

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
August 22, 2016

Call to Order.

The Allenstown Select Board Meeting for August 22, 2016 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call.

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

Others Present

Residents of Allenstown: Mike Frascinella, Sandy McKenney, Armand Verville, Claudette Verville, Debbie Lee, Ed Fay, Jeff Gryval, and Scott Knight.

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

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

Presentation from Officer Warburton

Officer Warburton explained he found an exact duplicate of the Declaration of Independence from the US Mint in his Cape Cod home and would like to give it to the town.

Citizens Comments

Mrs. McKenney read a statement to the BOS which stated;

“Many residents are pleased the Finance Director stepped down from her position on August 4, 2016. The BOS should have taken action on the situation but they did not. I just hope they learned something from this experience. When the former Finance Director was appointed that position in 2013 she had assistance for a few months from MRI who had been filling that position since 2008. I wonder why, in the amount of years working for the Town of Allenstown, she couldn’t extend the same courtesy to the person who will get appointed to that position. I am

concerned with the cost to the residents for the third party that cost \$90 an hour to train the Finance Director.

Selectman Walker has stepped down from her position seven months before her term is up. I am not sure how the BOS will address filling this position until March. The only way for the BOS to fill this position and to make sure things are done for the best interest of the residents is for the Selectmen to advertise this position like other positions in town.”

Consider applicant for the position of Finance Director.

Mr. Mulholland stated he is recommending Karen Simmons as the new finance director. He stated they had an oral board with Ms. Walker and the finance director from Londonderry Doug Smith. Ms. Walker stated she is very articulate, brings a wealth of experience and would be an excellent fit in Allenstown.

Motion. Ms. Walker made a motion to hire Karen Simmons as the finance director effective immediately. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Public Hearing-Revisions to the Social Media Policy

The Chair explained this was to add the Sewer Department to the policy.

The Chair opened the hearing to the public.

Discuss health & dental insurance options for Town employees and provide direction to the delegate to the SVRTA meeting on August 25th.

Mr. Mulholland stated they need to decide which bid to have the delegate vote on. He stated there is one from HealthTrust and one from SchoolCare. He stated he thinks HealthTrust is the cheaper option and provides the better quality plans. He stated SchoolCare has coinsurance they charge on top of the regular insurance the employee would have to pay.

Mr. Eaton asked if they go with HealthTrust does it leave the other options. Mr. Mulholland stated there are three different options or they can make custom options as well. He stated at some point they will have to decide which plans; however, they do not need to decide tonight. Mr. Eaton stated he went to the presentations for both and he likes HealthTrust. The Board agreed to have the delegate vote for HealthTrust at the SVRTA meeting.

Mr. Mulholland stated they will need to determine a range of plans at some point. He stated they will need to know before December 1, 2016 to allow time for open enrollment.

Discuss winter maintenance of Fanny Dr. with the Road Agent.

The Road Agent stated it has come to his attention Fanny Drive is a private road and they have been plowing it. He stated he needs their permission or he can't continue. The Chair stated by law they don't have control over it and can't give him permission to plow it. The Board asked that a letter to go out to the residents on the street to let them know they will no longer be plowing the road.

Discuss Cross St. drainage issues with the Road Agent.

The Road Agent stated they have come up with a fix for Mr. O'Donnell to keep the water from going into his driveway. He stated the problem is when they redid the road they crowned it like they are supposed to; however, it sheds on both sides. He stated Advanced can grind to key from up there down to the house on the bottom and then blend it in over to the driveway. He stated they will make sure all the water sheds into the road.

The Chair asked if they will cause a problem for the bottom. The Road Agent stated he spoke to the resident at the bottom and he has no problem with it. The Chair asked if Mr. O'Donnell is okay with this fix. The Road Agent stated they discussed it and he is okay with it. He stated Mr. O'Donnell is aware there will be a little hump at the end of the driveway and he is fine with it. He stated there will be no problems with plowing the road. He stated there are no other options and this is the best they can do. There was further discussion of the work to fix the water shedding issue on Cross Street.

Discussion of River Road Project

The Road Agent stated instead of completing one half they want to do the first half and do the drainage, cover all the structures, reclaim it, put a base coat and leave the base coat until next year. He stated for Phase II they want to do a shim and overlay, but do the shim this year, and next year they do the overlay. He stated it will get rid of the bumps and bruises on the road. He stated they will tie in Meadow, Heritage, and Granite Street. He stated they will do the tie in with Kimberly next year because it is a shim and overlay. He explained they are taking the same scope of work and changing how they do it so they can get River Road smooth this year.

The Chair asked if the covers are going to stay buried for the winter. The Road Agent stated he spoke to the Sewer Department and they are okay with it. The Chair asked how many covers will

be buried. The Road Agent stated about 11 covers and the Sewer will be able to get to the covers if needed.

Mr. Eaton asked if the amount they agreed to will cover the changed proposal. Mr. Mulholland stated it is \$87,000 for this proposal and the other one is \$100,000. The Road Agent stated the price on the overall project will not change.

The Chair asked if the proposal is written all out exactly what they are doing. The Road Agent stated he hasn't seen it. Mr. Mulholland stated they are going to have to put all the language in like they do in the other contracts. The Chair stated he doesn't want all the overages like they had on the other project.

The Chair asked about the overages on Ferry Street. The Road Agent stated when Advanced gave them the price for the sidewalks they never gave the price for doing the aprons. He stated the project came over \$16,000. He stated there still is a \$5,000 credit on the project. He stated they could turn the covers back but they are going to use them for River Road.

The Chair stated he wants to make sure going forward they make sure they cover things like this on future projects. He stated they did something like this on another project. The Road Agent stated it was the sidewalks because of the change order. The Chair asked where they are going to find the \$16,000. The Road Agent stated it will come out of the paving line.

Mr. Mulholland clarified there is the Cross St purchase order, Ferry Street overages, and then River Road once they get the contract language to where they want it to be.

Close Public Hearing on Social Media Policy

The Chair closed the public hearing.

Motion. Ms. Walker made a motion to approve the revisions of the Social Media Policy. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Accept the resignation of Selectmen Kate Walker.

Ms. Walker explained she is moving out of town as she bought a house and per the regulations in NH she is no longer able to be a selectman for the Town of Allenstown. The Chair congratulated

Ms. Walker on getting a house. He thanked her for her time and all she has done while she was selectman.

Motion. Mr. Eaton made a motion to accept the resignation of Kate Walker as of September 1, 2016. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Discuss appointment of Selectmen to replace Selectmen Walker.

The Chair asked Mr. Mulholland if they have the authority to appoint any resident to replace Selectmen Walker. Mr. Mulholland stated they have the authority and responsibility to do so. The Chair asked Ms. Walker if she has an opinion. Ms. Walker stated she trusts the Board to find someone who is capable of doing this and supports their decision. Mr. Mulholland stated they would act on it at the next meeting.

The Chair suggested they go with a past selectman because they are heading into budget season and it will be good to have someone who knows what is going on. Mr. Mulholland stated they are not required to have a name tonight. He stated they have 45 days to appoint someone.

Mr. Frascinella stated it should be handled the same way as the Finance Director position by making it available to anyone in the town. The Chair stated if there are any questions or thoughts they need to speak to Mr. Mulholland about it. Mr. Eaton stated he would like to see Mr. Gryval be appointed.

The Chair asked Mr. Gryval if he would be interested and if he had time to fill the selectman position. Mr. Gryval stated he would be interested. He explained the reason he did not run again was because he was expecting his first grandchild and now has the time to do so.

Mr. Mulholland stated they cannot appoint him until September 1, 2016. He stated they would do an appointment form and the Board would appoint him until March 2017.

Mr. Gryval thanked Ms. Walker for her service to the town. He stated she put a lot of hard work and dedication to the town over the last two years.

Consider appointment of Carol Merrill as an alternate to the Trustees of the Trust Funds and as an alternate to the Cemetery Trustees.

The Chair stated they have never had alternates on these committees. Mr. Mulholland explained the legislation changed to allow for an alternate at this time. He stated both committees are full right now. Mr. Anderson stated he didn't know the law changed but he is glad it did.

Motion. Ms. Walker made a motion to appoint Carol Merrill as the alternate Trustee of Trust Funds with the expiration of June 1, 2017 and effective August 22, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Ms. Walker made a motion to appoint Carol Merrill as the alternate Trustee Cemetery with the effective date of August 22, 2016 and the expiration of June 1, 2017 and. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Discuss status of proposed SRO agreement with the School District.

Mr. Mulholland stated he spoke with the Superintendent and the Chairman of the School Board and the last remaining issue is the 3 year agreement the BOS asked for. He stated they had it in the previous agreement but do not want to enter into now. The Chair stated it is not fair to the person they are trying to fill the position.

The Chair asked how many months would it be before they filled the position. Chief Paquette stated at least three months. Mr. Eaton stated he has concerns because the School doesn't want to enter into a long-term agreement. The Chair stated he thinks they have done everything on their end to make it work. Mr. Mulholland stated they need to notify them they do not agree with the terms.

Accept donation of 29 computer monitors from Comcast to the Town valued at \$187 (not considering depreciation) each for a total of \$5,423.

Motion. Mr. Eaton made a motion to accept the donation for 29 computer monitors from Comcast and authorize the Town Administrator to sign. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discuss requests to sell of Town owned land, Map 410 Lots 23, 25, 29, 31, 32, 35 ,36; Map 411 Lots 4 and 5.

Mr. Mulholland stated in 2008 the BOS entered into discussions with Allenstown Aggregate to do something with the pieces of land. He stated the negotiations ended in 2010 when the Allenstown Police Department began an investigation into Allenstown Aggregate for a number of violations. He stated they are interested in the pieces of land which were taken for tax deed.

Mr. Mulholland stated Map 410 Lot 25 had been voted to be put up for bid. He stated he needs to know if they want to continue with the bid or try to negotiate with them on it. He stated there had been discussion of them providing land for a transfer station/highway garage with the town getting some type of royalties. He stated it is up to the Board what they want to do.

Mr. Eaton asked what they would do with the pieces of land. Mr. Mulholland stated he doesn't know. The Chair stated when they were discussing this is the same time they were looking at doing something with the trash. He asked if they are looking to buy or trade the properties. Mr. Mulholland stated he just knows they are interested in the properties. The Chair stated it is his opinion they give them a certain amount of time to make an offer and then go forward with their original plans. Mr. Mulholland stated he already told them it was going to be a short period of time of negotiations and it would start this week. He stated Holiday Acres is also interested in some of the pieces. Ms. Walker stated she has reservations because of the history with them. The Board determined to give them a week to make an offer and if not move on.

TOWN ADMINISTRATOR'S REPORT.

Discussion of Charter School Tax Exemption Request

Mr. Mulholland stated he was approached by Thomas Gilligan who is looking for a charter school tax exemption. He stated it has to be approved by town meeting. He stated it would allow for an abatement of taxes for the piece of Suncook Business Center which holds the PACE charter school. The Chair asked if it will downshift to the residents. Mr. Mulholland stated any time they abate or exempt taxes the burden is shifted to the remaining taxpayes. The Board agreed they are not in favor of doing it but if they want to do a petition warrant article they can.

Mr. Mulholland stated Mr. Gilligan asked for help drafting the warrant article. He expressed concern with it not being drafted right but still getting approved. The Chair stated he does not want to do the work for them. Mr. Eaton stated he would rather not have Mr. Mulholland work on it. The Chair asked if the warrant article be corrected on the floor. Mr. Mulholland stated yes they can correct it on the floor.

NHMA Policy Conference

Mr. Mulholland stated they need to choose a delegate for the conference. He stated there are a couple of floor policy positions that just came in.

Motion. Ms. Walker made a motion to have Mr. Mulholland be the delegate for the NHMA Policy Conference. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Property Liability Insurance Agreement with Primex

Mr. Mulholland stated he received a cap agreement from Primex to cap property liability insurance at nine percent for each year. He stated they want a three year agreement and for it to be signed by September 15, 2016.

Motion. Ms. Walker made a motion to enter into the agreement for the Contribution Assurance Program for 2017-2017 property liability insurance. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Approval of Suncook Senior Center Raffle Permit

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

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

LED Light Conversion Project-Town Buildings

Mr. Mulholland stated there was no update on the LED Light Conversion.

Disaster Recovery Plan Update Project

Mr. Mulholland stated they are going to need another month to finalize the plan.

Fire Department Risk Assessment

Mr. Mulholland stated they have not received a draft for the risk assessment yet.

Plan NH Charette Project (downtown re-development planning)

Mr. Mulholland stated they have a volunteer on the Budget Committee who is going to hand out flyers about the project in the downtown area.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: August 22nd, 2016

Motion. Ms. Walker made a motion to ratify the Consent Calendar for August 22, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Review Minutes: August 8th 2016

Motion. Ms. Walker made a motion to approve the minutes for August 8, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: ACH 081716, CHK 081716, Non-Check 081716, ACH 081016, CHK 081016, Payroll 081716

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

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

Other Business

Mr. Fay stated he had come to discuss the overgrowth on Riverside Drive. The Chair stated they needed to contact Mr. Mulholland to get on the agenda for the next meeting so they can discuss it.

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; Ms. Walker – Yes; and Mr. Eaton –Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:00pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 22, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	08/31/2016 DATE
KATE WALKER, Member	DATE
 DAVID EATON, Member	08/31/2016 DATE

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

Signature Certificate



Document Reference: 98NVVPIUI29JHSJKPPAXEZ

RightSignature

Easy Online Document Signing



David Eaton

Party ID: 3F65SXIHVLBCDERYZFAFYH

IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

a39b4a0d945f067d76cff4b71193a58e189f1a5c



Jason Tardiff

Party ID: KWNBG LIU44P34229HA6BYC

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-08-31 18:40:01 -0700

2016-08-31 18:40:00 -0700

2016-08-31 18:26:45 -0700

2016-08-31 05:14:59 -0700

2016-08-31 05:01:05 -0700

2016-08-26 06:27:28 -0700

Audit

All parties have signed document. Signed copies sent to: David Eaton, 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 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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