

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
June 8, 2015

**Call to Order.**

The Allenstown Select Board Meeting for June 8, 2015 was called to order by Mr. Gryval at 6:00p.m. Meeting held at the Old Allenstown Meeting House, 150 Deerfield Rd.

**Roll Call.**

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

**Others Present**

Residents of Allenstown: Armand Verville, Claudette Verville, and Roland Martel.

Others Present: John Reagan, Senator 17<sup>th</sup> District and Carol McGuire, Representative 19<sup>th</sup> District

Other Public Officials: Larry Anderson, Sewer Commissioner.

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

The Chair recognized Senator John Reagan who represents the 17<sup>th</sup> Senate District, as part of the audience.

**Citizens Comments:**

Mr. Verville welcomed the Select Board, Senator Reagan and residents present and for using the meetinghouse. The Chair thanked Mr. Verville for opening up the meetinghouse for them and for the work they have put into the meetinghouse.

**Promote call firefighter to full time firefighter**

Chief Pendergast introduced Mr. McIntosh to the Select Board. He stated Mr. McIntosh has been a call fire fighter and has been filling in on a per diem basis. He stated Mr. McIntosh now meets

the qualifications for them to hire him so he would like to hire Mr. McIntosh as a full-time fire fighter.

Chief Pendergast stated the effective date would be today and the rate of pay would be \$20.65.

Motion. Ms. Walker made a motion to promote Evan McIntosh from call fire fighter to full-time fire fighter effective June 8, 2015 at a rate of pay at \$20.65. 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.

**Discuss proposed legislation in regards to cemeteries and record retention with state legislative delegation.**

Mr. Mulholland distributed copies of bills regarding cemeteries and record retention. He stated the State law requires each municipality to have its own cemetery and the Town of Allenstown doesn't have a cemetery and has never had one. He stated they are recommending changes to the legislation which would allow Allenstown and other municipalities like Allenstown to enter into agreements with other municipalities, non-profit entities or private entities to provide space for cemeteries without having to purchase land and the costs associated with a cemetery.

The Chair asked if there were any questions or comments from anyone on this. Mr. Anderson stated at the last town meeting they had the approval to find a cemetery, however, the voters voted it out which is why Mr. Mulholland and himself went this route. He stated he thinks it will work if they can get the legislature to pass the bill.

Mr. Verville stated he was the one who made a motion to zero Mr. Anderson's article because the Select Board explained they planned to create new legislation so they don't have to come up with the money. He thanked the Select Board for following up and doing this.

Senator Reagan stated he was in Nottingham one day and they said there were over 200 cemeteries in Nottingham.

Mr. Mulholland stated they are asking the electronic records law to be amended. He stated presently documents required to be kept more than 10 years have to be kept via paper or microfilm. He stated the microfilm is old technology so they are asking for a third option of transferring them to PDFs. He stated they are out of space at the Town Hall and would like to transfer them to PDFs. He stated a lot of municipalities are already putting them to PDF and

don't realize what the current law is. He stated this would allow them to find documents in a Right to Know request situation faster and transfer them electronically to requestors.

Mrs. Thibault stated it is a good plan because it is easier to find documents when formatted as PDFs. The Chair stated they believe doing things via PDF will make things more secure on their end. He stated it would also be more cost effective. Mr. Mulholland stated the goal is to eventually have as many documents available on the website as possible.

### **Consider approval of Tax Payment Plans.**

Mr. Mulholland distributed plans which were being recommended. He stated he also has two which were not being recommended. He stated these plan requests are residents who have had plans in the past and have made payments on time or are new to the payment plan. The Chair asked if these would be accepted with the approval of the Consent Calendar. Mr. Mulholland stated they would be accepted with the Consent Calendar motion.

Mr. Mulholland stated the two who are not being recommended had arrangements before and have not stayed current with them nor have they responded to communications from the Town. He stated any properties they do not accept payment plans for will be subject to tax deeds.

The Chair asked if everyone understands what Mr. Mulholland means if the property were to be tax deeded. Ms. Walker stated she doesn't know what the full process is. Mr. Mulholland stated it means those who were tax deeded would be evicted from their properties. Mr. Tardiff asked what other options they have. Mr. Mulholland stated the only options they have is to tax deed it or enter into a payment plan. The Chair stated in addition to risks there is also the financial burden to the Town.

Mr. Mulholland recommended the Select Board think on this more before making a decision. Mr. Tardiff asked if the residents are aware what may happen if the payment plan doesn't get approved. Mr. Mulholland stated they do and there is a story behind each one of them. He recommended the Select Board invite the residents to the June 22 meeting to hear what they have to say.

Mr. Tardiff asked if they didn't approve the payment plan and the resident was evicted, what the timeframe is before they need to be moved out of their home. Mr. Mulholland stated there is a 30 day timeframe. The Select Board determined to table this until June 22, 2015 meeting.

### **Discuss May status reports for department heads/functional areas.**

The Select Board determined to table this until next week's agenda.

**Discuss exception to policy, life insurance premium.**

Mr. Mulholland stated they have a request for the new Administrative Assistant for the Fire Department. He stated she is not asking they pay for it but to allow her to be on the plan which would make it a payroll deduction. The Chair asked if their policy allows for them to do it. Mr. Mulholland stated it does as it would come out of her pay as a deduction. The Select Board approved the payroll deduction for life insurance for the Administrative Assistant.

**Discuss open position on the Tri-Town EMS Board of Directors.**

Mr. Mulholland stated they lost Ms. Lorenz as she moved to the Town of Barnstead. He stated they need someone to sit on the Board and fill her position as soon as possible. He stated it is hard to get people because it is preferred they not be affiliated with the fire department from either town or part of any committees or boards.

The Chair stated they just redid the agreement to make it easier to find candidates for the positions. He asked if they still have it on the agreement if someone is on the Planning Board they can't serve on the Board. Mr. Mulholland stated they can have someone from a board or committee but the preference is they don't have someone from a board or committee.

Ms. Walker asked when the meetings are held. Mr. Mulholland stated they have the meetings on Wednesday evenings.

**Discuss plan for distribution of merit pool appropriations.**

The Chair stated they had \$8,000 in the budget for the merit pool. He stated they have broken off about \$4,000 to do some separation of pay rates. He stated they have a proposal of how they could break up the remaining \$4,000 for each one of the departments. He stated if the Board is in approval of this they would like to pass it onto the department heads. Mr. Mulholland stated the Department Heads have the memo and they discussed it at the staff meeting today.

Mr. Mulholland stated he took the total amount of eligible payroll and divided it up by departments based on the percentage of it and took the percentage and allotted the \$4,000 to be divided up by the percentage. Mr. Mulholland explained who in various departments would be considered under the eligible payroll.

Mr. Tardiff asked if the department heads had any problems with this. Mr. Mulholland stated they did not however they didn't have a lot of time to look at it very long. The Chair asked the department heads if they had any questions or comments on this. The Department Heads didn't

have any questions. The Select Board determined to allocate the merit funds in the proposed manner.

### **Approve Comcast Franchise renewal agreement.**

Mr. Mulholland stated the old Comcast agreement had a \$15,000 bond and he revised it to \$150,000 which Comcast didn't like. He stated he went back and negotiated \$50,000 which is twice as much as any other town currently has. He stated there are some other word changes but nothing changing the legal aspect of it. He stated it is a five year agreement. He stated Comcast needs a paper copy of signatures from the Select Board.

Ms. Walker asked what the repercussions of not signing the agreement. Mr. Mulholland stated they will keep doing business and the Town will have no authority over them. Mr. Tardiff asked what the benefit is of signing the agreement. Mr. Mulholland stated they get the franchise fee which is \$32,000 per year.

Motion. Ms. Walker made a motion to approve the Comcast Franchise Renewal Agreement. 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.

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

#### **Interest in purchase of Town owned property**

Mr. Mulholland explained someone is interested in purchasing town owned property Map 410 Lot 26 and he is looking to add onto the old granite mine.

#### **Request to build a house on end of Lincoln St**

Mr. Mulholland stated there is a lot of interest on Lincoln Street. He stated the property owner wants to build a house where the road dead ends. He stated this will be coming before the town in some format. He stated the Road Agent has some concerns about building a house on the end of the road.

#### **LED Streetlight Upgrade Project**

Mr. Mulholland stated the lights came in however they weren't the correct ones so he sent them back. He stated when they get the lights in there will be four sample lights for them to look at and then the Board will determine whether or not they will change out the rest of the lights.

## **Suncook River Fluvial Geomorphic Assessment**

Mr. Mulholland stated the study for the Suncook River Fluvial Geomorphic Assessment is finally in. He stated there is going to be a public hearing on June 24, 2015 at the Pembroke Safety Center at 6:30pm. He recommended the Planning Board, Conservation , and Zoning Board attend the hearing. He stated the Hazard Mitigation Committee is going to be there. He stated as soon as the study is official he will be putting it up on the website.

## **Municipal Manager's Conference**

Mr. Mulholland stated he will be at the Municipal Manager's Conference this Thursday and Friday.

## **Status report proposed new Community Center at the Whitten Street Park.**

Mr. Mulholland stated the groundbreaking ceremony will be next Thursday at the Whitten Street Park at 5:30pm. He stated the Fire Department will be spray painting shovels gold for the groundbreaking. He stated they have had quite a few people make large donations and is encouraging as many people to go as possible.

Mr. Mulholland stated they just received the grant contract for the second CDBG today. He stated he is scheduling a public hearing for June 22, 2015.

## **Reynold's Ave Drainage System update**

Mr. Pelissier stated the pipe running from Reynold's to Whitten St is a "T" and is all busted up. He stated they haven't gotten the official report yet however, they believe they are going to have to replace the piping in the intersection. He further explained what the camera allowed them to see showing them the potential issues with the piping. He stated he feels the Highway Department can do the work themselves.

Mr. Mulholland stated the other issue with this is they don't easements for the garage property and Eversource property. He stated they are going to have to produce plats were the easements are and to create the plats they have to survey the lots. He stated Mr. Pelissier and himself will be working on where they are going to get the funds to accomplish this.

## **Change Order and Engineering Overages**

Mr. Mulholland stated he received a request over the weekend in regards to engineering overages for Granite Street and Chester Turnpike and a change order request. He stated it was a \$7,000

bill which he told them the Town would not pay it. He stated they negotiated it down to about a third of the bill.

### **ICMA Scholarship**

Mr. Mulholland stated he did receive the ICMA Scholarship to go to Seattle for the week long Annual ICMA Conference.

### **Town Hall Repairs**

Mr. Mulholland stated he had prisoners working outside the town hall and the gazebo last week. He stated the gazebo needs some repairs which Mr. Pelissier thinks they can get some prisoners to do the work. He stated they will have to buy the asphalt shingles. He stated they are looking to do it in a couple of weeks.

Mr. Mulholland stated there is a problem with the railing as well which Mr. Pelissier has a plan on how to fix the railing. He stated they are also looking at ways to repair the fire escape.

### **Railroad Bed Sewer Line**

Mr. Mulholland stated he spoke with Tom Irzyk tonight and they think they have the issue addressed, however, he is not sure where it stands right now.

### **Hearing with Senate regarding Insurance Bill Amendment**

Mr. Mulholland stated there is a hearing in the Senate tomorrow. He stated the Senate did not pass the amendment which would have allowed the insurance pools to be regulated by the insurance department. He stated PLT has not been authorized to renew which leaves Primex with not competition. He stated Primex's quote for 2015 was \$104,000 and the Town is paying \$62,000 now so things will be worse with no competition. He stated NHMA is requesting people to go to the hearing tomorrow. The Board determined to send Mr. Mulholland to the hearing.

The Chair recognized Representative Carol McGuire who had just arrived to the meeting. He explained Rep. McGuire represents the 29<sup>th</sup> District which is Allenstown, Epsom, and Pittsfield.

### **Hazard Mitigation Committee Update**

Mr. Mulholland stated the Hazard Mitigation plan is up for renewal and the Federal government has added all kinds of bureaucracy. He stated the Hazard Mitigation Committee is going to have to meet at least quarterly to discuss the plan and steps to implement those mitigation measures. He stated the Federal government is going to look at the communities who have taken the steps to complete the plan and give money to those communities. He stated they will have to have another committee. He stated there are 72 steps in their mitigation plans which they will have to

report to FEMA. He expressed concern with some of the steps because it affects people's property rights.

### **OTHER BUSINESS**

Mr. Anderson asked if they have officially appointed the members to the Conservation Committee. Mr. Mulholland stated they have.

Mr. Verville stated the Allenstown Historical Society is having an annual bake sale on July 3, 2015 from 11am-4pm. He stated on July 18, 2015 they will be celebrating the 200<sup>th</sup> Anniversary of the meetinghouse. He explained some of the activities they will have on July 18<sup>th</sup>. Mr. Pelissier stated they can make sure the yard is cleaned up for the activities.

### **Brick work for Town Hall**

Mr. Tardiff asked Mr. Mulholland where they stand with the brick work for town hall. Mr. Mulholland stated he emailed the contractor this morning and is not sure when the work will happen.

Mr. Tardiff asked if they should ask the Sewer Department about waving the connection fee for the Boys and Girls Club. Mr. Mulholland stated he doesn't think they should.

### **Consent Calendar**

Motion. Mr. Tardiff made a motion to approve the Consent Calendar for June 8, 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 and Approve Minutes**

Motion. Ms. Walker made a motion to approve the non-public session minutes on May 11, 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.

Motion. Ms. Walker made a motion to approve the non-public session minutes on May 18, 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.

Motion. Mr. Gryval made a motion to approve the non-public session I minutes on June 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. Gryval made a motion to approve the non-public session II minutes on June 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. Gryval made a motion to approve the non-public session III minutes on June 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.

Mr. Mulholland stated their transcriptionist was on medical leave and is now back. He stated they have back to May 4, 2015 which was quite a lengthy set and have not been completed yet. He stated the good news is she is doing quite well.

### **Approve Payroll and Accounts Payable Manifest**

Motion. Ms. Walker made a motion to approve the Payroll of May 28, 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.

Motion. Ms. Walker made a motion to approve the Accounts Payable of May 20, 2015, May 27, 2015 and June 3, 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.

### **Recess to the Town Hall**

Motion. Mr. Tardiff made a motion to recess to the town hall at 7:08pm. 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.

### **Reconvene at Town Hall, 16 School St.**

The Chair reconvened the Board of Selectmen’s meeting for June 8, 2015 at 7:34pm.

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

#### **Appointment of police officer (school resource officer) position**

The Board determined to go into non-public for discussion of the SRO position.

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91-A:3,II(a) at 7:35pm. Ms. Walker seconded the Motion.

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 9:10pm. 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 set of 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.

Motion. Mr. Tardiff made a motion to hire Christopher Poppalardo as the School Resource Officer with a pay rate of \$21.51 with an effective date of June 9, 2015 with the condition as previously discussed. Ms. Walker seconded the Motion.

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

Chief Paquette stated there will be an ice cream social this week at which the SRO will be present at to meet parents and students.

Chief Paquette asked who is going to be the contact for the contract. The Chair stated he was a little disappointed with the Chairman of the School Board contacting Chief Paquette and had asked they contact him. He stated the School Board had concerns about the compensation and benefits which were changed in the contract. He stated he has spoken to the Chairman of the School Board several times. Mr. Mulholland stated the Superintendent emailed him asking what changed in the contract. He stated he informed the Superintendent the only change was the health insurance piece of it. He stated the other part of it is the ten weeks the Town is going to pay. He stated there was also some discussion of paying a different rate but he didn't get into it with the Superintendent.

The Chair stated one of the things they discussed was just because the Select Board hires the SRO doesn't mean the School Board will sign off on him. Chief Paquette stated the candidate is aware of it. Mr. Mulholland stated the School Board needs to commit to the full amount because they will be planning on it in the budget.

The Chair asked if anyone has received a phone call from the School Board tonight. Mr. Mulholland stated he has a text asking if the SRO was hired. The Chair stated one of the things they discussed was the way the chain of command works and it is weird for the School Board to expect a Department Head to handle the hiring of the SRO. Mr. Mulholland stated it used to be the Chief would put it all together and then present it to the Board. He stated they need to make it clear to the Department Heads if they are going to be negotiating with other Boards. There was further discussion as to whether or not the Department Heads should be negotiating with other Boards or not.

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

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(a) at 9:21pm. 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 go back into public session at 9:36pm. 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 set of non-public minutes as it may 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.

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 9:37 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

June 8, 2015

**Signature Page**

| <b>Original Approval:</b>   |            |
|---|------------|
|    | 06/15/2015 |
| JEFFREY GRYVAL, Chair   | DATE       |
|   | 06/15/2015 |
| JASON TARDIFF, Member   | DATE       |
|  | 06/16/2015 |
| 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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**RightSignature**  
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**Kate Walker**

Party ID: 8HN4NEIGRJD8EIY4M4TBKP

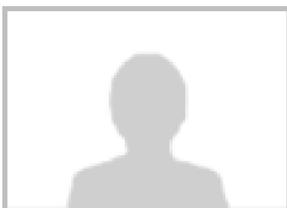
IP Address: 65.175.133.144

VERIFIED EMAIL: [kwalker@allentownnh.gov](mailto:kwalker@allentownnh.gov)

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jason Tardiff**

Party ID: JVKT29JJ53TGZVV6UW6589

IP Address: 173.9.43.198

VERIFIED EMAIL: [jtardiff@allentownnh.gov](mailto:jtardiff@allentownnh.gov)

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



**Jeffrey Gryval**

Party ID: 7784ZBJMKPBN3CHYWLT8E

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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

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2015-06-15 05:27:37 -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](mailto:kwalker@allentownnh.gov)) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker ([kwalker@allentownnh.gov](mailto:kwalker@allentownnh.gov)). - 65.175.133.144

Document signed by Jason Tardiff ([jtardiff@allentownnh.gov](mailto:jtardiff@allentownnh.gov)) with drawn signature. - 173.9.43.198

Document viewed by Jason Tardiff ([jtardiff@allentownnh.gov](mailto:jtardiff@allentownnh.gov)). - 173.9.43.198

Document signed by Jeffrey Gryval ([jgryval@allentownnh.gov](mailto:jgryval@allentownnh.gov)) with drawn signature. - 104.129.196.115

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