduction in pricing for electricity is even better today because of LED lighting usage.

Mr. Noble stated there is no maintenance expense for a street light with LED lighting for the first 12 years for the fixture. He stated most of the town's wattage for street lighting is not very high which makes it attractive for exterior lighting. He stated the quality of the light is much better and has better safety features.

Mr. Noble stated if they were doing this two years ago it would take longer for the return on investment itself than the 2.34 years estimated now. The Chair asked if these numbers in the proposal are based on the town's consumption of energy and what they are paying now. Mr. Mulholland stated these numbers are based on the rates as of right now and those rates will change. Mr. Noble stated he confirmed from Eversource (formerly PSNH) the rebate will be \$17,300.

Mr. Noble stated in terms of electricity what has been going on in the wintertime is probably not going to change anytime soon. He stated until they have a infrastructure in place to meet demands for natural gas, electricity prices will continue to be high. He explained the LED lighting is a way to navigate around the high energy prices and give them instant savings.

Mr. Mulholland stated they have 173 lights in the town. He stated four sample lights came in today for them to try out in the next 30 days. He stated they just did this in his neighborhood and the lights are very crisp and work quite effectively.

Mr. Mulholland asked Mr. Noble to discuss how long the lights last, what happens at the end of their lifespan and maintenance. Mr. Noble stated there is no mercury in LED lighting which is beneficial. He stated the LED technology goes flat and goes down about 30 percent. He stated they are completely recyclable once they do go.

Ms. Walker asked if one light starts to go will they have to replace them all at the same time or replace them as they go. Mr. Mulholland stated these are all going to be put in one week. Mr. Noble stated they will all end at the same time which is a good thing because the town can prepare for a wholesale exchange and get ready for the replacement of the lights. He stated the samples are a big part of the process they go through. He stated they do a 30 day evaluation period which allows the town to see how they like the lighting and evaluate it to determine if it is the right solution for the town.

The Chair asked how long it takes from the time they decide to do the LED lighting to the time the lights are installed. Mr. Noble stated they would be looking at four to five weeks for the total installation. He stated they would be replacing the head and they usually do it in a grid. He stated they try to coordinate things with the installer to lessen the impact to the town.

The Chair asked about maintenance on a light should one fail. Mr. Mulholland stated Eversource will still replace a light if needed. He stated if someone hits a pole and wrecks the light they would file an insurance claim. Mr. Noble stated there is a warranty behind it however if an LED fixture or bulb is going to fail it will do so at the being of its life and the failure is very rare.

The Chair asked about the \$17,300 rebate. Mr. Noble stated it is a \$100 per light. Mr. Mulholland stated the Eversource published the rebate. Mr. Noble stated he thinks they are safe with getting the rebate.

Mr. Noble stated ever since the State deregulated energy, Eversource is the only utility company with their own generators so there's a big push to divest of those. He stated he thinks this will cause rate increases. Mr. Mulholland stated right now their rate is .0692 and is going to change to .0895 with the new contract. Mr. Noble stated the rate will be very attractive in two or three years because the rates are going to go up at least ten percent each year.

Ms. Walker asked if people complain the lights are too bright. Mr. Noble stated if they don't need strong wattage on the streetlights. Ms. Walker stated her concern is LED headlights are blinding and would these people be able to sleep with these lights on. Mr. Mulholland stated the LED lights are flat and cover straight down on the ground and doesn't affect people's windows. Mr. Noble stated there are reflectors on to point the light down where they want it.

Mr. Mulholland stated he needs to know if he can at least go forward and speak to Eversource. The Board determined to allow Mr. Mulholland to go forward with this.

Mr. Pelissier stated he thinks the savings in this is almost instant. He stated he has LED lights throughout the house. Mr. Noble state the biggest sector is the streetlights.

Discuss Reynolds Ave. reconstruction project with the Road Agent.

Mr. Pelissier stated they would like to redo the entire road while they are down there changing the water lines. He stated they have Advanced Paving and Excavating and they would be the single source for the project because he will be doing a lot of work on the road. Mr. Mulholland stated there is a letter in their folders on the single source.

The Chair asked if the letter meets their requirements for a single source. Mr. Mulholland stated it does. He stated it makes sense to have them do all the work at once even if their policy doesn't allow for single source for this project he would suggest they may want to consider it. He stated Advanced Paving will be donating the paving and equipment for the Community Center.

The Chair asked what the scope of this project is. Mr. Pelissier stated he has an estimate from Advance Paving to do sidewalks. He stated they would also like to add another 100 feet of sidewalks which would cost about another \$2,500. He stated they would like to do the sidewalk from Reynolds to Ferry Street. He stated they have contacted the gas company but have not heard back from them yet. He stated the telephone poles were moved last year so they are not in the way of the project.

The Chair stated they use Hoyle and Tanner for the engineering and asked about getting together with them to figure out what needs to be done down there. Mr. Mulholland stated they contracted with Hoyle and Tanner to do the park and other areas. Mr. Pelissier stated he thinks they will be in good shape once they have the mapping done.

The Chair asked if this takes into consideration the manhole cover they have in a garage. Mr. Pelissier stated it is part of the mapping and they are pretty sure there should be a manhole between the garage and Reynold's Ave. Mr. Mulholland stated the former owners built a garage on town owned property, however, there is no easement allowing them to do any work on it so town attorney is working on it. He stated they are also working on an easement for the Eversource property. There was further discussion of the engineering which would need to be done on the project and the manhole in the garage which needs to be dealt with.

The Board determined to give Mr. Pelissier to single source with Advance Paving and Excavating.

Consider appointments to the Planning Board.

Mr. Mulholland stated they have two applicants who are interested in the Planning Board. He stated the two applicants are Fran Severance, who is here tonight, and Linda Lee Thibault whom he emailed but has not heard back from.

The Chair asked Mrs. Severance why she would like to be on the Planning Board. Mrs. Severance explained she would like to be on the Board because she likes to know what is going on in town and by being part of the Board she would know what is going on and can help the town. The Chair asked if there was anything in particular she is concerned about. Mrs. Severance stated there is nothing at this time, however, Mr. Anderson had told her about some things going on with the Planning Board.

The Chair informed Mrs. Severance if it is just a matter of information everything is available on the town website. He asked Mr. Tardiff if he had anything to add. Mr. Tardiff stated the Planning Board spoke with Mrs. Severance the other night and is not opposed to putting her on as an

alternate. He asked Mrs. Severance about having access to email because everything comes through email and if she can't access it she may have a difficult time with the Planning Board.

Mrs. Severance asked if there are any other Boards the town needs help with. The Chair suggested the Conversation Committee. Mr. Mulholland stated it is a good committee to get started with. The Chair stated Mr. Anderson is interested in the Conservation Committee and asked Mr. Anderson to help her get started on it. He explained Conservation has to do with open land they have in town. Mr. Mulholland explained one of the biggest functions is dealing with the wetlands permits. Mrs. Severance stated she will speak to Ms. Walker about it a little more and see if it's something she wants to do.

The Chair asked Mrs. Thibault what makes her interested in being on the Planning Board. Mrs. Thibault stated she has been in Allenstown for sixteen years now and would like to be a part of what is going on in the town. The Chair asked if there is any area of Planning she was interested in. Mrs. Thibault stated she has never been involved in Planning and has done a little bit in Real Estate. She stated she looks forward to being part of as many things as possible.

Mr. Tardiff stated the Planning Board didn't have any concerns with her being on the Board. He asked Mrs. Thibault if she has been on any boards or committees. Mrs. Thibault stated she hasn't really been on any boards however she was involved with the Tenants Association within the park.

Mr. Tardiff expressed concern with Mrs. Thibault starting with the Planning Board as it is an interesting Board as far as what goes on with the Board itself and the procedures. He asked Mrs. Thibault asked if she is very interested in the Planning Board or just wants to be on a Board to get things going. Mrs. Thibault stated she is interested with the Planning Board and has been to a couple of meetings.

The Chair informed Mrs. Severance is going to be on the Conservation Committee and asked Mrs. Thibault if she would consider joining the committee. Mrs. Thibault stated she would be interested in the committee. Ms. Walker stated it is a good committee to get started with.

Discussion of wage adjustments for positions in the Highway Dept. and Fire Dept.

The Chair stated they received information on this and it is in their packet. He stated Highway Department had two positions and the Fire Department had one. Chief Pendergast stated they have been advised the Board is looking at allocating a certain amount of money towards modifying their full-time salary pay. He stated part of the problem they were having is getting someone to fill the position because they are a little behind in the salary for the position. He

stated they are proposing bumping up the salary for the firefighter position \$2 per hour which would be roughly \$2,080 for the year.

The Chair asked Chief Pendergast about the call fire fighters salary as well. Chief Pendergast stated they are working on the call fire fighters as well and he believed Mr. Mulholland forwarded them an email. He explained they are asking the call fire fighters to come out at all times of the day for \$9.00 an hour. He stated if they are going to increase the full-time fire fighter than they need to increase the call fire fighters' salary as well. He stated they are looking at multiple incentives for the call fire fighters.

Mr. Tardiff asked why they are higher than the high end of the full-time salary study. Chief Pendergast stated they looked at the risk versus the benefits of someone taking the job. He stated the risk is someone taking the job is losing their supplemental pay. He stated the shift is 8am to 5pm which doesn't allow them to have another part-time job. Mr. Tardiff asked if it is the mindset of the fire fighters to work a 24 shift. Chief Pendergast stated most departments in the state are 4 shifts of 24 hours.

Mr. Tardiff asked if they think someone will be attracted to the rate. Chief Pendergast stated he hopes someone will be attracted to the rate sometime in the future. Ms. Walker asked if it could help retain someone in the long run. Chief Pendergast stated he is hoping so because they are paying a higher rate however they won't be getting paid overtime.

The Chair asked how they can justify paying a fire fighter more than a police officer. Chief Pendergast stated police officers have more opportunity than fire fighters do for overtime.

The Chair asked how someone applies for a job and is then offered the job and then determines they can't afford the job. Chief Pendergast stated he doesn't have an answer for it.

The Chair asked how they came up with the \$2 an hour more. Chief Pendergast stated they looked at the amount they had available to them in determining the increase. He stated across the board it is not going to amount to much more.

The Chair asked Mr. Pelissier about the two positions in his department. Mr. Pelissier stated Mr. Boisvert has been at the Highway Department for about 20 years. He stated Mr. Boisvert's salary is five cents under the salary range. He stated Mr. Turcotte is low for his salary range as well. He stated Mr. Mulholland and himself have been looking into his budget to see if they can come up with more money to bring Mr. Boisvert's and Mr. Turcotte's up. Mr. Mulholland stated the Highway Department would need \$2,700 in additional to the \$1,819 to bring the three positions up. Mr. Pelissier stated he wants to bring Mr. Boisvert up by 50 cents.

The Chair stated this sounds like it is still a work in process. Mr. Mulholland stated the Board had directed them to look at, if they were going to use \$4,000 of the merit pool to determine where would be the best places to utilize those funds. He stated the Board would need to decide if they were going to give them a merit raise this year.

The Chair asked what the Board wishes to do. Mr. Tardiff stated he is fine with the Fire Department but he is not sure if Mr. Pelissier wants to look at it some more. Mr. Pelissier stated he is still looking at more. Mr. Tardiff stated going with the \$1,819 he is fine with the positions at the Highway Department.

The Chair stated he is fine with the Highway Department positions but he is not in favor of the Fire Department position because coming up with the \$2 an hour just because the money was in the budget to do it is not a good reason. He stated he understands wanting to retain people however they are already at the maximum for the position.

Ms. Walker stated she likes all three of the proposed. She stated she thinks it is important to retain people. She stated she sees the Chair's concern and they do need to take it into consideration. She stated she does know the police department has overtime available where the fire department does not.

The Chair asked if they need a vote on this. Mr. Mulholland stated if they agree with this, they have to create the payroll change form. He stated if they do this then they go into a discussion regarding the pool for merit being \$4,000. The Chair asked if there would be any funds left over to change the call fire fighters positions or the other positions at the Highway Department. Mr. Mulholland stated there is \$8,000 which they are looking at using \$4,000 for the three positions discussed and then they could use the remaining \$4,000 for changing the rates for positions or merits rate.

The Board determined to initiate the payroll change forms for the three positions and direct the Department Heads to use the remaining \$4,000 for merit raises.

Issue 2016 Budget guidance to department heads and boards.

The Chair stated the last time they discussed this they had Chief Paquette conferenced into the meeting. He stated they left it off last to try to minimize any impact to the municipal tax rate. He stated they have done some research and found out there were expenses like insurances, electricity bills, and retirement funds they would have no control over. He stated after doing the calculations it came out the remaining budgets would be impacted negatively by five percent. Mr. Tardiff stated he still wants to go in the same direction and see what they would potentially lose.

The Chair asked Mr. Mulholland if he had any input. Mr. Mulholland stated they won't have all of their costs set until October. He stated he doesn't think they will get a rate from Primex until the end of the October. He stated if their goal is minimize the tax impact on the municipal side they may have to make adjustments after they get those rates. He suggests the departments have contingency plans for additional cuts if necessary. The Board determined to draft up something similar to what he distributed to be distributed to everyone.

Discuss proposed legislation for the fall legislative session.

The Chair stated they are looking at record retention and cemeteries. He stated Mr. Mulholland had sent out draft copies of those and invited their Senator and representatives to their meeting in June at the Allenstown Meetinghouse.

The Chair asked Mr. Mulholland if there were any other things to be discussed. Mr. Mulholland stated he suspects the record retention will be more complicated. He stated he sent out the cemetery one for Mr. Anderson to look at as well. Mr. Anderson stated the cemetery one looks good.

Discuss electronic signature procedures for members of the Board.

Mr. Mulholland stated it is critical the Select Board vote on things. He stated they are getting a lot of things to sign and the Board should make sure they read those things before they sign them. He stated the Board has to vote on those things before they can take effect with the exception of the manifests so they can pay those bills.

Mr. Mulholland explained to Ms. Walker if there is anything in the Consent Calendar the Board has questions on is taken out of the calendar and discussed separately.

Lift the Posted Roads

Motion. Mr. Tardiff made a motion to lift the posted roads for winter weight restrictions and does not apply to Canal Street. 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.

Approve purchase of accounting software-Tyler Technologies, Infinite Visions.

Mr. Mulholland conferenced in Mrs. Demers as this was her project. The Chair informed Mrs. Demers who was present at the meeting.

The Chair asked the Board if there were any questions after the presentation from last week. Mr. Tardiff asked what would happen if they don't do this. Mrs. Demers stated they won't have an efficient system. She explained one of the problems is when they export to Excel the chances of error are higher. She also stated it is difficult to do the budget. Mr. Mulholland stated the biggest issue is efficiency.

Mr. Mulholland stated the Select Board is looking at reducing the amount of budgets and if they continue to do reduce the budget there will be less people working for the Town of Allenstown. He stated most of the budget is salary so it is going to require fewer people working more efficiently to be able to provide the same levels of service to residents of the town. Mrs. Demers stated the new process will eliminate a whole bunch of steps in the Accounts Payable process because they won't be doing duplicate entries.

The Chair asked if they will reduce staff time to make the savings up on this. Mr. Mulholland stated they are going to make five percent cuts this year and they will be looking at the same thing next year. He stated every year they will be making deeper cuts and they are not going to be able to do so without laying people off or reducing hours if the Board still plans to obtain the goal of little or no tax increases.

Mr. Mulholland stated the other issue with BMSI is they haven't updated their software for 25 years and they are not able to keep up. He stated the software they are looking to use is utilized by a lot of towns. He stated they have the funds to purchase the software now but they won't have the funds to do so in the future.

The Chair stated everything in the software ties into the budget process. He stated it would be nice to have one common area everyone can access and see the budget updated in real time.

Mr. Tardiff asked how they take out the error of someone pulling something from the wrong budget item. Mr. Mulholland stated he will still review the budgets for errors.

Mr. Tardiff asked if this is more efficient will Mrs. Demers's hours be shorter or is she taking on more work. Mr. Mulholland stated it is not her hours. He stated it is going to be easier for Mrs. Demers's function.

Ms. Walker asked if this is just for Accounts Payable and not for Accounts Receivable as well. Mr. Mulholland stated it works for Accounts Receivable as well.

Mr. Tardiff asked why they are paying an annual maintenance on it for the first year. Mr. Mulholland stated they won't pay the maintenance until the end of the first year.

The Chair asked the Board wish to do with this. Ms. Walker stated she really likes seeing a system which can work in all aspects of what you want it to do. She stated she thinks it will really help them in the long run.

Motion. Mr. Tardiff made a motion to approve the accounting software from Tyler Technology Infinite Visions and to authorize Shaun Mulholland to sign the contract. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – No; and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve Property Tax Warrant-1st half of 2015.

Motion. Mr. Tardiff made a motion to approve the Property Tax Warrant-1st half of 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.

Discuss Cash Handling Policy with the Town Clerk/Tax Collector

Ms. Rogers stated she would like to see some kind of policy initiated. She stated right now if her draw is over or short there is no amount in which she would need to notify someone or handle it a certain way. She stated there is going to be times where the draw isn't going to balance and she doesn't know if it is something the audits may address. She would like permission to do some research with other towns to see how they handle things.

The Chair asked Ms. Rogers if she is familiar with the Financial Transactions Policy. Ms. Rogers stated it doesn't have a threshold in the policy. The Chair stated this money isn't ours; we are working for the Town of Allenstown.

Ms. Rogers asked if the draw is off by five cents should there be an investigation or notify someone. The Chair stated the way the policy is currently written, at the end of the day if they don't balance they are supposed to notify the Town Administrator. Ms. Rogers stated it seems excessive for small amounts and it hasn't been done in her office in the past. Mr. Tardiff stated the ones who didn't report are not following the policy.

The Chair stated this policy was written in 2009 and was amended in 2014. He stated Ms. Rogers has been in position almost the entire time the document has been around. Ms. Rogers stated she wasn't aware of it and she will familiarize herself with it. Mr. Mulholland stated he sent her several emails asking for her recommendation so he is surprised she has never seen this. Ms. Rogers stated the issue is she didn't notice there was a financial amount.

Ms. Rogers stated when she came into office it was never told about it and there was a little box with change in it and if the draw was off they would put the change in the money. The Chair stated they need to get rid of the little box because the policy says they can't put their personal money in the draw to balance it. Ms. Rogers stated it is not personal money. Mrs. Demers stated it was her and it was always nickels and dimes.

Ms. Rogers stated if it is going to be the zero amounts she will notify Mr. Mulholland. She asked what the procedure should be to handle it. Mr. Mulholland stated it is in the policy with how to handle things. Ms. Rogers stated it goes back to bad communications because when she was in the office she asked about a policy Mr. Mulholland informed her they don't need to make any more policies they need to break. Mr. Mulholland stated he informed her they went over the policy and sent her several emails.

Mr. Gryval stated he would be very surprised if Ms. Rogers didn't see any of the policies to put her two cents in. Ms. Rogers stated she thinks she looked over the policy before and didn't have any issues until a recent incident. Mr. Tardiff stated it was Ms. Rogers responsibility for not reading the policy. Ms. Rogers agreed it was her fault. She stated she is here because she wants to make sure she is handling it properly.

The Chair stated Ms. Rogers needs to notify Mr. Mulholland if there is an issue with the draw balancing. Mr. Mulholland stated they need to balance the draw each day to make sure everything balances. Mr. Tardiff asked if things are not being balanced daily. Ms. Rogers stated they are taking on a lot more transactions and they are finding their 15 minutes to close down at the end of the day is barely getting them through it all. Mr. Tardiff stated if they need more time it is something they need to discuss with Mr. Mulholland.

Mrs. Demers asked Ms. Rogers if she looks at the reports throughout the day when she gets a break. Ms. Rogers stated she does check the balances throughout the day. She stated the transactions are always changing. Mrs. Demers stated if they look at the reports during the day they can sometimes catch the errors. Ms. Rogers stated they look at the reports however it is not fool proof. She stated with the level of reports and the way they do the reports is taking much longer to do.

The Chair asked Ms. Rogers to read the policy tomorrow and if she thinks there are changes which need to be made to speak with Mr. Mulholland about them. Ms. Rogers stated she will read the policy. The Chair stated he understands mistakes happen, however, they need to know why it happened.

The Chair stated Ms. Rogers had a question about the chain of command for Ms. Rogers and Mrs. Baldasaro. He stated the chain of command is Mrs. Baldasaro reports to Ms. Rogers, Ms. Rogers reports to Mr. Mulholland and Mr. Mulholland reports to the Select Board.

Ms. Rogers stated she understood for the Town Clerk part she ran autonomously and she didn't know if the Deputy Town Clerk did the same. She stated she also thought the Tax Collector portion of her job is when she reports to Mr. Mulholland and then to the Select Board.

Ms. Rogers stated there has been problems with the management of Mrs. Baldasaro and whether she is Mrs. Baldasaro's boss or not. The Chair stated he sees it as Ms. Rogers is Mrs. Baldasaro's boss. Mr. Mulholland stated it doesn't mean Ms. Rogers has complete autonomy.

Ms. Rogers stated there was another issue which came to light. She stated recently there was something in the office of a private nature which a lot of transactions are. She stated the way her office is set up people can walk in and out of the office and hear things they shouldn't. She asked about getting the door knob changed in the office so she can close the door without locking people out. Mr. Mulholland stated they discussed it in some length. He stated he had told Ms. Rogers she could use his office or the office upstairs to do it. There was discussion of areas Ms. Rogers could use for private conversations.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a)

Motion. Ms. Walker made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3,II(a) at 8:27pm. 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.

Motion. Mr. Tardiff made a motion to go back into public session at 9:14 pm. 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 seal the previous non-public minutes because it could adversely affect a person other than a member of this Board. 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.

TOWN ADMINISTRATOR’S REPORT.

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

Mr. Mulholland stated there is nothing new on this outside of the email which was sent out on it.

Discussion of JobsNH.com

Mr. Mulholland stated more people are looking for jobs online versus in the paper and JobsNH.com seems to be popular for this State. He stated the cost is about \$1,400 for a twelve month period. He stated they are not budgeted for this so it would have to be divided up amongst the departments. Mr. Tardiff asked if they can do a pay as you go with the JobsNh.com. Mr. Mulholland stated they can do pay as you go however paying annually is less expensive.

Mr. Tardiff stated a truck driver isn’t going to look on the website. Mr. Mulholland stated he thought the same thing but apparently they do. Ms. Walker stated they just did this at her job because they were spending a lot of money on newspaper ads with no turnout.

The Chair stated he thinks it is a great idea but is concerned about the long-term budget impact. Mr. Tardiff asked how it compares with Monster.com. Mr. Mulholland stated Monster use to partner with Union Leader but they don’t do it anymore. The Board suggested to Mr. Mulholland he try it on a trial basis and see how it works.

Ratify Consent Calendar: May 18th, 2015

The Chair asked about the Vezina Payment Plan from Ms. Rogers. Mr. Mulholland stated it has been a while since Vezina came before the Board. He stated they had received a payment plan before and are keeping the payment plan. He stated they are asking to pay more than previously approved. He stated he recommends going along with it because they will get their money and the residents are paying interest on what is not being paid.

Motion. Mr. Gryval made a motion to ratify the Consent Calendar for May 18, 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: May 4th, 2015, May 11th, 2015

Mr. Mulholland stated they do not have May 4, 2015 but they do have May 11, 2015 minutes.

Motion. Mr. Tardiff made a motion to accept the minutes of May 11, 2015. Ms. Walker seconded the Motion.

The Chair stated he is waiting for the May 4, 2015 minutes because it is when they did a lot of appointments. Mr. Mulholland stated he is still waiting for them as well. Ms. Walker stated she knows the transcriptionist is very sick. Mr. Mulholland stated she had minor surgery and emailed him saying she knows she has to get May 4, 2015 done.

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

Approve Payroll and Accounts Payable Manifests: Payroll 051415

Motion. Mr. Tardiff made a motion to approve the Payroll Manifest for 051415. 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 Accounts Payable 050615 and 051315. 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 stated they are falling further and further behind every week lately. He stated their next regular meeting isn't until June 8, 2015. He asked if there is an evening of the week they can get together and dedicate to the reviews and being the senior raters. The Board determined to meet on May 24, 2015.

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 9:26 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

May 18, 2015

Signature Page

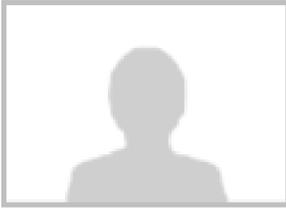
Original Approval:	
 JEFFREY GRYVAL, Chair	06/26/2015 DATE
 JASON TARDIFF, Member	06/26/2015 DATE
 KATE WALKER, Member	06/29/2015 DATE

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

Signature Certificate

 Document Reference: DY6GFCJLKKFN4KPNR3GGJ

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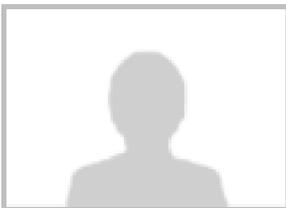


Kate Walker
Party ID: SEAKZBIM5LLAW72FPF3ECT
IP Address: 65.175.133.144
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4b5285f9f33099191f86e502c08c7c264ee80e55

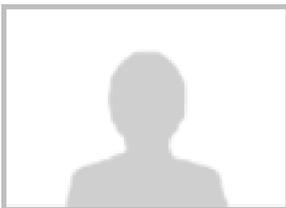


Jason Tardiff
Party ID: Z52HYNJJAIBEBFCP2XG82R
IP Address: 173.9.43.198
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



Jeffrey Gryval
Party ID: L6IFMRIVRJYIHNG9YEVLF
IP Address: 104.129.196.115
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

39005edb759cc198676bb08f0f28867e4090265d



Timestamp

2015-06-29 09:02:38 -0700
2015-06-29 09:02:37 -0700
2015-06-29 09:02:24 -0700
2015-06-26 13:05:28 -0700
2015-06-26 13:03:51 -0700
2015-06-26 10:06:33 -0700
2015-06-26 09:49:59 -0700

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. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.115



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Document Reference: DY6GFCJJLKKFN4KPNR3GGJ

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2015-06-26 08:12:15 -0700

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



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