

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
March 21, 2016

Call to Order.

The Allenstown Select Board Meeting for March 21, 2016 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call.

Present on the Board: Dave Eaton, Jason Tardiff and Kate Walker.

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

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

Citizens Comments:

Determine Board assignments; Chairperson BOS, Vice Chairperson BOS, Budget Committee representative, Planning Board representative, Public Works Facilities Study Committee representative, Old Allenstown Meeting House Committee representative, Suncook Valley Regional Towns Association representative

Motion. Ms. Walker made a motion to nominate Jason Tardiff as the BOS Chairperson. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to nominate Kate Walker as the BOS Vice Chairperson. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to nominate Dave Eaton as the Budget Committee representative. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to nominate Jason Tardiff as the Planning Board representative. Ms. Walker seconded the Motion. There was no additional discussion.

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

The Chair stated they need a volunteer for the Public Works Facilities Study Committee representative. He stated this is for the Space Needs Committee which meets during the day. Mr. Pelissier asked if someone would be available around 3:00pm to do the meeting then. Mr. Eaton asked how often they will meet and how long the committee will go for. Mr. Pelissier stated once they get going, they will know what the schedule will be. He stated they want to do this quickly because it is something they need to move forward on. Mr. Eaton stated he doesn't mind but if work gets in the way he will have to go. The Chair stated he can step in when Mr. Eaton cannot attend.

Motion. Ms. Walker made a motion to appoint Dave Eaton to the Public Works Facilities Study Committee. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to appoint Kate Walker to be the representative for the Old Allenstown Meeting House Committee. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to appoint Kate Walker to be the representative for the Suncook Valley Regional Town Association. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss and approve BOS rules of procedure.

The Chair explained they did this a few years ago. He stated they do this whenever the Board changes.

Motion. Ms. Walker made a motion to approve the BOS rules of procedure. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Appointment to the Space Needs Committee

Mr. Steven Paul introduced himself to the Board. He stated he works as the Animal Control Officer for the Town of Bedford. He stated he has past experience with DPW in the Town of Goffstown Parks and Recreation.

The Chair asked if he can make the meetings at the times they were discussing. Mr. Paul stated he can move things around to be able to make the meeting.

Motion. Ms. Walker made a motion to appoint Steven Paul to the Public Works Facilities Study Committee under the dissolution of the committee. Mr. Eaton seconded the Motion.

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

Public Hearing-Ethics Policy.

The Chair opened the public hearing to the public.

Ms. Rogers asked about the family relations part of the Ethics Policy. She asked if she would not be able to book a business at a cheaper cost because she knows someone who works at a company. Mr. Mulholland stated she wouldn't book the business; they would do it and therefore remove the conflict with her.

Mr. Mulholland stated other towns have adopted ordinances which he doesn't recommend they do. He stated this policy came about because the audit recommended they have one. He stated this applies to everybody; public officials, elected officials, and the employees. He stated this requires training.

Mr. Eaton asked who does the training. Mr. Mulholland stated they can hire someone or he can do it himself. The Chair asked if it will take a lot of time. Mr. Mulholland stated he probably will just sit down with each department separately.

Discuss draft policies applicable to roadway/sidewalk insufficiency and winter maintenance.

Mr. Pelissier stated this policy is similar to other towns. He stated it was created so they wouldn't be sticking their necks out. He stated he has not read the most recent draft.

The Chair stated the draft does say what sidewalks they are and are not taking care of. Mr. Mulholland stated he added the section as to what sidewalks they will and will not do because it protects them against liability.

Mr. Mulholland stated they received a letter from Primex there is a law which requires a policy on winter maintenance and insufficiency if the town wishes to avail itself of the limited liability protections. He stated if they have changes to the policy they can send them to him and he will add them in there.

Mr. Pelissier stated they do not list what streets and sidewalks are priorities because of the potential liability if they do not go in the order. He stated the way it is listed, sidewalks don't take any precedence over streets.

The Chair asked how it is going to work with the schools and the sidewalks not being done by a certain time. Mr. Pelissier stated he gets a call every time it snows and is asked if they should cancel school. He stated he does the sidewalks right now and it works out they get them done.

The Board scheduled a public hearing on the policy for April 18, 2016.

Discuss street sweeping and catch basin cleaning contracts with the Road Agent.

Mr. Pelissier stated they have been putting this out to bid and it always falls down to Mike Rabbit Enterprises. He stated he spoke with Mr. Mulholland and they thought it made sense to do a three year contract. He stated Felix is a company they deal with for all the MS-4 work and would like to do a three year contract with them as well.

Mr. Eaton asked how often this gets done. Mr. Pelissier stated they have to do the catch basins at least once a year. Mr. Eaton asked if there is a maximum cost for this. Mr. Pelissier stated the price is the same this year. Mr. Mulholland stated it is based on an hourly rate and takes about two days.

Mr. Eaton asked what streets are swept. Mr. Pelissier stated it is in the MS-4 area. He stated the catch basins are also in the MS-4 area with the exception of two in the Bear Brook area.

The Chair asked if this follows their current policies. Mr. Mulholland stated it does not because the policy requires them to go out to bid. The Chair stated he doesn't have a problem with the three year contract but they need to have it to go out to bid. The Board requested the road agent to comply with the purchasing policy and seek bids for the work.

Discuss proposal to hire a summer intern for the Highway Dept.

Mr. Pelissier stated this is for the MS-4 for the fixed assets. Mr. Mulholland stated for the GASB, they have to record their fixed assets so they can depreciate them every year. He stated fixed assets would be roadways, sidewalks, street lights, fire alarm cable, sewer collection system and other things. He stated this is something which came up in the audit. He stated someone has to go out and collect the data.

Mr. Eaton asked if they have anything in place allowing a 17 year old to drive a town vehicle. Mr. Mulholland stated they are covered as long as they do backgrounds check and motor vehicle check. Mr. Pelissier stated this could be time consuming and they don't have the time to do it. He stated there is a manual the intern will have to go by. Mr. Mulholland stated there will be some training for the intern.

The Chair asked if the article which just passed about going to town meeting for hiring had any bearing on this. Mr. Mulholland stated the article is not legal so there is no bearing on it.

Mr. Mulholland stated they saved money on salt and sand so they would use those funds to pay for the intern. He stated this makes sense because it allows the crew to do road work.

The Chair asked if there were any questions on the Change Order for Ferry Street. Mr. Pelissier explained they did an estimate for paving in October. He stated they now have a new drainage system on Ferry Street and while they are doing it the water department will put in a new water main. He stated the increase was to go from cold planing to reclaiming the road. He stated he was pleasantly surprised it came in at the \$15,000. He stated the \$15,000 will come out of this year's budget and the rest was encumbered.

Ms. Walker asked if they could save advertising costs and just bring it out to Pembroke Academy. Mr. Mulholland stated they could but it goes against their hiring policy. He stated he intended to send it to Pembroke Academy, UNH, and SNHU. Ms. Walker expressed concern with the age group feeling not qualified for the position with the way it was advertised. Mr. Mulholland stated they do have online advertising.

Motion. Mr. Eaton made a motion to authorize the hiring for a temporary position for the Highway Department. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discuss process for Department Head evaluations.

Mr. Mulholland stated they have a personnel policy which states all municipal employees will have an evaluation each year. He stated the Select Board would be responsible for completing the Department Head evaluations. He stated they usually do it for April 30th but it doesn't give them much time.

Mr. Eaton asked what the process was for doing evaluation. Mr. Mulholland stated they have done it in different ways. He stated one way is to take a copy of the personal evaluation, review them individually, then go through them in non-public, and then they agree with what the evaluation is going to be and the comments for it. He stated once it is done they give a copy to the employee. He stated they have also done a self-assessment as well.

The Chair stated he doesn't like the current process they have but doesn't know what process they should have. He stated there are a lot of things they don't get to see because they are not around all the time. Mr. Mulholland stated it is a difficult task for a Select Board to do.

The Chair asked what they can do differently to make it fair for both the Select Board and the employees involved.

Mr. Eaton asked if department heads make goals each year. Mr. Mulholland stated the Select Board should be setting goals and going over them each year. Mr. Eaton stated he thought it would be good if they had goals every year.

Ms. Walker agreed she doesn't like the process. She stated she thinks writing "Not Applicable" for things which aren't applicable to someone is the best way to do it. She stated she doesn't see how they can make it to the April 30th deadline even if they start now.

Mr. Paul asked if anyone has looked in any other towns. Mr. Mulholland stated they have. Mr. Paul stated in Bedford there is an evaluation sheet and then it goes to the department heads. He stated they take notes throughout the year of what everyone is doing and the goals they want to achieve.

Ms. Rogers stated when she first stated here she did a self-evaluation and then met with the Town Administrator to go over the goals.

The Board determined to give Mr. Eaton time to review the performance evaluations and process and put it on the agenda for the next meeting.

Close Public Hearing-Ethics Policy

Motion. Ms. Walker made a motion to close the public hearing on the Ethics Policy. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to approve the Ethics Policy. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Approve amendments to Boys & Girls Club License Agreement for the Community Center.

Mr. Mulholland stated it was amended from 20 years to 38 years because the Bank wants it to the end of the amortization period.

Motion. Ms. Walker made a motion to approve the amendment to the Boys & Girls Club License Agreement for the Community Center. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Authorize transfer of funds from the General Fund to the various capital reserve funds approved at Town Meeting.

Motion. Ms. Walker made a motion to authorize a transfer of funds from the general fund to the various capital reserve funds in the amounts approved at Town Meeting. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to transfer funds out of the Landfill Capital Reserve fund into the general fund in the amount of \$3,000 paying an invoice from Nobis Engineering. Mr. Eaton seconded the Motion. There was no additional discussion.

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

TOWN ADMINISTRATOR’S REPORT
Community Center Project

Mr. Mulholland stated they have an update in their folder.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated they are waiting on the quote for the install. He stated there were 16 lights which were ordered for the Community Center which were the wrong type and cannot be returned. He stated they are going to use them over at the town hall.

Solar Energy Project-Fire Station

Mr. Mulholland stated there was nothing new on this.

Emergency Operations Plan Update Project

Mr. Mulholland stated they have a meeting this Wednesday.

Emergency Management Exercise Project

Mr. Mulholland stated this is still in negotiations with the Department of Safety.

Strategic Plan Development-Administrative Functions

Mr. Mulholland stated they did the SWOC analysis and will be looking at the end items and how they will accomplish the tasks.

Fire Department Risk Assessment

Mr. Mulholland stated the paperwork is still going back and forth. He stated they will be starting it shortly.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated there was nothing new with this. He stated they are waiting for a response from Plan NH. Mr. Eaton asked what this project was. Mr. Mulholland stated it is like a grant where lawyers, engineers, and planners volunteer their time to help communities plan for the future. He stated there is concern of losing the mill. He stated they were looking into how they are going to get it refurbished. He stated they have to have a plan to get the funds which they don't have. He stated Plan NH would come in and discuss how to do it and form a plan for redeveloping the downtown area. He stated if the application is approved the project should begin sometime in May.

2015 Financial Audit

Mr. Mulholland stated they are going to get dinged on the fixed assets but otherwise they are in pretty good shape.

2016 SVRTA Heath Insurance Review

Mr. Mulholland stated this is scheduled for May.

Transparency Initiative

Mr. Mulholland stated they have been working on this for a while and he is ready to implement additional phases of this initiative. He stated he would like to place the manifests online. He stated Massachusetts requires all communities to have "open checkbook" available online by 2017. He stated he wants to have the manifests on the website so people can see the companies they are doing business with and how much money they are spending on items. He stated it is required in 39 states but not in NH.

Mr. Mulholland stated he would like to put the items from the consent folder on the website as well. He stated it would show the items which they could get at the town hall. He stated the manifests should be on

the website before it is approved so if a resident has a question they can come to a meeting and ask before the Board votes to approve.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Approve Renewal of Tyler Technologies Agreement

Motion. Ms. Walker made a motion to approve the Client Data Access Agreement for Tyler Technologies for the upcoming renewal period and to authorize Shaun Mulholland sign on the town's behalf. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Ratify Consent Calendar: March 21st, 2016

Motion. Ms. Walker made a motion to approve the Consent Calendar for March 21, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Review Minutes: March 7th, 2016

Motion. Ms. Walker made a motion to approve the minutes of March 7, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: CK 030916, ACH 030916; ACH 031016; CK 031616, ACH 031616; and Payroll 031616

Motion. Ms. Walker made a motion to approve all Payroll and Accounts Payable manifests as indicated on the agenda. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Discuss Highway Truck purchase

Mr. Pelissier stated they are looking for a Ford 550. He stated it is a diesel and six speed automatic transmission. He stated they are not buying a sander or plow with it because they have two new ones. He

stated the truck is a State specified truck. He stated they decided to go with Grappone. He stated the equipment going on the new truck is coming off an old one.

Sewer Commission Request to be included in Town Personnel Policy

Mr. Mulholland stated the Sewer Commission has requested for the Board to consider allowing them to be included in the Town's personnel policy. He stated if they agreed to do it they would have to put the Sewer Commission in the policy. He stated any revisions would be sent out to the Commission to review.

The Chair asked if there would be any cost to the Town. Mr. Mulholland stated it will not cost them anything. Mr. Anderson stated the Commission doesn't have the time to keep up with it.

Mr. Eaton asked what the process is for making the updates. Mr. Mulholland stated they usually do it once a year which they just did. He stated he would make the recommended changes, send it to the Sewer Commission for review, schedule it for a meeting with the Select Board and then schedule a public hearing for it. The Board agreed to make the changes to include the Sewer Commission.

Other Business

Steven Paul voiced concern about someone parking on the end of Webster Street which makes it so they can't turn into the street. He asked if there was a way to put up a no parking sign. Mr. Mulholland stated the Chief of Police and the Road Agent should go take a look at it. The Chair suggested he speak to the Police Chief and then they can take a look at it. Mr. Mulholland stated the Board directs the Police Chief and Road Agent to look at the situation and make some recommendations in accordance with the Traffic Management Policy. The Board directed Mr. Pelissier to look at it and to speak with the Police Chief about it. Mr. Mulholland asked the resident to send him his contact information.

Approve Non-Public Minutes

Motion. Ms. Walker made a motion to approve the minutes of non-public session one of March 7, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to approve the minutes of non-public session two of March 7, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton –Abstained; 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:3,II(a).

Motion. Ms. Walker made a motion to go into non-public under RSA 91-A:3,II(a) at 7:30pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to come back into public session at 7:48 pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to seal the previous non-public session minutes because it may adversely affect the reputation of any person other than a member of this Board. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to adjourn. Mr. Eaton seconded the Motion. There was no additional discussion.

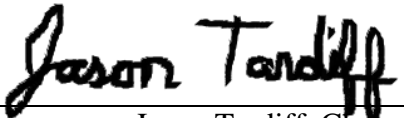


A Roll Call Vote was taken: Mr. Eaton –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:50 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 21, 2016

Signature Page

Original Approval:	
 Jason Tardiff, Chair	03/30/2016 DATE
 Kate Walker, Selectmen	04/05/2016 DATE
 David Eaton, Selectmen	04/05/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE

	DAVID EATON, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate



Document Reference: M9UZZXIKFLS2N6BGZUEGSW

RightSignature
Easy Online Document Signing



David Eaton

Party ID: BBIMHGI433AP9YPAP7R3BV

IP Address: 24.91.232.121

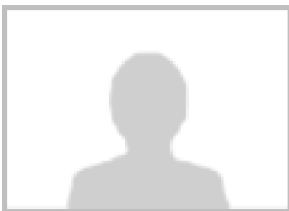
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

67490f74fdd3d2299293f2ff36fac1572b763f68



Kate Walker

Party ID: XE7PC2IBW4LM2GEU2ZM36B

IP Address: 50.153.149.72

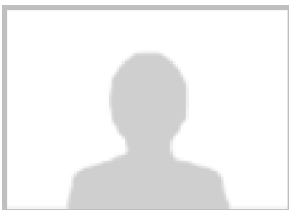
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Kate A. Walker

Multi-Factor
Digital Fingerprint Checksum

f2e72c514630cb3595489f828b5cb2502b23f333



Jason Tardiff

Party ID: 64XLFPJXALNVMBKF35SG55

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Jason Tardiff

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-04-05 15:28:14 -0700

2016-04-05 15:28:14 -0700

2016-04-05 14:50:13 -0700

2016-04-05 14:49:51 -0700

2016-03-30 16:06:29 -0700

2016-03-30 15:04:46 -0700

2016-03-30 15:04:01 -0700

2016-03-29 05:33:54 -0700

Audit

All parties have signed document. Signed copies sent to: David Eaton, Kate Walker, Jason Tardiff, and Shaun Mulholland.

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 50.153.149.72

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 50.153.149.72

Document viewed by David Eaton (deaton@allentownnh.gov). - 24.91.232.121

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



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