

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 28, 2015

Call to Order.

The Allenstown Select Board Meeting for September 28, 2015 was called to order by Mr. Gryval at 6:01p.m.

Roll Call.

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Diane Demers, Finance Director; Paul Paquette, APD; and Ron Pelissier, Road Agent.

Citizens Comments: N/A

Consider applicant for call fire fighter position.

The Chair stated they are going to table this because they couldn't make it tonight.

Approve merit increase for police department personnel.

The Chair asked the Board what they wish to do with it. The Board determined not to grant it.

Approve memorandum with directives to implement corrective action plan for the police department.

Motion. Mr. Tardiff made a motion to approve the memorandum with directives to implement the corrective action plan for the police department. 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.

Consider approval of a task order from HTA for fixed asset coordination (roads, sidewalks, storm drain system and streetlights)

Motion. Mr. Tardiff made a motion to approve task order from HTA for fixed asset coordination. Ms. Walker seconded the Motion.

The Chair stated they are going to hold onto this until year end to make sure they have the money to do this.

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

Approve transferring to auction of the 2002 Garbage Truck and the 1990 Dump Truck.

Mr. Pelissier asked if this is something the Board had agreed on doing. Mr. Tardiff asked when the auction is. Mr. Pelissier stated he thinks it is on Oct 20, 2015 and it has to be there by Oct 13, 2015. He stated they can't find the title for the truck so they are waiting a new one.

The Chair stated he thinks they need to get rid of the vehicles because they told the town they would, they are old and they are in the need of repair. He stated he doesn't know the best way to get rid of them and recoup the most amount of money. Mr. Pelissier stated he isn't sure either but it's possible they will get a good amount from the auction.

The Chair stated they have a couple of options; they can do the auction, advertise it in the newspaper, or sealed bids. Mr. Tardiff stated if they had time it would be nice to do the sealed bids. The Chair asked how often they do the auctions. Mr. Tardiff stated they do it twice a year. He stated the garbage truck is more likely to go now because someone could use it for a plow truck but he's not sure about the dump truck.

Mrs. Demers stated the auction is on October 17, 2015 and the truck has to be brought there by October 8-9, 2015.

The Chair asked if they want to do a sealed bid or do the auction. Mr. Pelissier stated he thinks more people go to the auction. Mr. Tardiff stated the way the auction is structured, the municipal trucks go last. There was discussion of waiting and putting it to auction with the Richie Brothers. Mr. Tardiff suggested if they are going to wait to put it on sealed bid and see what they get. The Board determined to do a sealed bid and possibly put it to auction in the spring if the bid process doesn't bring anything.

Approve wage classification for police department personnel.

Mr. Tardiff stated if they are looking at the updated one then he wants nothing to do with it. He stated it is the same thing they gave back to him in June and it is not what he had asked come to him. He stated he doesn't know why it was changed.

Mr. Tardiff stated he had asked for a wage classification system with the one, three, and seven steps and not every year. He explained his concern with this was he was under the impression it was going to be based off of years of service in Allenstown and used more to retain not to hire from out. Chief Paquette stated if they bring someone from the outside they will need to consider their years from outside as well. Mr. Tardiff stated he spoke with Chief Paquette and told him he thinks this is a step in the right direction.

Mr. Tardiff stated his question is where they come in at because they have one officer who, based on this, would get a six dollar an hour raise. He asked why it wasn't brought to their attention this person was so far under. Chief Paquette stated at some point there is always going to be someone who is going to get a substantial raise when this is implemented. He stated the person Mr. Tardiff mentioned wasn't so far under until they came up with these new numbers.

The Chair stated the numbers on the spreadsheet come from Mr. Mulholland who did a comparison of other towns with similar size and departments. Mr. Tardiff stated no matter where they put the numbers at they will not be able to compete with Manchester, Nashua and Salem so the patrol officers are going to do the same thing and leave once they get experience.

Mr. Tardiff asked why the jump on some of the numbers on the spreadsheet for the patrolmen. Chief Paquette stated it would be where they would fit in the system based on the surrounding towns. He explained right now they are looking at waiting three years until they get the \$20.48 where with the wage classification system would give it to them sooner.

Mr. Tardiff asked about an individual who has two years' time and they are on their to get the three year raise. Chief Paquette stated at some point they are going to bite the bullet and someone is going to get a big increase.

Mr. Tardiff stated he didn't see the Detective or SRO on the wage classification system. The Chair stated they have to consider one Sergeant who has been a sergeant for two and half years and another one who has seventeen years as an officer. Chief Paquette stated the other person was a sergeant before and to retain them they went with the amount they had at their previous job. The Chair stated they should be rating the person on the amount of years they were a sergeant. Chief Paquette stated they are going to switch the rating from patrolman to sergeant at some point.

The Chair stated they are going to have to pitch this to the School Board. He stated Mr. Mulholland thinks it won't be a problem because they have a step system as well. Chief Paquette stated he asked the same thing and Mr. Mulholland told him under the union contract there is a step system and whatever raises the SRO gets through the town the School Board has to honor.

The Chair stated the Board agrees to begin the step system but only for the patrolmen not for the whole department. Chief Paquette asked when they are going to address the other stuff. Mr. Tardiff stated he thinks they need to clear things up from the SRO position up. Mr. Tardiff stated the SRO position gets a massive increase however it is the maximum he will get. Chief Paquette stated he doesn't think the SRO will get the rate anywhere else.

The Chair stated he would like to put it on the agenda for next week to work something out for the rest of the department. He asked what the stumbling block is and what he needs to work on to get the rest of the department done. Mr. Tardiff stated there is nothing for the SRO and Detective positions and there needs to be clarification on the numbers.

Motion. Mr. Tardiff made a motion to approve the wage classification system for the Police Department personnel for patrolmen only at the moment. 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.

Approve expenditure constraints for the Highway Department.

The Chair explained they need to do this because it is a legal issue. He stated if Mr. Mulholland signs off on something he is giving Mr. Pelissier the authority to over expend his budget which Mr. Mulholland doesn't have the authority to do so.

Mr. Pelissier asked for clarification on this and if there is a clutch. Mr. Tardiff stated he can spend anything under \$500 as long as he doesn't hit his bottom line and anything over his budget needs to be approved by the Board.

Mr. Pelissier stated he already has the truck in for repairs and it is going to be \$1,300. He stated Mr. Mulholland told him he doesn't need permission for vehicle repairs. Mr. Tardiff stated it would be in an emergency situation like a snow storm. Mr. Pelissier stated Mr. Mulholland told him they could do it whenever for any vehicle. Chief Paquette stated he was told for any vehicles as well. Mr. Tardiff stated Mr. Mulholland can only authorize up to \$2000. He stated emergency vehicles are a different situation.

The Chair stated the budget is going to be extremely close once they get the Reynold's project done so they may need to hold off on repairs until next year unless it is an emergency. He stated there is probably some miscommunication on the vehicle repairs which they will discuss next week.

Mr. Tardiff explained if it's under \$500 and is in the budget, Mr. Pelissier can spend it but if it is over \$501 he needs to come before the Board.

Motion. Mr. Tardiff made a motion to approve the expenditure constraints for the Highway Department. 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 HTA change order for the Reynolds Ave. Project for engineering/survey.

Mr. Pelissier stated when they call an engineer and ask for four different options, surveys for easements and all the other stuff it costs more money. He stated it costs money to do the survey for the Eversource property and put in the language for the right ways and construction easements were \$3,000. He stated he thinks Mr. Mulholland was under the assumption some of this was included. He stated without Mr. Mulholland here to verify things he can't give them more clarity. Mr. Tardiff stated when the engineer was here and asked about the cost she said it was included. Mr. Pelissier stated it is up to Mr. Mulholland to go after it.

Mr. Pelissier stated option 1 had one catch basin and when the plans came back from the engineer there were two. He stated he doesn't know where the additional catch basin came from. Mr. Tardiff stated he is not okay with paying anything extra without further clarification on this. The Chair stated Mr. Mulholland communicated such to the engineer through emails. Mr. Pelissier stated they aren't going to start on Reynolds this year. He stated they could probably add this to next year's budget. He stated they can't do any work until the Water Department does their part. Mr. Tardiff asked when it is supposed to be done. Mr. Pelissier stated he asked them and tried to get when but didn't get a clear answer.

The Chair asked when they found out they needed an easement from Eversource because it's clear from the plans the pipe goes through their property. He stated he doesn't know why it costs more for an easement which is 20 feet wider. Mr. Pelissier stated he doesn't know why. He stated it is the second time they have added expenditures for doing the work.

Mr. Tardiff stated one of the items said they were going to provide four hours a week of supervision for eight weeks and asked what they are doing for eight weeks.

Mr. Pelissier suggested they don't pay the bill until there is further clarification because Mr. Mulholland thought a lot of this was covered. The Chair stated Mr. Mulholland doesn't want the project held off because this purchase order isn't signed and he can renegotiate when he returns.

Mr. Pelissier stated he doesn't know where they are at with the Community Center but he thought it wasn't going to happen until the end of October. The Chair stated the bids were due today. Mrs. Demers stated she received a text today from Mr. Mulholland saying the bids got extended to October 5, 2015.

The Chair asked Mrs. Demers to put this on the agenda for next week and ask Mr. Mulholland to do some quick negotiating.

Approve certificate of completion for the Granite St. sidewalk project, SRTS 15991.

The Chair asked if they are done with the engineers out there. Mr. Pelissier stated they are done with the SRTS however there are some things for the town to do.

The Board gave the certificate of completion to Mr. Pelissier to sign off on it since he is the road agent.

Approve health insurance agreements with Health Trust and approve the resolution.

The Chair read the Certificate of Authorizing Resolution for the Health Trust Agreement to the Board. The agreement reads;

"I hereby certify to *HealthTrust, Inc.* ("HealthTrust"), that the following is a true copy of the resolution adopted by the Governing body of Town of Allenstown at a meeting duly held on September 28, 2015 (date inserted):

Resolved: That Town of Allenstown shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement and NH RSA 5-B.

Resolved: That _____(name to be inserted) is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of Town of Allenstown, the “Application and Membership Agreement” in substantially the form presented to this meeting.

I further certify that the foregoing resolution remains in full force and effect without modification.”

Motion. Mr. Gryval made a motion to approve the HealthTrust Insurance Agreement with HealthTrust and to approve the Resolution and to authorize Shaun Mulholland, Town Administrator to sign on our behalf. 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.

Address request for exit interview.

The Chair stated they have a request for an exit interview from an ex-fire fighter. He stated if there is a resolution they are all happy with they can handle it now however if they need to discuss it further than they need to go into non-public.

Mr. Tardiff stated his opinion is all exit interviews are to be conducted by the Town Administrator. He stated if this individual wants an exit interview he needs to do it through the proper process. Ms. Walker stated she agrees with Mr. Tardiff.

The Chair stated from the letter they received it appears the individual wants to meet with the Select Board as well. He stated his problem with this is the individual did not follow the chain of command. He stated he thinks the individual needs to speak to Chief Pendergast first and then to Mr. Mulholland before he comes before the Board. The Board agreed to send the individual a letter saying he needs to follow the proper process before speaking to them.

Discuss request from resident of 34 Lane Dr. in regards to tax deed.

The Chair stated they have already deeded the property. He stated they have sent out several requests to the owner with payment plan information and didn’t hear anything from her. He asked Mrs. Demers if there were any other options. Mrs. Demers stated there wasn’t really anything they could do. He stated it looks like her only options are to try to get a bank loan and buy the property back.

**COMMITTEE AND PROJECT UPDATES
TOWN ADMINISTRATOR’S REPORT.**

Sewer Commission Mediation Meeting

Mrs. Demers stated the Allentown Sewer Commission is going to mediation on November 5, 2015. The Chair stated the judge requires this before they go to court they try to mediate the case. He stated the Town's attorney has been working closely with their attorney through the entire process. He stated they need to have a representative from the Board present at the meeting. He stated the suggestion is they have a joint meeting with the Sewer Commission to discuss the options before going into the November 5, 2015 meeting.

Municipal Agent Hiring Process

Mrs. Demers stated the municipal agent hiring process has started and they should have a candidate by October 19, 2015. The Chair thanked Ms. Walker for taking care of it for them.

Budget Schedule

Mrs. Demers stated October 5, 2015 they will be Highway, Planning, Zoning, Conservation and the Overview. The Chair stated they do have access to the budgets now if they want to review them.

Highway Department Status of Injured Employee

Mr. Tardiff asked what happened. Mr. Pelissier stated he's not going to talk about what happened but focus on filling the vacancy. He explained he would like to hire someone on a temporary full-time basis as the employee will be out for five months.

Mr. Tardiff asked what they generally do in the winter time when they are not out plowing or cleaning up from snow. Mr. Pelissier stated they address all the snow, maintenance of vehicles, move sanders, and sanding sidewalks. Mr. Tardiff stated he thinks they would be better off hiring a truck for snow.

The Chair asked Mr. Pelissier what his recommendation is. Mr. Pelissier stated he doesn't have any candidates for trucks to hire for winter at this time otherwise he would agree with Mr. Tardiff. He stated a couple of people have shown interest but nothing viable at this time.

The Chair asked if they have anyone who would be interested in a temporary full-time position. He stated his concern is if any of the staff at the Highway Department get sick or want to take time off they won't be able to. There was further discussion of hiring a temporary position and the amount of hours to hire for. There was also discussion of hiring an additional truck in place of a temporary position.

The Board determined to advertise for two trucks instead of a full-time temporary position.

Review Minutes: 083115, 091415

Motion. Mr. Tardiff made a motion to approve the minutes for August 31, 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 - Abstain. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the minutes for September 14, 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 - Abstain. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the non-public session minutes for September 14, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests

Motion. Mr. Tardiff made a motion to approve Payroll for September 15, 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 manifests for September 16, 2015 and September 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. 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; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:23 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 28, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	10/19/2015 DATE
 JASON TARDIFF, Member	10/26/2015 DATE
 KATE WALKER, Member	10/15/2015 DATE

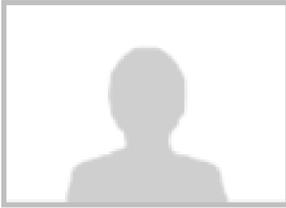
Amendment Approvals:

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

Signature Certificate

 Document Reference: 2F9K7NIHUKD7M35W7UMP3K

RightSignature
Easy Online Document Signing

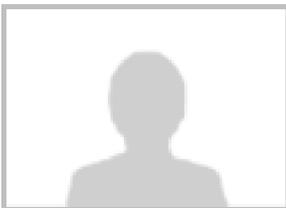


Kate Walker
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VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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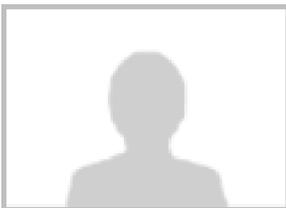


Jason Tardiff
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Jeffrey Gryval
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Timestamp

2015-10-26 04:34:03 -0700
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2015-10-19 16:23:03 -0700
2015-10-19 16:22:27 -0700
2015-10-15 08:15:16 -0700
2015-10-15 08:14:27 -0700
2015-10-09 17:19:16 -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 Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 64.222.96.214
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 created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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