

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
June 20, 2016

Call to Order.

The Allenstown Select Board Meeting for June 20, 2016 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff and Dave Eaton.

Excused: Kate Walker.

Others Present

Residents of Allenstown: Mike Frascinella, Sandy McKenney, Jeff Gryval, Jerry McKenney, Donna Lee, Therese Ellis, Tommy Gryval, and Debbie Pelissier.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

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

Board of Selectmen Statement

The Chair read a statement to the public regarding prior discussion of the Town Administrator and Finance Director. The statement read;

“At our meeting this past month on May 2, 2016 there was a concern raised by two residents regarding the Town Administrator and Finance Director. The Town has a legal obligation to protect the privacy rights of the employees. It is not permitted to discuss the details of such personal matters. We, however, noticed the concern raised by the two residents and have consulted town counsel who has advised us that there is no conduct involved in the situation that is illegal. Our job is to protect the best interests of the town meanwhile maintaining a highly trained workforce who serves our residents. This concludes our report on the issue and we will not be making any further statements or engaging in any further dialog on this matter. In fact, this issue is a personal matter.”

Citizens Comments:

Mr. Frascinella expressed concern there would be not further discussion on the issue regarding the Town Administrator and the Finance Director. The Chair stated counsel has said there is no issue so they are going to move on.

Mrs. McKenney stated on June 3, 2016 the newspaper there was a real estate transfer of property on Ferry St which sold for \$130,000. She asked if this was town owned property. The Chair stated he was not familiar with this and as far as he knows, the town hasn't sold any property.

Mrs. McKenney stated in the minutes of February 22, 2016 it says President's Professional Park will be getting abatement. She asked if the abatement had been done yet and if it will be done in public. Mr. Mulholland stated they haven't done the abatement yet and if they do it will be in public. He stated Dr. Hevern will be back in September to discuss this with the Board. Mrs. McKenney asked if they did abatement for Sunrise as well. Mr. Mulholland stated they did it at the last meeting.

A resident asked who the Community Center was for. The Chair stated it is the Boys and Girls Club and the Senior Center.

Public Hearing-Community Development Block Grant status.

Mr. Mulholland introduced Donna Lane to the Board and explained she is the grant coordinator.

Ms. Lane read "CDBG funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 is available for public facility and housing projects, up to \$350,000 emergency grants and up to \$12,000 is available for each planning grant. All projects must primarily benefit low to moderate income persons. During a CDBG project, a progress update public hearing is required. The public hearing will update the public on, and take public comment on, the progress of the CDBG Project. This hearing will discuss the progress of the Allentown Community Center project which will house the Belknap-Merrimack CAP Senior Center and Boys & Girls, Club two CDBG projects located in the new Community Center at 8 Whitten Street, Allentown."

The projects are two separate CDBG projects. One is for the Boys and Girls Club; the intent to move them out of the module units on the site into a permanent building. The second is for the CAP Senior Center, which had to move several times recently; they needed to find a permanent

home as well. After being awarded the CDBG funds for the Boys & Girls Club, during the design phase, it became known that the seniors needed a new permanent home as well. The building was then designed for both organizations. The building is complete and anticipated to serve a minimum of 125 kids and 316 seniors annually.”

Mr. Gryval thanked the Board of Selectmen for all the work they did with the Community Center. He stated he thinks it will be very advantageous for the children and the seniors in the community. He stated when Mr. Mulholland thanked all the staff for their efforts he omitted Diane Demers who has also done a fantastic job getting it done. The Chair thanked Mr. Gryval for his efforts as well.

Mr. Gryval stated the seniors he saw at the Community Center had smiles on their faces. He stated the young lady who gave him a tour was also very excited to show him she would be in the teenager room (the young lady was 12 years old).

Adopt ordinance CO 150 Prohibiting Use of Tobacco Products in Town buildings and on specified Town properties.

The Chair read the changes to the Use of Tobacco Products ordinance which now states “No person shall use any tobacco product, e-cigarette, or liquid nicotine in any Town building or structure. No person shall use any tobacco product, e-cigarette, or liquid nicotine anywhere on the property of the Whitten Street Park located at 8 Whitten St. or the anywhere on the property of the Old Allenstown Meeting House located at 150 Deerfield Rd.”

Motion. Mr. Eaton made a motion to adopt the Prohibiting Use of Tobacco Products in Town CO 150. Mr. Tardiff seconded the Motion.

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

TOWN ADMINISTRATOR’S REPORT.

Community Center Project

Mr. Mulholland stated has some punch list items which most will be fixed by the end of the week.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated the samples were installed. He stated the contractor will not be able to get the supply from China. The Chair stated they are back at square one with the project.

Solar Energy Project-Fire Station

Mr. Mulholland stated they want the inflator in the contract; however, he informed them they were not going to tolerate the inflator.

Emergency Operations Plan Update Project

Mr. Mulholland stated it is almost completed; they just have to finish the final wording on it.

Disaster Recovery Plan Update Project

Mr. Mulholland stated they have done RSF 3 and RSF 1. He stated they have to complete the other four RSFs.

Fire Department Risk Assessment

Mr. Mulholland stated they did the interviews last Tuesday. He stated he expects a report by the end of the summer.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated there is a meeting on July 22, 2016. He stated they are seeking volunteers to participate in the project.

2016 SVRTA Heath Insurance Review

Mr. Mulholland stated they received two bids for the projects. He stated he sent those out for review to the employees and other towns. He stated presentation meetings are scheduled for July 7, 2016 and July 13, 2016.

Other Business

Mr. Mulholland stated they received an email from Hoyle, Tanner and Associates. He stated the Sewer Department is pursuing another loan for fixed assets. He stated they have to meet a submission deadline by June 30, 2016. He told them to forward what they have to him.

CONSENT CALENDAR

Ratify Consent Calendar: June 20th, 2016

Mr. Mulholland stated there is a raffle permit for the Suncook Senior Center and some tax payment applicants on the Consent Calendar.

Motion. Mr. Eaton made a motion to approve the raffle permit for the Suncook Senior Center. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to accept the tax payment application for Map & Lot 407-26-22. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to accept the tax payment application for Map & Lot 107-12-97. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the Consent Calendar for June 20, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

MINUTES AND MANIFESTS

Review Minutes: May 23rd, 2016; June 6th, 2016

Motion. Mr. Eaton made a motion to approve the minutes for May 23, 2016 as written. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

The June 6th minutes were not acted on as they were just received by the Board today.

Approve Payroll and Accounts Payable Manifests: ACH 060816, CHK 060816

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifest ACH 060816 and CHK 060816. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the Accounts Payable Manifest ACH 061516 and CHK 061516 and Payroll Manifests CHK 060816. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Eaton –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 in accordance with the provisions of RSA 91-A:3,II(a) at 6:22pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to go back into public session at 7:12pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to seal the previous non-public session because it 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. Tardiff – Yes and Mr. Eaton –Yes. The Chair declared the Motion passed.

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




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

The Chair declared the meeting adjourned at 7:12pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 20, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	06/28/2016 DATE
 KATE WALKER, Member	06/29/2016 DATE
 DAVID EATON, Member	06/29/2016 DATE

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

Signature Certificate



Document Reference: 8NPWDKI98522JJR95KNCWE

RightSignature
Easy Online Document Signing



David Eaton

Party ID: NC3I6IIT4CCUITV3HR8FG

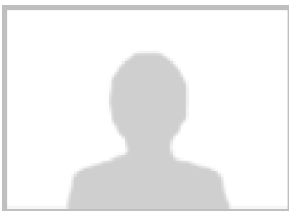
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

a39b4a0d945f067d76cff4b71193a58e189f1a5c



Kate Walker

Party ID: MRFR9ZJ4PKDZ7IG8PXXC8F

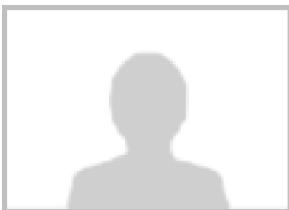
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f17bfb9d4d1ca9c6a32cdaebea54c9d934f94bd0



Jason Tardiff

Party ID: TLTW2KICT3CVGNTVRXZNM5

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-06-29 17:18:40 -0700

2016-06-29 17:18:40 -0700

2016-06-29 17:12:51 -0700

2016-06-29 10:40:42 -0700

2016-06-29 10:40:30 -0700

2016-06-28 14:49:20 -0700

2016-06-28 14:48:19 -0700

2016-06-27 05:20:48 -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 viewed by David Eaton (deaton@allentownnh.gov). - 24.91.232.121

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



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