

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
June 15, 2015

**Call to Order.**

The Allenstown Select Board Meeting for June 15, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff and Jeff Gryval.

Excused: Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator and Ron Pelissier, Road Agent.

**Citizens Comments: N/A**

**Meet with Road Agent to discuss Reynolds Ave. project and related projects in the vicinity.**

Mr. Pelissier stated they are trying to locate the drainage easement for the drainage line which goes under a garage on Reynolds Ave. He stated they don't have a map on it to see where the drainage line comes out but they think the sewage comes out behind all the houses. He stated they are going to see if they can tie the drainage issues on Reynolds Ave. into the main. He stated they are looking at this as a way to send the water away from the garage.

The Chair stated in the long run it would be good to do it if they can afford to do it. Mr. Pelissier stated if they can afford to do it, it will be a big undertaking. The Chair asked what they think the cost will be to do it. Mr. Pelissier stated it is about 17 to 18 feet down and they don't know if they can get around the garage because of a sewer line there.

The Chair asked what the process is for tomorrow. Mr. Pelissier stated they don't have it mapped out yet because they didn't know about the line and they need to know if the line is behind the houses. He stated they think there is an abandoned sewer line which is now drainage running behind houses. He stated they think it would be to their benefit to add a new line from the recreation center catch basin to another catch basin on the other side of the street. He stated they don't know what to do about the garage at this point.

Mr. Mulholland asked what it is going to cost to map out this area. Mr. Pelissier stated they think they can do it. He stated they are going to use a metal detector and see if there is a man hole and if so open it up to find out where it is going. There was further discussion of possible locations for the drainage line to fix the current issue.

The Chair asked if after they do this tomorrow, they will have a better idea of what they are dealing with. Mr. Pelissier stated he thinks they will have a better idea because they didn't know this existed.

Mr. Pelissier stated they have to put a structure at the corner of Whitten Street. The Chair asked if it goes through the area which is broken apart. Mr. Pelissier stated it would take care of the broken area. The Chair asked if the area is deep as well. Mr. Pelissier stated the area is only about six feet deep. He stated they can do the area and it really needs to be done.

The Chair stated they had spoken about the need to hire an engineer to do some of this. Mr. Pelissier stated they had spoken about it but he didn't agree to it. He stated it is great to have an engineer to take a look at it but the cost is about \$24,000 to do it. He stated they did Cross Street without engineers and it came out well. Mr. Tardiff stated they had a lot of problems with Cross Street. Mr. Pelissier stated they had one driveway which always had water in it but the water going there has always gone there and the resident is always looking for a fix. There was further discussion of whether or not to use an engineer for the project.

The Chair asked if the \$24,000 quote is necessary and if there is anything they can take off the quote. He stated he agrees with Mr. Tardiff regarding the need for having the project overseen to help coordinate things at the very least. Mr. Mulholland read the quote which included surveying topography, hydrologic storm water design, construction documents and construction administration coordination. He stated he thinks it will probably be more than \$24,000 for the work.

Mr. Tardiff asked what is not being covered in the quote. Mr. Mulholland stated the water line is not the town's issue. Mr. Tardiff stated the surveyor would coordinate the water line with the water department. He stated he knows it is expensive but he thinks they should do it.

The Chair stated he thought they didn't go onto Eversource's property. Mr. Mulholland stated the drainage line goes through the Eversource's property. He stated the town is going to have to show where the easement is. The Chair stated they don't have an easement and Eversource said they are not going to give the town one. Mr. Mulholland stated they are going to have to negotiate an easement with Eversource.

The Chair stated Mr. Pelissier has the Chester Tpk. Project, River Road work, and Reynolds Ave project which pretty much takes up the entire budget for the Highway. Mr. Mulholland stated River Road is \$30,930, Reynolds Ave is about \$29,507, Chester Tpk. was \$6,000, and Ferry St sidewalk about \$4,000. He stated these projects put them at \$84,787 and the budget is at \$78,443 however they do have an additional \$18,750, from the encumbered Storm Water budget, which puts them at a budget of \$97,193 but Chester Turnpike costs have gone up. He thinks doing all these things will be fine however if they are going to move the catch basin he doesn't know what the cost is going to be.

Mr. Pelissier stated Ferry Street can wait however Reynolds Ave. is a priority. The Chair asked Mr. Pelissier if he has an estimate of what it is going to cost them. Mr. Pelissier stated they already have the granite so the cost shouldn't be too bad. He stated they were planning on doing the paving of the sidewalks themselves.

Mr. Tardiff asked if they have to do the drainage around the garage. Mr. Mulholland stated they don't have to do it but if the current owner sells the property and they don't have an easement they aren't going to be able to get in there. Mr. Pelissier stated he can get a quote but he needs to have an idea of what they need a quote for.

The Chair stated the scope of the project includes everything from the day started to the day done, how much it is going to cost, how long it is going to take, and coordinating everything. He asked if this is something the engineer is going to do. Mr. Mulholland stated the scope of the project is something the engineer and Mr. Pelissier will have to agree upon.

The Select Board determined to have Mr. Pelissier and Mr. Mulholland work on the scope of the project and the money for the project.

Mr. Mulholland stated he spoke with Mr. Trainque today regarding the sewer fee issue. He stated Mr. Trainque informed him the biggest problem with Canal Street is drainage and it is going to tie into what is being done there. He asked if all of the Canal Street work is being paid by the Sewer Department. Mr. Pelissier stated there is no money for the Canal Street work in the highway budget.

The Chair asked if Hoyle and Tanner is taking the Reynolds Ave. project on. Mr. Mulholland stated he doesn't know and didn't ask. Mr. Pelissier stated Mr. Trainque informed him it is their issue and the town doesn't have money to deal with this. He stated Mr. Trainque also informed him they anticipated it being their problem.

Mr. Mulholland stated he will sign off on the Reynolds Ave. project if the Select Board is okay with it. The Select Board approved Mr. Mulholland signing off on the project. Mr. Mulholland stated they need to clear up who is working on what for the project at tomorrow's meeting.

The Chair asked when they are going to start with River Road. Mr. Pelissier stated they are ready to go.

The Select Board determined to hire HTA to manage the project and they are going to communicate with them for a quote on the man hole in the garage.

**Discuss change order request from Haight Engineering in regards to the Granite St./Chester Tpk. Intersection project.**

The Chair stated the change order request came in and it was reduced a little bit from the \$7,000 to \$4,000. Mr. Pelissier stated he saw the change order and he did not agree with what they were paying for as far as the change order. He stated they were talking about testing and when he asked Mr. Townsend if they were paying for the testing every time they come out. He stated Mr. Townsend informed him the testing was in the contract however he found out it wasn't included in the contract.

Mr. Mulholland read the email from Haight Engineering stating "the survey crew has been out three times at the town's request; twice to layout the town's work and additional time to verify property corner location. This was at no charge to the town; we had only one layout budgeted." Mr. Pelissier stated they laid it out wrong and had to come back. He stated if this is part of the extra money they are looking for he doesn't believe they should be paying it.

Mr. Mulholland stated they have gone out there more times then was scheduled for. He stated the invoice Haight sent him was already over the budgeted amount. He stated the \$4,000 incorporates work which has already been done and work to be done by the end of the project. The Chair asked if the work to be done by the end of the project is the Safe Routes to School or the highway department work on the road. Mr. Mulholland stated it would be for the highway department work on the road. He stated they need to move the road over and the other side of Chester Turnpike needs to be realigned. He stated they still have asphalt they have to pay for as well. He stated he informed Haight Engineering the town would not be paying \$7,000. There was further discussion of whether the testing was in the contract.

Mr. Mulholland stated most of the expenses have already occurred. Mr. Tardiff asked if they have come out and the highway department wasn't ready for them. Mr. Pelissier stated they were ready for them when they came out. Mr. Tardiff asked if the things not being done in tandem was because they didn't have the time or manpower to do them. Mr. Pelissier stated at first they weren't equipped for it but after that everything was fine.

Mr. Mulholland stated the original contract was \$16,755 and now it is \$20,000 with the change order.

The Select Board determined to pay the change order and send it out with a purchase order. The Select Board authorized Mr. Mulholland to sign the change order.

The Chair asked Mr. Pelissier why they received a purchase order for Advanced Paving when he thought the town was going to do the paving. Mr. Pelissier stated they were under the gun so they needed Advanced Paving to do it. He stated they had to change what they were doing in order to keep up with the Safe Routes to School project.

Mr. Tardiff stated there should be a calendar of what work was going to be done when. Mr. Pelissier stated he wasn't going to do it according to the calendar since they are waiting for the poles to be moved. Mr. Tardiff asked who the right person is to get on about moving the poles. Mr. Mulholland stated they have been calling the Government Affairs rep from Comcast to get their lines moved. He stated they haven't been able to touch Fairpoint yet and they are the slowest of them all. He stated the way the contract is Fairpoint can't do anything until Comcast is done. Mr. Pelissier stated he and Mr. Mulholland discuss the poles on a daily basis. There was further discussion of the time it is taking to move the poles.

Mr. Mulholland stated they do need to find out what the asphalt is going to cost in advance. He stated the sooner they can get purchase orders to the Select Board the better.

#### **Discuss revisions to the Hiring Policy.**

The Chair stated Ms. Walker had asked to put this on the agenda and the Police Department was interested in this as well. He stated Ms. Walker hadn't put anything in writing as to what she wanted to see changed.

Mr. Tardiff asked about Section 5: Selection Process Part D-F specifying "for police officer only" and if that meant patrolmen only. Mr. Mulholland stated from the chief all the way down to patrolman qualifies as a police officer.

Mr. Tardiff asked about Section 5: Procedures Part G where it discusses a conditional offer being given before a medical exam, background investigation, polygraph, and psychiatric evaluation. He stated he didn't believe they followed the procedure for the Police Department. Mr. Mulholland stated they do follow this procedure of the Police Department as well as the other departments.

Mr. Tardiff asked if they can hire someone without a license. The Chair stated if a department head was to bring a candidate before them without a qualification but they have agreed the candidate will get a license within a required time they can determine to hire the person.

### **Discuss May department status reports.**

The Chair stated Ms. Walker had asked for extra time last week. Mr. Tardiff stated his questions were asked and answered. Mr. Mulholland stated Mr. Pelissier had submitted his on time. He stated they are missing the Police Department and Tax Collector.

The Chair asked Mr. Pelissier about not being able to pick up branches and leaf bags. Mr. Pelissier stated he thinks hiring a new guy will allow them to continue the service. He stated they want to restructure the Highway Department services next year. He stated they want to make it so clean up will be from April to the second week of May and then after that they will do it every Monday.

The Chair asked if they should communicate to the residents they don't have time to do it right now. Mr. Pelissier stated it would be good to communicate to the residents the Highway Department is currently undertaking projects and may not have enough time for the services and see if they can bring it to the transfer station. The Chair asked to have something polished up and posted on the website explaining it to the residents.

### **Issue Warrant for Unlicensed Dogs.**

Motion. Mr. Tardiff made a motion to approve the warrant for unlicensed dogs. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Discussion of Lincoln St Issue**

Mr. Mulholland stated this was given to him by Mr. Emond. He showed the Select Board a map with Lincoln Street, Bailey Ave and Park Street. He stated the resident wants to build a house near the unfinished area of the roads. He stated the resident needs 100 feet of frontage which he

doesn't have. He stated there are several options such as having the resident pave the road up to the 100 foot point, building a cul-de-sac, or pave the entire length connecting the roads. He stated the property owner wants to know what his options are and what the Board will want him to do. He stated the property owner would like to pave the 100 feet and then own a piece of property which would make it so it would never be a road and the property would own it.

The Chair asked why the Mr. Emond did not get a variance from the ZBA without involving them. Mr. Mulholland stated the Select Board has to approve the upgrade of the road. The Chair asked why they want to do anything with the road as the residents were clear they didn't want the road connected. Mr. Mulholland stated the residents didn't want through traffic coming through. There was further discussion of the options for the road.

Mr. Pelissier stated if they are going to let the Mr. Emond pave the 100 feet then he would suggest they open the rest of the road so they can plow the road. He stated they could put a sign up for authorized vehicles only. The Chair stated he didn't think they should allow someone to pave a road without putting some kind of turnaround and doesn't think they should deviate from it with this property owner.

Mr. Mulholland suggested they give over a piece of the town property to Mr. Emond which would make it no longer a town road. He stated this will alleviate some of the concerns of the other residents nearby. He stated this doesn't, however, address Mr. Pelissier's concerns of plowing the road.

The Chair stated he has two concerns; if they are going to give Mr. Emond a piece of land there shouldn't be anyone's stuff on it and then the concern of getting the road to go through. He stated if they are going to do it they need to do it right. There was also discussion of the need to have the land surveyed in order to get the property cleaned up of other residents' belongings.

Mr. Pelissier suggested they put some barriers further up the road and allow Mr. Emond to pave the 100 feet. He stated it would allow them to pave the road and turn around without making it a throughway. The Chair suggested Mr. Pelissier go look at the area and see what is on the town's property and if they would be able to do it. The Select Board reviewed the tax map of the property.

Mr. Gryval suggested they put a gate at the end of the road like they did with Chester Turnpike. He stated the only problem is they can only have a gate so long and then they would have to put BFRs there so people don't drive around. Mr. Pelissier stated they could also use some compost to build a berm and create a buffer around the corner.

The Select Board determined to have Mr. Pelissier take a look at the area and see if they could put the gate with the BFRs as well as the residents' belongs on the town property. The Select Board will put this on the agenda for next week.

### **TOWN ADMINISTRATOR'S REPORT.**

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

Mr. Mulholland stated he gave a speech to the Chair for the groundbreaking ceremony.

Mr. Mulholland stated he spoke with Mr. Clement regarding an email from Ms. Martel about fees for the sewer. He stated he spoke with the water company and there weren't going to be any fees. Mr. Tardiff asked if it would play into the usage and not the connection fee. Mr. Mulholland stated they charge a fee if a room is built on a house.

Mr. Mulholland stated he was informed Mr. Clement the cost of \$30,000 for a little bit of increase he didn't think it would go over well with the Select Board. The Chair stated they need to keep in mind of who they are and what the facility is going to be doing. He stated they are dealing with Allenstown and Pembroke seniors and kids. Mr. Mulholland stated the sewer upgrade is paid for with Federal funds.

Mr. Mulholland stated it may be good to have a discussion with Mr. Clement again regarding sewer fees.

### **Department Head Narratives**

Mr. Mulholland stated they have narratives to complete for the Department Head evaluations. The Chair stated he hadn't thought about writing anything out and only has some comments on some of them. Mr. Mulholland stated there are some ones and twos and they need to give some narratives on them. He stated he wants to make sure they are clear on the comments. The Chair suggested they schedule a non-public for the four of them to go over all of this.

Mr. Mulholland stated they don't have a lot of things scheduled for the June 22, 2015 meeting; however, they have to approve the payroll change forms which may take a lot of time. He stated they are not going to put the hiring process on the agenda until someone asks to bring it up again. The Chair stated they have a schedule of things they need to do and they don't really have time to revisit these things.

### **Staff Meeting Discussions**

Mr. Mulholland stated he stressed the 2016 budget deadlines again. He stated they also discussed the Zona easement. He stated they also went over the logistics of the groundbreaking ceremony for tomorrow.

### **Town Hall Audit**

Mr. Mulholland stated he spoke with MRI today who have been contracted to do the audit for the town hall. He stated they sent him the 2008 audit and they have corrected all of the issues discovered in 2008.

### **Approve Payroll and Accounts Payable Manifests**

Motion. Mr. Tardiff made a motion to approve the Payroll for June 10, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the Accounts Payable for June 11, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Review Minutes: June 1, 2015**

Motion. Mr. Tardiff made a motion to approve the minutes for June 1, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the minutes for June 8, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

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

The Chair declared the meeting adjourned at 8:45 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

June 15, 2015

**Signature Page**

<b>Original Approval:</b>	
	07/10/2015
JEFFREY GRYVAL, Chair	DATE
	07/20/2015
JASON TARDIFF, Member	DATE
	07/13/2015
KATE WALKER, Member	DATE

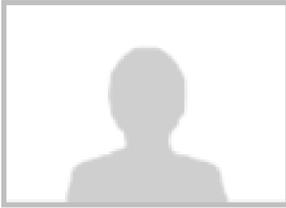
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE



# Signature Certificate

 Document Reference: TL2YRVIUVJWEFWCPN4LGS7

**RightSignature**  
Easy Online Document Signing

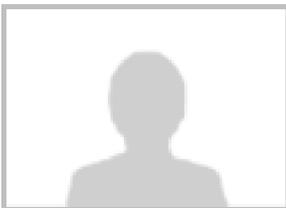


**Kate Walker**  
Party ID: FNHASXJPF3RU2BRZN5YHNS  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

0a5052ed06c1663de4787cb529fa736ff7f47628

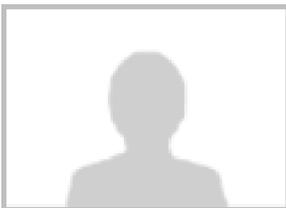


**Jason Tardiff**  
Party ID: 3FJTA9I39KTAS8IA3B9Z4A  
IP Address: 173.9.43.198  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



**Jeffrey Gryval**  
Party ID: WFNWF9IC15IHTC2WI9I7RV  
IP Address: 104.129.196.109  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

771a66fe2e506304b64afb29b79fe6f8fd31dec1



## Timestamp

2015-07-20 14:00:38 -0700  
2015-07-20 14:00:37 -0700  
2015-07-20 14:00:04 -0700  
2015-07-13 05:39:37 -0700  
2015-07-13 05:39:23 -0700  
2015-07-10 06:48:52 -0700  
2015-07-10 06:29:14 -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. - 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. - 104.129.196.109  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.109



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

# Signature Certificate



Document Reference: TL2YRVIUVJWEFWCPN4LGS7

## RightSignature

Easy Online Document Signing

2015-07-10 04:58:13 -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.