

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
April 18, 2016

Call to Order.

The Allenstown Select Board Meeting for April 18, 2016 was called to order by Mr. Tardiff at 6:01p.m.

Roll Call.

Present on the Board: Dave Eaton and Jason Tardiff.

Excused: Kate Walker.

Others Present

Residents of Allenstown: Gail Currier, Carl Currier, Claude LaBrie, Harold Brown, Robert Lockhart, Sandy McKenney, Sue Coviello, Lisa Towle, Germain Towle, Statia Nichols, Steve Paul, Laura Raymond, Evelyn Gelinis, Vicky Cassidy, Jim Cassidy,

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Fran Severance, Budget Committee; and Chad Pelissier, Budget Committee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Dana Pendergast, AFD; Kathleen Rogers, Town Clerk; and Paul Paquette, APD.

Citizens Comments

Mrs. McKenney asked if there is a policy in place which prohibits family members (husband and wife, boyfriend and girlfriend, etc.) from doing evaluations for other family members. The Chair stated he doesn't know the answer to her question and can get the answer for her. He explained they will be discussing how the Select Board is going to do evaluations.

Mr. Paul expressed concern on the sidewalks on Webster Street. He explained his daughter fell and got hurt the other day. Mr. Pelissier stated they have looked at the sidewalks and there are some which need to be addressed however they don't have the funds to do so right now. Mr. Paul further expressed concern for the condition of the sidewalks. Mr. Pelissier agreed the sidewalks are in poor condition. He stated there is a part of the sidewalk on Webster St. which they could remove and replace with gravel.

Mr. Paul asked about the meeting they had a couple of years ago regarding the condition of roads and sidewalks. Mr. Pelissier stated they did not put the bond out because of the tax increase the Town was faced with.

Ms. Nicholas, 23 Webster St, stated Mr. Paul's daughter fell near her property. She expressed further concern for the condition of the sidewalks. She stated she does not agree with ripping out the sidewalks because her child has to walk to school and the town is supposed to provide a safe way to walk to school. She also expressed concern about the hole next to a pole which PSNH replaced and her son has fallen into. Mr. Pelissier stated they can take care of the hole. The Chair asked the Road Agent to come back with some options of taking care of the sidewalks.

Meet with Susan Coviello to discuss concerns in regards to utility construction and maintenance along the Eversource right of way.

Mrs. Coviello stated she is concerned with the Northern Pass project. She stated she is one of the abutters who will be affected by it and lines are 372 feet outside her backdoor. She stated it will affect them on a personal level. She explained she has a daughter who has some special needs and has significant sensory issues. She stated too much noise gives the daughter a severe panic attack. She stated the construction so close to their home will cause her daughter significant problems.

Mrs. Coviello explained a few years ago PSNH did some maintenance work which included helicopter landings which caused her daughter significant problems. She stated she has spoken to Eversource about her current concerns and they told her they would notify her ahead of time of when they would be there. She asked if Eversource will be communicating with the Town so they are aware of what is happening. Mr. Mulholland stated Eversource has been communicating with them about their work all along.

Mr. Mulholland stated he reached out to Eversource about Mrs. Coviello and what they can do to help the resident. He stated there are two issues: the existing transmission line and the potential Northern Pass. Mrs. Coviello stated it will be a four step process. She stated Eversource hasn't been very forthcoming. She stated the coming and going will also affect her daughter.

Mr. Mulholland stated the Town does not have any jurisdiction over the utility line. He stated they can call the government affairs representative from Eversource to see what they can do to help the resident.

Mrs. Coviello stated the number one suggestion by Eversource was to remove the daughter from the residence for the time they are working there. She stated they also suggested putting some trees between her property and the right away. Mr. Mulholland stated the trees won't be big enough to make an impact by the time they start working in the area. He told Mrs. Coviello to stay in contact with him so they can keep working on this.

Public Hearing-Street Number changes on the following streets: Ferry St., Reynolds Ave., Whitten St., and Webster St.

Chief Pendergast explained they noticed the houses on these streets are numbered inaccurately. He stated there is supposed to be one number per house and if there is multiple units each unit one should have a designation. He stated they are trying to straighten out what was missed when they did the 911 changes. He stated the problem becomes when an outside community service is helping and needs to find the home. He showed the Board a house on Ferry St which has two numbers on one building. He stated this doesn't meet the standard.

Chief Pendergast stated if this does go through, he will have packets for everyone affected. He stated they would need to notify the post office of the change and notify companies they pay bills to of the changes. He stated those affected received a letter from him of what the current number is and what it would be with the change.

Mrs. Towle stated she lives at 14 Webster St. and her mother Germain Towle lives at 25 Whitten St. She stated her mother would have to change security deposit boxes, checks, utility bills, trust account addresses which involve a lawyer, vehicle lease payments and registrations, doctors, insurance, etc. She stated it is not a simple thing to make the change in the address. She stated this has been a family home for a long time and the emergency services have always been able to find the home.

Mrs. Currier, 46 Ferry St, stated the only part which is connected 44 Ferry St is the bathroom; however, it has been labeled as a duplex. She stated it has been 44-46 Ferry St for over 150 years. She stated Hooksett knows who she is and how to find her house. She stated the E911 is only giving information for the Town as location. She stated it is for the Town's benefit. She stated another issue is the address change on licenses and waiting in line at the DMV for making the change. She stated is a bigger hassle than what they are saying to make the address changes. She stated it is not an inconvenience to E911 but it is for the residents. She stated the post office has a hard time finding her house as it is.

A resident stated all of the mortgages would have to be changed. She stated it would also have to go to the State to change the lot information. She stated she would want a lawyer to make sure everything was done properly. She stated she understands needing to be able to find a house; however, emergency services are still able to find houses. She stated when she first moved to the town, she had to call the Road Agent to get a Webster St. sign several times and he said everyone knew where her street was. She stated they should address the current issues such as the street sign and the sidewalks. She stated there is a need for other things to be fixed than the house numbers.

A resident stated even with the numbers the way it is, emergency services were able to find his house when he had a situation back in November. Mrs. Currier stated there was supposed to be reflective numbers so emergency services could find the house and they did put up reflective numbers.

Mr. Labrie, who owns 34, 36, and 38 Ferry Street, asked why 36 is not on the presentation. Chief Pendergast stated that property is what triggered them looking at the address. Mr. Labrie stated they could keep 34A and 34B in the back and change 34 and 36 to 36A and 36B and leave his at 38 Ferry St. Chief Pendergast stated he can go to Mr. Labrie's house and discuss the street addresses changes with him further. Mr. Labrie stated it would be a good idea.

Mrs. McKenney asked if this decision has been made by the Board to change the numbers or are they going to listen to the concerns of the residents. A resident stated letter says otherwise. She stated it says the address will be changed. The Chair stated this is the public hearing to determine what they are going to do about the addresses.

Mrs. Currier stated she read the standards and it is up to the Town whether or not they are going to make the changes to the addresses. She stated they were asked by the Town to get big reflective numbers so they can see the numbers which they did. She stated E911 knows exactly where they are without changing things.

Mrs. Raymond, 19 Ferry St., stated she will be moving to 17 Ferry St. and those getting 19 Ferry St. is a duplex which means potentially four people could get her mail. She stated she doesn't know where 1 Whitten St. is.

A resident stated normally when they change it for emergency services it is because the location is on a route and they need a specific number and street name.

Mrs. Cassidy, 5 and 7 Webster St., stated they want to change the duplex next to her to 1 Webster St. which would change her to 3 and 5 Webster St. She stated they will have to change both addresses. She asked why they have to do it in numeric order and why they need a 3 Webster St. because the other side doesn't go numeric. She stated it is not an easy process and there will be an expense to doing so.

Mrs. Cassidy asked if the emergency vehicles have a GPS in them because it would solve a lot of problem. Chief Pendergast stated the problem with GPS is it has to be programed in route and if they are trying to get dressed or to the fire it is not simple.

Mrs. Cassidy expressed concern with Pembroke Water Works already having her addresses as 3 and 5 Webster St. She stated if it does go through, she wants a note to change the current address 7 Webster St be the 3 Webster St so she only has to change the one address.

Chief Pendergast stated there won't be any boundary changes to the properties. A resident stated she had to go and pay money to get the boundaries and it goes by street number.

Chief Pendergast stated the 911 standard is setup where every 50 feet is assigned a number. He stated the Town has a 100 foot standard but to be consistent with the 911 standard they need to have the numbers in there. He stated they will be following sequential order but they may jump around a bit. He stated it is not an easy process and there are numerous areas in Town which needs to be fixed.

Chief Pendergast stated 911 give them a street disparity list. He stated he gets a lot of calls from 911 because the houses aren't meeting the standard and the odds are on the even side. He stated the standard says one structure should be one number.

Mrs. Currier stated they have not had a problem with the numbers in the past. She stated it is not online saying each structure has one number per building.

Mrs. Cassidy stated she doesn't understand why they have to be in sequential order. Chief Pendergast stated it needs to follow consistently with the buildings.

Mrs. Towle asked if it is by law they have to follow the standards. Mr. Mulholland stated the Bureau of Emergency Communications set a standard for every community in the state. He stated they changed the worst of it back in 2006. He stated it is a standard but it is not a law. He stated the fear is someone will sue the Town if they don't change the numbers. He stated almost every community has made changes to the numbers.

Mrs. Towle, 25 Whitten St, stated the mailman always finds her property. She stated they want to change the address to 14 Reynolds Ave. She stated there is nothing around it and there is no 12 Reynolds Ave. Chief Pendergast stated the house is on Reynolds Ave. He stated he was told Whitten St used to come down and when they discontinued the loop section, they never changed the two addresses from Whitten St. to Reynolds Ave. He stated the two buildings are on Reynolds Ave. Mrs. Towle stated the Town must have given the houses those numbers. Chief Pendergast stated it is something which should have been picked up and changed years ago.

Mrs. Towle stated it is going to be very costly because it is in a trust. Mrs. Currier stated it shouldn't be on the homeowner if the Town didn't do it correctly.

A resident, of 44 Ferry St, had incidents last year where Fire and Police had to come to her home and there was never an issue. She stated the changes to the houses will potentially mess with the emergency services staff coming to the house. She stated it works for the town as it is.

Mrs. Cassidy stated she works on Hazen Dr. and they were renumbered in 2004 to comply with the standard. She stated when they made the change the numbers they gave the building two numbers. Chief Pendergast stated he can't speak to why it was done like it was in Concord however, they are trying to comply with the standard in Town. Mrs. Cassidy stated they are choosing to apply the numbers arbitrarily.

Chief Pendergast stated they are not arbitrarily establishing numbers. He stated they started on Ferry St because of the sale of a property and then they found a bunch of discrepancies with the numbers in the area.

Mrs. Towle asked who was assigned 12 Reynolds Ave. Chief Pendergast stated the big yellow house would be assigned 12 Reynolds Ave.

Mrs. Currier asked what happens to the resident at the end of Webster St. Chief Pendergast stated the driveway and door is on Canal St.

Mr. Mulholland stated house numbers are designated for the purposes of emergency response and commerce. He stated property numbers for the legal sense are map and lot number which is for mortgages, deeds, trusts should be in map and lot numbers. He stated if this passes, there will be a resolution which will have the address changes. He stated residents should add the document to the trust with the map and lot number assigned to it.

Mrs. Cassidy stated it should be a solution which affects the least amount of people.

Mrs. Currier asked when they are going to find out the results of the hearing and if they do decide to change it and the residents refuse, are they going to follow through with the fines. Mr. Mulholland stated the tax records and other utilities will change. He stated if residents don't change the addresses it could create confusion. He stated the first time they did this it impacted over 1,000 people and no one was ever fined.

Mrs. Towle stated the yellow house's front door is on Whitten St. Mr. Mulholland stated it is a private driveway where his front door is so it is not Whitten St. Mrs. Towle asked the Board to please consider the concerns of the residents.

Mr. Eaton stated the last time they did this, his house was affected. He stated the majority of what they had to do was through change of address. He stated it did not affect his mortgage and they were able to keep the old address on the checks for a certain amount of time. A resident stated it is going to be an inconvenience to the residents and the residents don't want it done.

Mrs. Towle stated she had a friend who lives in Bow and went through this and it was a nightmare for him. She stated she has three families which live on the property so they will all be affected.

The Chair asked about vehicle registrations. Mr. Mulholland stated there will be a card to fill out and send in and then the DMV will update motor vehicles, titles, and licenses. There was further discussion of making changes to be compliant.

The Chair closed the public hearing.

The Chair asked Mr. Mulholland what the next step is for them. Mr. Mulholland stated they would schedule it for a decision at the next meeting which is May 2, 2016. He stated if they make the change the residents would have 60-90 days to make the change. He stated if the Board approves the changes residents will receive change of address packets. He stated they would also notify Bureau of Emergency Communications which notifies Google Maps and others.

Mrs. Currier asked why they aren't making a decision tonight. The Chair stated they usually have a public hearing and then make a decision at the next meeting.

A resident expressed concern because she was not notified since she and her sister are co-owners. Chief Pendergast stated her sister is listed as the owner which is why it went to her sister and not herself. He stated he will add her into the system so she will get a packet if they make the changes.

Chief Pendergast stated when someone calls 911 they can ping their cell phones. He stated if he had the same screen as the 911 people it would be great but the technology isn't there. Mrs. Cassidy asked if it would make more sense to spend the money on the software. Chief Pendergast stated the software is not available for them. He stated Concord and Hooksett have the software and it is not working well for them.

The residents expressed concern of changing their addresses with the card and not on their license. Mr. Mulholland explained the police cruisers have computers which would pull up their information and have the correct address on it.

Mrs. Currier asked what happens if they have to spend money to change things. The Chair stated the Town wouldn't pay for it. He stated he can't think of anyone who would charge to change an address. He stated it's a matter of changing things which some can be done online.

Mrs. Towle stated she thinks there will be title fee. The Chair stated the title will not change because it's a map and lot number. Mr. Mulholland stated the residents will get a resolution with the address change which they can send to them to make the change.

Mrs. Currier stated there has to be a letter with the new address before they can change the address. Mr. Mulholland stated they have been doing the resolutions and other towns have been doing this and there hasn't been an issue with it.

Mr. Mulholland stated there were no standards when the street numbers were developed. He stated the State of NH developed the E911 Standard for everyone to utilize. He explained before the standard they had to go down the street and shine a light on the house to make sure they had the right house which would wake up the residents in those houses.

Currier stated the letters they received should have explained the Town was not in compliance and why they have to do it. She stated not everyone uses a computer and therefore can't look up the E911 information. Mr. Mulholland stated if they choose not to do this, the State will not fine the Town of Allenstown. He stated they are taking things in bits and pieces and not the whole town at once.

A resident asked if it is not a law to do this and the residents don't want to do this, what the Board is looking at to base their decision on. The Chair stated it is a town ordinance which the voters voted on. Chief Pendergast stated it follows the 911 Standard. Mr. Mulholland stated the original address changes occurred in 2006 or 2007. He stated they made most of the changes right away. The Chair stated the sale of the property is what flagged the town into the need to change the numbers.

The Chair thanked the residents for coming and reminded them they will make a decision on the May 2, 2016 meeting.

Public Hearing-roadway maintenance policies

Mr. Mulholland stated they received a letter from the insurance company in regards to needing a Highway Roadway Maintenance policy. He stated they have samples from Pembroke and Hooksett policies and a couple of drafts.

Mr. Pelissier stated he and Mr. Mulholland went over it and made sure they were not going to be in a position the Town would not want to be in. He stated he is good with the policy.

Motion. Mr. Eaton made a motion to approve the 2016-002 Roadway and Sidewalk Maintenance Policy. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the 2016-003 Winter Roadway and Sidewalk Maintenance Policy. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss Webster St. parking concerns as they apply to the intersection with Main St.

Chief Paquette stated he had two suggestions for fixing it. He stated they could continue a summons vehicles parking there or to put a sign saying no parking. Mr. Paul stated he agrees with the sign. He explained he had brought the concern to the Select Board's attention and the Chief is suggesting a sign for no parking. Mr. Pelissier stated there is a law regarding parking 20 feet from a crosswalk.

Mr. Mulholland stated the law allows for the existing 20 feet however if it is beyond 20 feet than it has to go before the Board as an ordinance. The Chair asked if they are going to stay within 20 feet. Mr. Pelissier stated they would be staying within the 20 feet.

A resident stated she has had more issues with parking on Main St on the corner of Main St and Webster St. Chief Paquette asked how it is now with the parking ban lifted. Mr. Paul stated now, without the parking ban, there have been people parking in the area. Chief Paquette stated he will look at the issue.

Accept unanticipated funds from the Land & Community Heritage Investment Program grant in the amount of \$200 for the Old Allentown Meeting House.

Mr. Mulholland stated the LCHIP Provides a grant towards the maintenance for the outdated building.

Motion. Mr. Eaton made a motion to accept unanticipated funds from the Land & Community Heritage Investment Program grant in the amount of \$200 for the Old Allentown Meeting House. Mr. seconded the Motion. There was no additional discussion.

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

Approve the eCity agreement to provide for the online permit application process.

Mr. Mulholland stated this is to allow people to submit permit applications online. Mr. Eaton asked when it would be implemented. Mr. Mulholland stated there is a training session and then testing it before it goes live.

Motion. Mr. Eaton made a motion to accept the ECity Agreement and authorize Shaun Mulholland to sign. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss proposed legislative policy positions submitted to NHMA: HB 1243 as it relates to the recovery of sewer and storm water enforcement costs and Administrative rules as they apply to the reporting of malfeasance of emergency medical providers.

Mr. Mulholland stated Mr. Anderson asked for the legislation which the Town supported. He stated it died in this legislation session. He stated they want to try it again in the next session. He explained they spent a lot of money fixing the Main St issues which the taxpayers and ratepayers absorbed. He stated they will have the same issue with storm water enforcement.

Mr. Mulholland stated they wanted to change it from district court to the superior court which is more expensive for the town and the resident. He stated the House Judiciary Committee was very confused by the bill. He stated other towns and cities were interested in the bill.

Mr. Mulholland stated there are no regulations on the administrative rules as they apply to the reporting of malfeasance of emergency medical providers. He stated the Tri-Town EMS Board of Directors is asking for regulation so if there are issues paramedics can't go from one service to another.

Discuss contract proposals for street sweeping and catch basin cleaning from the Road Agent.

Mr. Pelissier stated they sent it out and they received a couple replies but were not able to get three estimates. Mr. Eaton asked if they received three bids. Mr. Pelissier stated they had Immaculate and Mike Rabbit. Mr. Mulholland stated he thinks they did what they could. Mr. Eaton asked if the sweeping contract is with Mike Rabbit. Mr. Pelissier stated Mr. Rabbit has been doing it for several years. He stated for the cleaning company they are going with Felix.

Motion. Mr. Eaton made a motion to award the contract to Mike Rabbit for the sweeping contract for a three year contract and authorizing Shaun Mulholland to sign the contract. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to award the contract to Felix Septic for the catch basin cleaning for a three year contract an authorizing Shaun Mulholland to sign the contract. There was no additional discussion.

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

Discuss request from Ed Faye to provide gravel for Riverside Dr. a private road.

Mr. Pelissier stated Mr. Faye has asked the Town if they would bring some gravel for the road. He stated he didn't think the road was bad. He stated it is not a lot of money but they are putting town resources onto a privately owned road. The Chair stated it is deemed as an emergency way and supposed to be passable in emergency situations. He asked Mr. Pelissier and Chief Pendergast if they can get down the road. Chief Pendergast stated he could get down the road just fine. Mr. Eaton stated he drove down the road in his car and didn't see any issues. The Board determined they would not provide gravel to for Riverside Dr.

Discuss NH DOT road work on School St. and Main St. Discuss proposed sidewalk work and Town obligations as it applies to this work.

Mr. Pelissier stated the State is paving School St and Main St. He stated they are doing crosswalks at Webster, Library, Whitten, Al's Ave, and East Webster St. He stated they are looking for a commitment for the Town to maintain them every year. He stated they didn't mention snow removal. Mr. Mulholland all the Town has to do where the crosswalk makes contact with the tip downs.

Mr. Pelissier stated they do the sidewalks for Canal St, Webster St, and Cross St. He stated they stop at Al's Ave. He stated DOT wants a commitment to maintain the crosswalks. Mr. Eaton asked if they are doing the length of the sidewalks or just the area of the crosswalk. Mr. Pelissier stated they do all but East Webster St. and Al's Ave. He stated they would also have to paint the crosswalks. Mr. Mulholland stated they would only have to do the two midcourse sidewalks. He stated they already paint the crosswalks across Main Street. The Chair asked if they have the time and ability to do the extra work. Mr. Pelissier stated they can do the extra work.

Mr. Pelissier stated the machine does not fit on the Webster St. sidewalks. The Road Agent stated they only have to do the tip down area. He stated they will have a four foot sidewalk going into a five foot ADA ramp.

Motion. Mr. Eaton made a motion to agree to the requirements of the town obligation for the ADA tip downs on Main St. and School St. and authorize Ron Pelissier to sign. Mr. Tardiff seconded the motion.

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

Discuss Ferry St. sidewalk re-construction change orders.

Mr. Pelissier stated they are going to be repaving and reclaiming Ferry St. He stated the sidewalk for Safe Routes to School ends on the side of the repair shop and the sidewalk on Main St. going from Ferry St. to Betty Ln. has four or five inches of nothing. He stated he would like to do a Change Order to do the sidewalk. The Chair asked if they have the budget and the time to do it. Mr. Pelissier stated they do have the time and budget. There was further discussion of having enough time to do this in addition to other projects.

Motion. Mr. Eaton made a motion to accept the change order for the Ferry St sidewalk re-construction. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss adoption of a wage classification system for town employees.

The Chair stated the Police Department is 90% done. Mr. Mulholland stated the sworn personnel are on the wage classification system. He stated they are the only employees in town who are on it. The Chair asked if the Fire Department was adjusted and are relatively close to where they should be. Mr. Mulholland stated some positions are but there are some adjustments which need to be made. He stated Highway Dept. made some adjustments as well. The Chair asked about the Town Hall. Mr. Mulholland stated some are where they should be. He stated they did not go through the analysis to determine where each person should be.

The Chair stated last year they adopted a wage classification system for the Police Department. He stated they were bringing in officers who were making the same amount as officers who had been there for two or three years. He stated they are working on adjusting the employees to where they should be.

Mr. Mulholland stated they are looking at all the employees they have jurisdiction over and the steps are based on merit. He stated the evaluations are going to be due on the person's anniversary date or change of rank or position. The Chair asked if it will be the same for Department Heads. Mr. Mulholland stated it will be unless they choose to do otherwise. He stated each year the steps are increased by the COLA. The Board gave direction to Mr. Mulholland to continue with the development of a wage classification system.

Continue discussion in regards to the process for department head evaluations.

The Chair asked Mr. Eaton if he is fine with the process they have. He stated the problem he has with the process is they have to evaluate people they don't see enough to create a fair evaluation. Mr. Eaton asked if there is a self-evaluation included in the process. The Chair stated there is a self-evaluation. He stated they do a self-evaluation which is given to the Board; the three selectmen will rate them individually, come together as a group to see if they agree on how they did, and then come up with a rate they agree upon.

Mr. Eaton asked if there was a process to get feedback from other people. He explained at his work they do self-evaluations, then to the manager and then to the highest level and then flows back. He stated he would like to see the evaluations done far enough ahead. He stated if they went to the anniversary date they wouldn't have to do the evaluations all at once which would be easier for the Board. He stated if they don't do the anniversary date then they need to do them before the elections so if there is a new person on the Board they won't have to do an evaluation for someone they don't know.

Mr. Pelissier stated he likes the way it is done now. He stated he likes to get it done all at once. He asked if after someone has been employed for a year or so could they not do it on the anniversary. Chief Paquette stated the Board is discussing the evaluations for the Department Heads. The Chair stated they did discuss using anniversary dates so they would have evaluations to do throughout the year.

Mr. Mulholland stated they did it in April because the annual increases were budged for July, however, doing the anniversary dates will make it initially less expensive to the town. He stated if he puts these together, he will be basing it on anniversary dates which will be a lot of work. The Chair asked if it will make it harder for the Department Heads to do their budget. Mr. Mulholland stated they will already have the amounts to complete their budgets with.

The Chair stated they do get input from Mr. Mulholland when they are doing the evaluations. He stated he wants to be more involved to see them first hand but doesn't know how to fix it. Mr. Eaton asked if the Department Heads have goals. The Chair stated they set goals and in the evaluations the Department Heads will say if they met the goals or not. Mr. Eaton asked about the Monthly Status Reports because if they are head of the Department those reports can reflect on them.

The Chair stated they are going to do the same process as last year. Mr. Mulholland suggested they give the Department Heads three weeks to do the self-evaluations. The Board determined the self-evaluations are to be submitted by May 11, 2016.

Mr. Mulholland stated they need to schedule two evaluations a meeting. The Chair stated he doesn't have a problem if they schedule a second meeting so they can get the evaluations done. The Board determined to schedule a meeting on May 23, 2016 for just the reviews. Mr. Mulholland stated if they get all the reviews done than they can start going over them on the June 6, 2016 meeting.

TOWN ADMINISTRATOR'S REPORT

Community Center Project

Mr. Mulholland stated the project is coming along, still on schedule, and under budget. He stated the playground is being constructed, base coat of the parking lot is completed, they are starting to paint the inside, and the Eversource easement was signed today. He stated they have had several user meetings on how they are going to maintain the building and safety issues. He stated they have the grand opening ceremony scheduled.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated they received the samples for the Fire Department and Police Department. He stated he thinks they are putting lights in tomorrow.

Solar Energy Project-Fire Station

Mr. Mulholland stated the School is not going to be participating in the Solar Energy Project so they will continue with the Fire Department.

Emergency Operations Plan Update Project

Mr. Mulholland stated it is almost completed and will be ready for approval late summer, early fall.

Emergency Management Exercise Project

Mr. Mulholland stated they are still in negotiations.

Strategic Plan Development-Administrative Functions

Mr. Mulholland stated they are on the next phase which is Thursday at 2pm. He stated they will be focusing on Weaknesses and Challenges.

Fire Department Risk Assessment

Mr. Mulholland stated it is progressing quite well. He stated they will be doing interviews with employees in May and June.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated they did get approved for the Plan NH Charette Project. He stated they are looking at September 30th and October 1st.

2016 SVRTA Heath Insurance Review

Mr. Mulholland stated they will be doing this next month.

Community Action Program-Harvard Pilgrim Health Care Foundation grant application for Healthy Food for Every Age Program.

Mr. Mulholland stated they submitted the grant for the Healthy Foods Program and are looking at the feasibility of installing planters for the Senior Center. He stated they are also looking possibly constructing a 10 x 10 plot and then cook the food at the Community Center.

Legislative Update-HB 1243, HB 1244, HB 1395

Mr. Mulholland stated HB 1244 passed the Senate which would allow them to enter into agreements with other communities and other non-profit entities for cemeteries. He stated if it gets signed by the Governor it will probably be effective on July 1, 2016.

Mr. Mulholland stated HB 1395, electronic records, passed the House and is scheduled for the Senate on Wednesday. He stated one of the concerns is an amendment which would allow for electronic elections. He stated this may impact the ability of getting the bill passed.

Legislative Policy Positions-NHMA

Mr. Mulholland stated there was a meeting today. He stated it is going well and they should see those in September.

MS4 EPA Stormwater permit status update.

Mr. Mulholland stated there was a meeting at Senator Shaheen's office which Matt Monahan covered for them. He stated they were told the date the permit will take effect will be July 1, 2016.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: April 18th, 2016

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for April 18, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

Review Minutes: April 7th, 2016

Motion. Mr. Eaton made a motion to accept the minutes for April 7, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: o ACH 040616, CK 040616 o ACH 041316, CK 041316 o Payroll 041316 o ACH 032316, CK 032316 o ACH 033016, CK 033016 o Payroll 033016

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

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

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

Motion. Mr. Eaton made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3,II(a) at 8:52 pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to go back into public session at 9:01pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to seal the previous non-public minutes because they may adversely affect a person other than a member of the Board. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Other Business

Mr. Mulholland stated one of the things which came up at the NHMA meeting was the Police Academy funding. He stated there is a shortfall in the amount of money the PSTC receives from the penalty assessment fund. He stated the academy is funded through penalty assessments on fines. He stated the House considering general fund revenues subsidizes it. He stated Rep. Neal Kirk pointed out that if they do it then they will invite State regulation. Chief Paquette stated if they do it, then they won't get State funding. Mr. Mulholland stated it would then be up to the taxpayers to cover it. He stated his suggestion was to take what they get for penalty assessment money and to have the PSTC continue to regulate it themselves instead of the State Legislature. Mr. Mulholland stated some Chiefs want to do it because otherwise it is going to come out of their budgets. He stated Chiefs will have to make cuts in order to pay for the academy. He stated it is how it works in other states. He stated there is a lot of discussion about this.

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



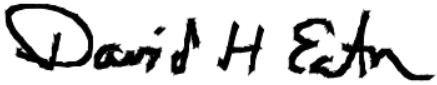
A Roll Call Vote was taken: Mr. Eaton –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:07 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

April 18, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	04/28/2016 DATE
 KATE WALKER, Member	05/03/2016 DATE
 DAVID EATON, Member	05/01/2016 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate



Document Reference: PZ77E6J2N4WBXXAHUMMHZZ

RightSignature
Easy Online Document Signing



David Eaton

Party ID: X9BLPTJIGKTXGZG8HWWF7D

IP Address: 24.91.232.121

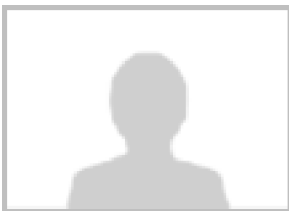
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

7586e4b8a5941656aba167d3922759fb905761e4



Kate Walker

Party ID: 2AS6MUILFK2JGJDRWHD8

IP Address: 65.175.133.144

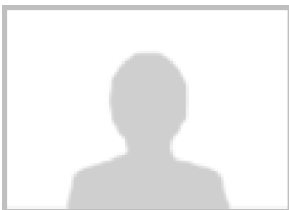
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Kate A. Walker

Multi-Factor
Digital Fingerprint Checksum

d19fc28f8edf0d23cca247f81309eb8f9d4c0281



Jason Tardiff

Party ID: VN38LP166LUJTM7E9TKJTT

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Jason Tardiff

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-05-03 05:53:18 -0700

2016-05-03 05:53:18 -0700

2016-05-03 05:52:41 -0700

2016-05-01 17:24:42 -0700

2016-05-01 16:57:40 -0700

2016-04-28 13:56:33 -0700

2016-04-28 13:53:24 -0700

2016-04-28 05:41:55 -0700

Audit

All parties have signed document. Signed copies sent to: David Eaton, 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 David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121

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



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