

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
March 7, 2016

Call to Order.

The Allenstown Select Board Meeting for March 7, 2016 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

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

Others Present

Residents of Allenstown:

Others Present: Mark Barnowski, Tri-Tech

Other Public Officials: Larry Anderson, Sewer Commission

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

Citizens Comments:

Public Hearing-Drug Testing Policy.

The Chair opened the hearing to the public.

Accept Emergency Management Performance Grant from the NH Dept. of Safety in the amount of \$6,000 to re-write the Disaster Recovery Plan.

Mr. Mulholland stated this is a matching grant. He stated it will rewrite the Disaster Recovery Plan they wrote in 2011. He stated they will be the only town which has a Disaster Recovery Plan which meets the federal format.

Motion. Mr. Gryval made a motion the Town of Allenstown Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the

amount of \$6,000 for the purchase of the Disaster Recovery Plan. Furthermore the Board acknowledges that the cost of the project will be \$12,000 in which the Town is responsible for 50% of the match which is \$6,000. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve contract for Hubbard Consulting to re-write the Disaster Recovery Plan.

Motion. Mr. Gryval made a motion for Hubbard Consulting to re-write the Disaster Recovery Plan and to authorize the Town Administrator to sign for the contract. 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.

Continue consideration of an Ethics Policy.

The Chair asked if there were any questions on the Ethics Policy. The members of the Board and the public had no questions or concerns. Mr. Mulholland stated the next step is to have a Public Hearing on it.

Meet with the Police Chief to discuss Tri-Tech records management software contract.

Mr. Mulholland stated this process has taken some time. He stated they encumbered some funds from 2015 to pay for the IMC software which is owned by Tri-Tech Corp. He stated there were issues with the initial contract.

Mr. Mulholland stated one of the issues was the contract states in Section 5 5.1.1.1 “Each copy of the Tri-Tech Software provided under this license may be used on only one Primary Computer System at any one time.” He stated another issue is Section 5.2 “Each Workstation and Server that is configured to utilize the functionality of the Tri-Tech Software must have a full-user license under this Agreement.”

Mr. Mulholland stated he has been told those statements are not an issue because they will be on the Server. He stated if they are the only town which has requested a contract, he doesn’t see why they can’t take the wording out of there.

Chief Paquette stated they usually go by the regular contract. Mr. Baranowski stated they don’t usually go to contract because the signed quote serves as a contract. He stated the software being loaded on one Server and then have the software on multiple modules is fine.

The Chair stated they don't have a contract. Mr. Baranowski stated the contract is usually asked for before they do a quote and then they embed the quote in the contract. He stated normally they do a quote and then the software is delivered. Chief Paquette stated they were going off the quote and then Mr. Mulholland asked for a contract. He stated he informed Tri-Tech they would need a contract before any work was done. He stated he is fine with the way it is worded. He stated Tri-Tech's legal department went through it and said their wording is correct.

Mr. Tardiff asked Mr. Baranowski if they will not put the wording from the emails into the contract. Mr. Mulholland stated Section 5 requires each workstation to have its own license and server. He stated he is being told they have five licenses for some things and three licenses for others. Mr. Baranowski stated when they load the client in the pervasive client it is a license. He stated the software is client-server based. He stated their software doesn't work on the Cloud and they have to load the software on each workstation. There was further discussion of loading the software on the Server.

Mr. Baranowski stated he will speak to his Legal Department and see if they will insert the wording from the emails.

The Board agreed if the contract comes back with the language they would authorize Mr. Mulholland to sign the contract.

Discuss Lease Agreement and purchase order for a police vehicle.

Chief Paquette stated they would purchase the same SUV with the same equipment they purchased last time. Mr. Tardiff asked if this was the vehicle with lack of space. Chief Paquette stated this was not the vehicle with space issues.

Mr. Tardiff asked when they started working on the cruiser. Chief Paquette stated they started back in December. He stated they have to get their order in by March 11, 2016.

Chief Paquette stated this one will be black and gray. He stated they are going to a darker color because it holds up better and looks better.

Mr. Tardiff asked if the color will be a safety issue. Chief Paquette stated it will actually be better to have a darker color. He stated if they are pulling up on a domestic they will not be as easily seen. He stated there are plenty of lights on the vehicle to make it visible to the public. Mr. Tardiff stated he wished they had discussed the black vehicle before they purchased it. He stated the rest of the fleet is white. He stated a heads up of the change in color and why would have been appropriate.

Mr. Tardiff asked when they ordered the vehicle. Chief Paquette stated they ordered it a few weeks ago.

Mr. Tardiff asked if they are looking into the lease pricing. Chief Paquette stated they are looking at Santander.

Consider appointments to the Central NH Regional Planning Commission (2).

Motion. Mr. Tardiff made a notice to appoint Larry Anderson to Central NH Regional Planning Commission date of appointment March 3, 2016 for four years per Mike Tardiff. 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 appoint Chad Pelissier to the Central NH Regional Planning Commission date of appointment March 3, 2016 for four years per Mike Tardiff. 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 appointments to the Public Works Facilities Study Committee (4).

The Chair asked if they are going to continue meeting at 7am. Mr. Pelissier stated it works the best for everyone right now. The Chair stated there is supposed to be a Selectman at the meeting and they may not be able to make it because of the time.

Mr. Tardiff stated he thinks they should have more diversity of people on the committee rather than multiple highway staff members. Mr. Pelissier stated he thinks it would be a good idea to have at least one highway employee on the committee. Mr. Tardiff stated he agreed with Mr. Pelissier but he would assume the highway staff would have discussed what they need. Mr. Pelissier stated they have two non-employees on it. He stated one is on the Planning Board which they thought would be good for the committee. There was further discussion of the candidates for the committee.

Ms. Rogers stated she was confused as to the point of the committee and thought they would have wanted more staff members on the committee.

Motion. Mr. Gryval made a motion to appoint Armand Verville to the Public Works Space Needs Committee effective March 7, 2016 with a term to expire with the dissolution of the committee. 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.

Status report of the Public Works Facilities Study Committee-Road Agent.

Mr. Pelissier stated the meeting went very well. He stated they laid out a plan and the options available. He stated they are going to discuss the space needs at the next meeting.

Mr. Pelissier stated he is disappointed the Board didn't appoint Chad Pelissier to the Committee.

TOWN ADMINISTRATOR'S REPORT

Community Center Project

Mr. Mulholland stated the roof and siding is on the building. He stated they have some of the windows in. He stated they has been a lot of site work done. He stated the Boys and Girls Club finished their agreement with CAP.

Mr. Mulholland stated they had a tenants meeting to discuss operational issues. He stated there will be subsequent meetings to follow up on it.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated they have samples to be installed at the Fire Station to see if they like them.

Solar Energy Project-Fire Station

Mr. Mulholland stated he is still waiting on a complete contract.

Emergency Operations Plan Update Project

Mr. Mulholland stated they have progress well on it and have two meetings left.

Emergency Management Exercise Project

Mr. Mulholland stated he has been back and forth with State Officials and is waiting for a final negotiated agreement.

Strategic Plan Development-Administrative Functions

Mr. Mulholland stated they had their SWOC meeting which went very well.

Roadway Liability Policy Development

Mr. Mulholland state the law does require them to have a policy for them to take advantage of the limited liability provisions. He stated he has two draft policies. He has scheduled them for the March 21, 2016 meeting.

Fire Department Risk Assessment

Mr. Mulholland stated he has been in contact with MRI who will be starting the assessment around the end of March.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated all the material is in and they expect to get a response around April 1, 2016 from Plan NH.

2015 Financial Audit

Mr. Mulholland stated they started the audit today and should be done by the end of the week.

2016 SVRTA Heath Insurance Review

Mr. Mulholland stated this is scheduled for May.

CONSENT AGENDA/MINUTES/MANIFESTS

Ratify Consent Calendar: March 7th, 2016

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar for March 7, 2016. Ms. Walker seconded the Motion.

Mr. Mulholland stated there was an abatement which was added late today.

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

Review Minutes: February 22nd, 2016

Motion. Mr. Tardiff made a motion to approve the meeting minutes of February 22, 2016. 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 Payroll and Accounts Payable Manifests: o ACH 2016 021716, CK 2016 021716, CK 2015 021716 o CK 2016 030216, CK 2015 030216, ACH 2016 030216 o CK 2016 022416, ACH 2016 022416, ACH 2015 022416, CK 2015 022416 o Payroll 021716, Payroll 030216

Motion. Mr. Tardiff made a motion to approve Payroll and Accounts Payable Manifests as written on the agenda. 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.

Public Hearing-Drug Testing Policy.

The Chair closed the public hearing on the Drug Testing Policy.

Motion. Mr. Tardiff made a motion to approve the Drug Testing Policy. 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.

Non-Public Session in accordance with the provisions of RSA 91-A,II(d).

Motion. Mr. Gryval made a motion to go into non-public session in accordance with the provisions of RSA 91-A,II(d) at 6:48pm. 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 7:10pm. 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.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because it involves a contract which is still unresolved. 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.

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

Motion. Mr. Tardiff made a motion to go into non-public session under RSA 91-A, II(a) at 7:12pm. 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 go back into public session at 8:16pm. 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 seal the minutes of the previous non-public because it would adversely affect a person other than a member of this Board. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve Abatements & Tax Payment Applications

Motion. Mr. Gryval made a motion to approve the abatement for 6 Theodore Ave. 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 abatement for 11 Ferry 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.

Motion. Mr. Gryval made a motion to enter into a payment plan for 13 Lane Drive in the amount of \$200 a month. 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 Non-Public Minutes

Motion. Mr. Tardiff made a motion to approve the non-public minutes of January 5, 2016. 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.

Motion. Ms. Walker made a motion to approve the minutes of a non-public session for February 22, 2016. 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.

Mr. Mulholland, on the behalf of the employees of Allenstown, thanked the Chair for the services he has provided during his time as Selectman. He stated they have had previous Boards who didn't accomplish anything and it has not been the case with the current Board. He stated Mr. Gryval's leadership on the Board has been crucial to their accomplishments.

The Chair stated he appreciates all of the employees of the town. He stated he hopes the Board continues to look out for their employees because they are an important asset of the town. The Board thanked the Chair for his service and the things he helped them accomplish.

Motion. Mr. Gryval 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 8:26 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 7, 2016

Signature Page

Original Approval:	
JEFFREY GRYVAL, Chair	DATE
 JASON TARDIFF, Member	03/15/2016 DATE
 KATE WALKER, Member	03/16/2016 DATE

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

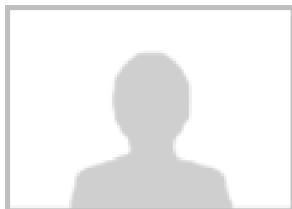
Signature Certificate



Document Reference: 5VN6ANISKI4IU5JPFYMJCC

RightSignature

Easy Online Document Signing



Kate Walker

Party ID: HJTUYHIINL4MWV84CWIPJ

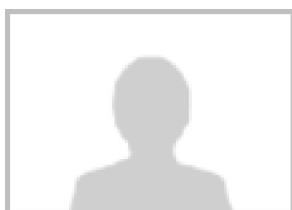
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

d995b22971fd0546be495f1661e62d49e83ea27a



Jason Tardiff

Party ID: 7BE5HAIUN5EIPYRW6I3C8X

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

a3905d3123be3dc346d03f4fd021f72355fa7a55



Timestamp

2016-03-16 12:58:04 -0700

2016-03-16 12:58:04 -0700

2016-03-16 12:57:53 -0700

2016-03-15 05:33:47 -0700

2016-03-15 05:22:19 -0700

2016-03-11 04:47:27 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, 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 created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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