

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
July 12, 2016

Call to Order.

The Allenstown Select Board Meeting for July 12, 2016 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call.

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

Others Present

Residents of Allenstown: Sandy McKenney, Jeff Gryval, and Debbie Lee.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Carl Caporale, Sewer Commission; Jeff Backman, Sewer Superintendent; and Roxanna Chomas, Assistant Sewer Superintendent.

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

Citizens Comments

Mrs. McKenney asked about the minutes for June 6, 2016. The Chair explained if they have questions they need to be sent in ahead of time so they can have the information available at the next meeting or possibly answer her ahead of time. Mrs. McKenney stated they are setting up rules and there are other avenues for getting their answers. She stated she sent questions in June and was never on the agenda. The Chair stated if she emails her questions they will take care of them.

Discuss request by the Sewer Commission to perform specified financial and human resource functions.

Larry Anderson opened the Sewer Commission meeting. Members present from the Sewer Commission included Larry Anderson, Carl Caporale, Jeff Backman, and Roxanne Chomas.

Mr. Anderson explained this is to help the Sewer Department with tasks they don't have the time to do themselves. He stated they are going to start using the Tyler System and Mr. Mulholland has agreed to help them get up and running. He stated they have drafted an agreement between the Town and the Sewer Department.

Mr. Anderson stated the agreement currently says June 20, 2016; however, it needs to be changed. The Chair asked Mr. Anderson if there were any questions or concerns with the contract. Mr. Anderson stated he reviewed it and agree with it except for the date. He stated he thinks it is going to work but they don't know until they get things moving. He stated the Town has already gone through it once and they are hoping the town can help them with it. Mr. Caporale stated he thinks it will be good to get help with accounting and human resources. Mr. Anderson stated their people are good at doing what they do not the human resources.

Mr. Caporale stated Mr. Mulholland, Mr. Backman, and Ms. Chomas will work together with what tasks the Sewer Department will need help with.

Mr. Backman stated he feels this is a good move for the sewer users in the town. He explained it was recommended by MRI in their 2015 Business Operations Assessments. He stated they recommended because it would reduce administrative budget significantly and allow them to put the funds into the plant. He stated they want to be compliant with DRA required codes. Mr. Mullholland stated those are some of the key factors which came up during the assessment. Mr. Backman stated they are using two programs to do their accounting and their invoicing and the Tyler Software allows them to do it all in the one program.

Mr. Mulholland stated they were quoted a price to buy the program outright and with this agreement they would have to purchase a separate suit of the program. He stated they are going to pay their portion of the fees and staffing costs which come along with it. Mr. Anderson stated all they have to pay is what the town employees put into it for time. Mr. Caporale stated the base costs for the first year are laid out in the agreement. He stated these costs are estimates because they don't know exactly what it is going to cost.

The Chair asked when the conversion will start. Mr. Mulholland stated they would start the process as soon as the agreement is approved but the effective date is January 1, 2017. He explained the human resources can be effective right away but with the accounting they have to create account codes for the Sewer Department. He stated the Sewer Department will allow the Town access into their Checkmate account so they can make changes such as health insurance.

The Chair asked if Mr. McNamara was good with the agreement. Mr. Caporale stated last he spoke to Mr. McNamara, he was good with everything.

Mr. Mulholland stated they don't want to overcharge the Sewer Department for the services. He stated this is the best estimate they could come up with but they will see when they start providing services.

Sewer Commission Motion. Mr. Anderson to enter into the MOA for financial services and human resources as indicated on the form. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Caporale – Yes; Mr. Anderson –Yes. The Chair declared the Motion passed.

Board of Selectmen Motion. Mr. Eaton made a motion to accept the MOA for financial services and human resource services provided to the Allenstown Sewer Department by the Town of Allenstown. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discussion of revised HB 1243

Mr. Mulholland stated the newest version of HB 1243 which would allow them to recoup their costs for investigations of sewer or storm water violations. He stated right now the law is silent on this. He stated he took the bill which was rejected last year and has simplified it. He recommended they ask that one of their legislators submit it as a bill. The Chair asked if the Select Board does it or if the Sewer Commission does it. Mr. Mulholland stated the Select Board should do it with the Sewer Commissions agreement. The Sewer Commission will review the revision. The Board gave Mr. Mulholland permission to move forward assuming the Sewer Commission is in agreement with it.

Motion. Mr. Anderson made a motion to adjourn the Sewer Commission meeting at 6:15pm. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Caporale – Yes; Mr. Anderson –Yes. The Chair declared the Motion passed.

Discuss status of proposed SRO agreement between the Town and the School District.

Mr. Mulholland stated he had a phone call from the superintendent. He explained one of the issues they are having is they received a letter from DRA as well as their attorney regarding paying for the summer months. He stated they can only expend funds for educational purposes and they do not have educational purposes to pay for the police officer in the summertime.

Mr. Mulholland stated one of the things he spoke with them about was the town wanted a three year agreement and the School wanted one year so the School is going to consider changing the language in the agreement. He stated the School also wanted to pick the SRO but he told them it is the function of the Police Chief to do. He stated they came to the idea of advertising for someone who can work the 42 weeks of the year.

The Chair asked how other towns do it. Lt. Stark stated Hooksett has a retired officer who works 32 hours a week. He stated the Bow SRO is full-time on the Police Department payroll and Concord is on the Police Department payroll for the two schools. He stated they have been trying for two to three years to get the right person but it's hard to find someone who is interested. He stated one of the complaints the School had is the town has someone who is certified. He stated if they advertise for the position it will not happen before school starts. The Chair stated advertising for the position seems to be the only way to do it.

Mr. Mulholland stated the voters made the decision to do this so they need to do the best they can to comply with that. He stated the School is interested in making it happen. He stated they need to get the final draft of the agreement before they advertise the position.

Lt. Stark stated the issue he needs to know about is the one versus three year contract. Mr. Mulholland stated it will be three years. Lt. Stark stated it was his understanding the full salary was put into the School budget and he needs to know what the salary is they could pay the officer. Mr. Mulholland stated they have \$75,000 in the budget for the officer and they have the wage classification system which the salary range will fall within.

The Chair asked if it should have been put into the Police Department budget for them to hire full-time and then put in the school for the ten months of the year. Mr. Mulholland stated they could have; however, they would be in the same spot. He stated by the time they hire someone and get them trained they would be at the next town meeting and the concern would be the voters doing it all over again.

Approve lease agreement for a new police vehicle.

The Chair asked when they expect to get the vehicle. Lt. Stark stated it will be a couple of weeks. He stated it will look like the white SUV but it will be black.

Motion. Ms. Walker made a motion to approve the lease agreement for a new police vehicle and to allow Mr. Mulholland to sign it. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Discussion of officer injured while off duty

Mr. Mulholland stated Officer Warburton injured himself while he was off duty and is on light duty. He explained if someone is injured while on duty they are automatically on light duty but if they are injured while off duty it is up to the Board of Selectman to decide if they are going to allow the employee to be on light duty status. He stated they don't expect it to be very long and there is plenty of work for him to do. He suggested if they keep him on light duty they would authorize it until July 25, 2016. The Board authorized Officer Warburton to remain on light duty until July 25, 2016.

Discuss NHMA Legislative Policy Positions I.

The Chair stated every two years NHMA develops proposed policy positions which are voted on in September. He stated every town in NH has one vote. He stated they only have three meetings between now and the September vote. He recommended if someone is going as a delegate to vote the Board needs to vote on the proposed policies. The Board agreed to delegate it to Mr. Mulholland to be the Town's delegate.

The Chair stated the first proposal has to do with police standards and training and he is in favor of them all. Lt. Stark stated if things keep going the way they are the Town will have to pay significantly more of the training costs. He stated he is in favor of the NHMA proposed policy.

The Chair asked if the training was supposed to be funded through fines. Lt. Stark stated 24% of the fines use to go straight to the Police Academy. He stated agencies which use to dedicate funds were isolated from the legislature messing with things. He stated the money which use to go to the Police Academy has been taken away. He stated if it continues to go as such they will end up writing checks. Mr. Mulholland stated the cost impact of training would be significant.

Lt. Stark stated a lot of people see the hidden fees as a way to tax something; however, the penalty assessment has always made sense to him. He explained when a fine is issued they don't get the amount of the fine which is why the penalty assessment is added to the original fine.

The Chair asked if any of the tickets the town officers write come to the town. Lt. Stark explained parking tickets will come to the town as well if something is a town ordinance but most of the other fines go to the state's general fund. Mr. Mulholland stated they whipped out the ear marked funds and put them in the general fund. He stated they also added a sentence under the Department of Education allowing the community college system to charge fees. He stated they need to not only support the policy but fight for it as well. The Board is in support of Policy 1 a-f.

Mr. Mulholland stated Policy 2 already passed.

The Chair stated Policy 3 is in regards to storing blue prints and outlays of buildings. Mr. Mulholland explained right now if someone comes in they can ask for the architectural plans for a bank and for a house and they want to make sure the public doesn't have access. He stated architect designs can also be accessed and designs stolen. He stated this would allow for municipalities to not release the information. The Board is in support of Policy 3.

Mr. Mulholland stated he asked for Policy 4 EMS Licensing Rules because there are currently holes in the EMS regulations. He explained they can have an employee on the ambulance service committing offenses and there is nothing requiring them to report it or get their license suspended. He stated the Bureau of EMS has tried to do this before but the Firefighters Association was successful in defeating it. The Chair asked if an employee could be suspended and go somewhere else without them knowing. Mr. Mulholland stated they have had it happen with Tri-Town. The Board agreed to support Policy 4.

Mr. Mulholland explained Policy 5 Electronic Poll Books is to have residents electronically swipe their license to check in but not to vote. He stated Manchester, Hooksett and Durham were going to be the towns to try it out. He stated once a resident does it they will not be able to go to another town and vote.

Ms. Rogers stated right now it is on a test basis because there are a lot of kinks to work out. She stated there is a lot of concern by the Secretary of State and some town clerks. She thinks it speeds the process up and has the potential for fraud prevention but they need to go through the test basis. Mr. Mulholland stated the 13 states are doing it and have a lot of success. The Board agreed to support Policy 5.

Mr. Mulholland explained right now the Welfare Fraud statutes cover defrauding state welfare fraud issues but not municipalities. He stated Policy 6 Welfare Fraud Penalties would cover the municipalities. The Board agreed to support Policy 6.

Mr. Mulholland explained Policy 7 Right to Know Costs would allow them to recover costs of reproducing public records to the taxpayers. He gave an example of a situation where someone requested 10 years' worth of police records and the Supreme Court prohibits them from charging the taxpayer for the documentation. The Board agreed to support Policy 7.

Mr. Mulholland stated Policy 8 Official Ballot Budget Postings allows for the town to make changes to a warrant after the deliberative session. He explained currently if there are changes to a proposed warrant article at the deliberative session they cannot post the amended warrant article. He stated Policy 8 would allow them to post an amended warrant. The Board agreed to support Policy 8.

Mr. Mulholland explained Policy 9 Public Notice Requirements would allow them to post things online or in the newspaper instead of being required to post in the newspaper. The Chair asked if it would allow them to post things online for boards like Planning Board. Mr. Mulholland stated it would apply to Planning Board as well as Zoning Board. The Board agreed to support Policy 9.

Mr. Mulholland explained Policy 10 Municipal Departments and MV Information. He stated residents will register an expensive car and then go over to Welfare and ask for assistance. He stated currently they can't use the information from the DMV to determine assistance. He stated this policy would allow them to use the information. The Board agreed to support Policy 10.

Mr. Mulholland explained Policy 11 applies to seven towns. He stated this will allow the people in those towns to choose if they want an elected or appointed town clerk. The Board agreed to support the Policy 11.

Mr. Mulholland explained Policy 12 is the Sewer and Storm Ordinance they discussed with the Sewer Commission earlier. The Board agreed to support Policy 12.

Review and Approve Purchase Orders

Mr. Pelissier stated he has a purchase order for the sidewalks on Reynolds Ave. He explained after they put the curb in Advanced paved before they were told they could do so.

Mr. Pelissier stated there was a purchase order for \$9,800 for the sidewalks for the left-hand side on Ferry Street. He stated they weren't going to do them but with Gelinas there now they think it would be a good time to do it now. He stated if the town does the removal and let Gelinas grade it and pave it the price would be \$4,800. He stated he spoke to Mr. Mulholland about it and they both agree now is the time to do it.

The Chair asked if they have the time to do it. Mr. Pelissier stated they have the time right now because they have to wait until Gelinas comes back to do the paving. The Chair asked if Gelinas will do the sidewalks in September as well. Mr. Pelissier stated if he gets the approval Gelinas may do the sidewalks. The Chair asked if Gelinas is going to do over by the town hall in September as well. Mr. Pelissier stated he is not sure but he is not concerned about it. The Chair expressed concern with getting their projects done.

The Chair asked if they have the \$4,800 in the budget. Mr. Mulholland stated they will probably have enough. He stated it would be nice to get all of it done in the area. He stated they may have citizens with sidewalk issues which Mr. Pelissier should address. He stated he thinks they have enough but they won't know until the bids for the River Road project. He stated the budget is in good shape but he wouldn't gamble on it at this point. The Chair stated he is fine with it if they have the time and the money. He cautioned Mr. Pelissier about others questioning about their sidewalks.

Mr. Mulholland stated he is going to leave the purchase order in there and wait for the bids to come in. Mr. Pelissier stated unless someone complains about a sidewalk they will have to rip it out.

Mr. Pelissier stated they raised one of the sewer covers which were all cemented in. He stated it only took them an hour and forty-five minutes. He stated they have ten of them to do.

The Chair asked if the State was paving Deerfield Road. Mr. Pelissier stated they are paving all the way up to Podunk Road. He stated they are starting at Route 28. The Chair asked if there was anything the town needs to do before the State does the paving. Mr. Pelissier stated no because it is their road. He stated they went a thousand feet beyond the town line. Mr. Mulholland stated they still don't know when the State is going to pave School Street and Main Street.

Discuss NHMA Legislative Policy Positions II

Mr. Mulholland explained Policy 13 Preservation of Municipal Immunity would be opposed to reducing the tort limits or eliminating the immunity for the municipality against claims or damages for negligence. The Board agreed to support Policy 13.

Mr. Mulholland explained Policy 14 Welfare Lien is to give a welfare lien a higher priority position. The Board agreed to support Policy 14.

Mr. Mulholland stated Policy 15 Petition Warrant Requirements is to require a certain amount of signatures. The Board agreed to support Policy 15.

Mr. Mulholland stated Policy 16 is already done.

Mr. Mulholland stated Policy 17 Human Resource Retention reduces the amount of time records are retained to 20 years. The Board agreed to support Policy 17.

Mr. Mulholland stated Policy 18 Collective Bargaining would oppose evergreen provisions to continuing until a new contract is signed. The Board agreed to support Policy 18.

Mr. Mulholland stated Policy 19 Contracting Services and Bargaining would allow municipalities to hire outside resources for contracted services. The Board agreed to support Policy 19.

Mr. Mulholland stated Policy 20 Maintenance and Policing of State-Owned Property would allow the Town to charge the State or offending persons for policing Bear Brook State park when there is an incident. The Board agreed to support Policy 20.

Mr. Mulholland stated Policy 21 Supervisor of Checklist Sessions reduces the number of session down to one. The Board agreed to support Policy 21.

Mr. Mulholland stated Policy 22 Municipal Recreation Programs would continue to exempt the municipality from being required to get a childcare license. The Board agreed to support Policy 22.

Mr. Mulholland stated Policy 23 Appointment of Town Clerk would allow municipalities the option of appointing the Town Clerk. The Board agreed to support Policy 23.

Mr. Mulholland stated Policy 24 Warrant Article Language allows towns with Housing Standards to reference a proposed ordinance. The Board agreed to support Policy 24.

Mr. Mulholland stated Policy 25 Perambulation would eliminate the requirement to walk the town boundaries every seven years. The Board agreed to support Policy 25.

Mr. Mulholland stated Policy 26 clarifies the procedure of RSA 41:14. The Board agreed to support Policy 26.

Mr. Mulholland stated Policy 27 Independent Redistricting Commission would allow for independent redistricting of representatives, senatorial, executive council, and congressional districts. He stated it will never pass even though it is the right thing to do. The Board agreed to support Policy 27.

2016 Budget status review first half of the year.

Mr. Mulholland stated they are doing very well. He stated they have 53 percent left. He stated the revised budget accounts for the transfer money to the Capital Reserve Fund for the highway vehicle. He stated they will be over on paper ballot clerks however it can be managed within the budget.

The Chair asked if this information is helpful to the Budget Committee and should they send it to them. Mr. Mulholland stated it is useful to them. He stated they will be going over the numbers at the August Budget Committee meeting.

Mr. Mulholland stated there are a couple of lines which went over. He explained they had to buy new credit card machines because they weren't Windows 10 compliant and didn't have the chip card readers.

Accept Tax Deed Waivers from the Tax Collector.

Mr. Mulholland stated they are in the Consent Calendar for the Board to review. Ms. Rogers stated many residents came in and did payment arrangements. She stated there is one for Pinewood who thinks there is an arrangement worked out with the Select Board. The Chair stated they are supposed to get back to the Board by September.

Mr. Mulholland explained to Mr. Eaton Ms. Rogers has an obligation to either provide a tax waiver or tax deed for the properties and the Board has to either accept or deny them. Ms. Rogers stated she starts out in January to notify residents of the tax deed. She stated in February to March she sends out special certified letters to let the residents know they are in danger of deed. She stated she also calls them if she can and goes around to the homes along with copies of payment notifications. She stated she tries to contact as many of the people she can.

Mr. Eaton asked how long a person is delinquent for until it is in tax deed status. Ms. Rogers stated it is two years and a day once the resident is in lien status. She stated when she does a payment plan she tries to get them to do the previous two years.

Mr. Mulholland expressed concern with the tax deed at the top. He stated the Catamount Co-op was going to pay it but they haven't received payment. He recommended they do not tax deed Ms. Miller. Ms. Rogers stated Ms. Miller was making payments and then stopped. She thinks Ms. Miller thinks she is done making payments.

Mr. Mulholland stated Ms. Rheault is another situation. He stated this is the second payment plan. Ms. Rogers stated Ms. Rheault goes back to 2012 and the last payment was on January 20, 2016. She stated she has called Ms. Rheault with no luck. Mr. Mulholland stated they should

consider tax deeding the property because Ms. Rheault hasn't met the criteria for the waiver. He stated if they tax deed it they won't do it until the July 25, 2016 meeting. He stated Ms. Rogers can notify Ms. Rheault of the tax deed should they choose to do it.

The Chair clarified the ones they are signing waivers for are ones they don't want to deed at this time. Ms. Rogers stated yes. She stated the waivers act the same as a payment plan as far as the auditors are concerned.

Motion. Ms. Walker made a motion to accept the tax deed waiver for the property located at 10 Washington Ave, tax map 409-33-18. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the tax deed waiver for the property located at 50 Pinewood Road #4, tax map 105-1-3. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the tax deed waiver for the property located at 27 Cheryl Drive, tax map 106-38-18. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the tax deed waiver for the property located at 3 Marilyn Drive, tax map 107-12-100. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to decline the tax deed waiver 9 Emile Drive, tax map 107-12-118 and ask the Tax Collector to prepare a tax deed. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss the potential sale of Town owned land.

Mr. Mulholland stated there is an interested party who would like to purchase town owned land near Allenstown Aggregate and the Highway Department. He stated it does not meet the economic development conditions we have used on the Rt. 28 property we sold. He explained they have two options; auction or sealed bid. He recommended sealed bid because they would not have to pay an auctioneer. He stated if they choose to do the sealed bid they should request a minimum value of \$59,100 which is the assessed value of the property according to the assessor. He stated the tax card shows a value of \$5,000 because they thought it was land locked however, there is some information to believe there is right of way so it increases the value.

Mr. Eaton asked if it is all wooded. Mr. Mulholland stated it is hilly and has an old granite mine. He stated there is reportedly a right of way which comes off of the back of the property.

Mr. Mulholland stated there is some history here. He stated Bear Paws wanted to buy property but it was further down. The Chair stated he likes the idea of getting it back on the tax map. Mr. Eaton asked if the property around it is privately owned. Mr. Mulholland stated there is property privately owned as well as town owned.

The Chair asked if they have to notify the abutters. Mr. Mulholland stated they don't have to but it would be a good idea to do so. The Chair asked what would happen if someone came back higher than the assessed value. Mr. Mulholland stated they can take it because it has been more than three years. He explained the buyer would have to put down a non-refundable deposit.

Motion Ms. Walker made a motion to place Map 410 Lot 25 for sale by sealed bid with a minimum price of \$59,100. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

The Chair asked if they want to put the other piece of property out for sealed bid. Mr. Mulholland stated it is up to them. The Chair stated he is not sure people know the land is out there. Ms. Rogers stated she gets calls all the time asking if there is property available.

Ms. Walker asked if they were buildable property. Mr. Mulholland stated the properties they have are good for aggregate, granite, or lumber. He stated it is not likely residential development will happen with today's economy.

TOWN ADMINISTRATOR'S REPORT.

Appointment of Deputy Town Clerk

Motion. Ms. Walker made a motion to appoint Patricia Caruso as Deputy Town Clerk effective July 5, 2016 with a term to expire March 14, 2017. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Letter from NH PLT

Mr. Mulholland stated NH PLT went under on June 30, 2016. He stated PLT wants to hire a management company to handle their claims from this point forward. He stated in the letter they have enough money to pay for workman's compensation claims but they are not sure they are going to have enough money for their PLT claims. He stated if someone files a claim for something which happened prior to June 30, 2016 there may not be enough money to pay those claims. He stated they have a meeting scheduled for July 21, 2016 at 9:30am which he thinks he should attend. The Board agreed Mr. Mulholland should attend the meeting.

Discussion of Boys and Girls Club looking at grants for a gym

Mr. Mulholland stated the Boys & Girls Club is interested in a grant to build a gym at the Community Center. He stated the building is already at capacity of 120 kids. The Chair stated he is interested in hearing what they have to say.

Transfer funds out of Highway Equipment Capital Reserve Fund

Motion. Mr. Eaton made a motion to transfer funds out of the Highway Equipment Capital Reserve Fund in the amount of \$43,698 to purchase a highway truck. Ms. Walker seconded the Motion. There was no additional discussion.

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

Abatements, Payment Applications, etc.

Mr. Mulholland stated there is an abatement for 7 Roland Drive. He explained the roof collapsed. He stated the taxes are paid up; however, there will be some taxes due from July 1, 2016 on so they are requesting abatement.

Mr. Mulholland distributed a discharge of welfare lien for the Board to sign.

Mr. Mulholland distributed the documentation for the Board to sign off on for the police cruiser.

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated they have the new bid specifications by Freedom Energy. He expressed concern with rather they will have enough money to do it because they had planned to do the lights for this year but they are halfway through the year at this point.

Mr. Mulholland stated they are supposed to start the re-facing of the Town Hall next week. The Chair stated he noticed the railing got done and it looks good.

Emergency Operations Plan Update Project

Mr. Mulholland stated they are waiting for the final version.

Disaster Recovery Plan Update Project

Mr. Mulholland stated as of tomorrow they will have four of the RSFs completed. He stated they are about 60% of the way complete on the project. He stated they should be done by September.

Fire Department Risk Assessment

Mr. Mulholland stated they will have a draft of the report in August and will meet with MRI in September.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated he has a meeting with Plan NH on July 22, 2016.

2016 SVRTA Heath Insurance Review

Mr. Eaton stated they met with HealthTrust last Thursday. He stated there were a couple of proposals. He stated the next meeting is tomorrow at the Epsom Public Library.

Mr. Mulholland stated there will be a critical decision at some point. He stated the timing will be a critical piece. He stated School Care won't put their prices out until November 15, 2016. He stated the SVRTA will go to the presentations, then the group will have to decide who they want to go with, and then wait for their price. He stated he suspects they won't make a decision until they find out the price which will be a problem because of the budget schedule.

Mr. Mulholland stated one of the decisions they are going to have to make is what level of plans to provide and what level of cost share. He stated if they reduce what is offered it will affect employees but if they don't the town will have to pay for it as well.

Mr. Eaton suggested they schedule Health Trust and School Care to come meet with the Board in Allenstown. Mr. Mulholland stated if they are going to change plans he highly recommends having them come here to explain the options. He stated the meetings are open to the public and he has encouraged employees to go; however, no one has attended. He stated he also sends out emails encouraging them to submit questions they may have.

Mr. Eaton stated the meeting last week had three people from Allenstown, one from Epsom, and two from Pembroke.

Mr. Mulholland stated the Board is going to have to decide if they can sustain a potential 17% increase or if they are going to make changes. He expressed concern with the timing because the budget process will almost be done before they can make a decision. He suggested the Board looks at what the plans offered are now.

Mr. Eaton stated he has a binder which contains the current plans of the towns in the SVRTA for them to review if they would like. Mr. Mulholland stated he is going to do a memo which will show the impact based on which plan they choose. Lt. Stark asked if they could get the break down because the problem has been people can't sort it out to know what questions to ask. There was further discussion of the possible plan options being proposed.

Mr. Eaton stated he was impressed with Health Trust because they have a Smart Shopper program where they can go and look at the cost at each facility and they give incentives. Ms.

Rogers stated they have it right now. Mr. Mulholland stated it was called a Compass program and now it is covered Smart Shopper. Ms. Walker stated BCBS started the program years ago.

Selectmen responsibility for elections

Mr. Eaton asked what the responsibilities are of the Selectmen during the elections. Ms. Rogers explained they want a quorum of the selectmen present. She stated they really need all of the selectmen present at the end of the night sign off on the ballots to make sure things are sealed appropriately as they go into storage. She stated they also need to sign off saying they witnessed the count and those are the results.

Ms. Walker stated the Secretary of State booklet says they are election officials so she will usually ask Ms. Rogers how she can be helpful. Ms. Rogers stated Ms. Walker has helped in the past and sat in as a ballot clerk if needed. Mr. Mulholland stated the selectmen are there to oversee things in case there is an issue.

CONSENT CALENDAR

Motion. Ms. Walker made a motion to ratify the Consent Calendar for July 12, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

MINUTES AND MANIFESTS

Review Minutes: June 6th, 2016; June 20th, 2016; June 27th, 2016

Motion. Ms. Walker made a motion to accept the minutes for June 6, 2016, June 20, 2016, and June 27, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests:ACH 070716, CHK070716 and Payroll Manifest 070616, ACH 062916, CHK 062916, ACH 062216, CHK062216 and Payroll 062216

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

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

Other Business

The Chair asked how they made out with the negotiations for the cemetery. Mr. Mulholland stated they have sent a proposal and have not heard back yet.

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

Motion. Ms. Walker made a motion to go into non-public in accordance to the provisions under RSA 91-A:3,II(a) at 8:08pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to go back into public session at 8:15pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

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

Motion. Ms. Walker made a motion to go into non-public in accordance to the provisions under RSA 91-A:3,II(a) at 8:16pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to go back into public session at 8:31pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to accept the resignation of Diane Demers as full-time Finance Director and change her status to temporary employee effective August 4, 2016 and to authorize the Town Administrator, Shaun Mulholland, to initiate the hiring process to replace her. Mr. Eaton seconded the Motion. There was no additional discussion.

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

The Chair declared the meeting adjourned at 8:32pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

July 12, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	07/26/2016 DATE
 KATE WALKER, Member	07/27/2016 DATE
 DAVID EATON, Member	07/27/2016 DATE

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

	KATE WALKER, Member	DATE

Signature Certificate



Document Reference: H3CBFYJ7B4IJ94AG69YRTF

RightSignature

Easy Online Document Signing



David Eaton

Party ID: 6RIFR6JB3N4NXUG8XFIYF

IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

5678701bc3964e7d4694afa976b9684ff8148f4f



Kate Walker

Party ID: VYEDNWJHJ2ET23GHG92YSU

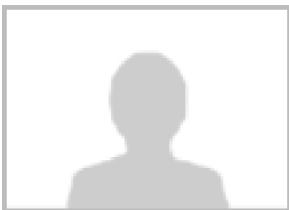
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

b372c71d22807640a1fe369e2819c44ab062f86c



Jason Tardiff

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Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-07-27 10:53:48 -0700

2016-07-27 10:53:48 -0700

2016-07-27 10:52:59 -0700

2016-07-27 04:28:12 -0700

2016-07-26 16:49:11 -0700

2016-07-26 16:48:14 -0700

2016-07-23 10:46:41 -0700

2016-07-22 06:35:59 -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. - 162.220.42.26

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

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -

64.222.96.214



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