

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
October 3, 2016

**Call to Order.**

The Allenstown Select Board Meeting for October 3, 2016 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Dave Eaton, and Jeff Gryval.

**Others Present**

Residents of Allenstown: Michael Frascinella

Others Present: Sheree Westerlund, CAP; Maria Gagnon, CFS; Chris Emond, Boys & Girls Club; Tiffany McKenna, American Red Cross; Patrick Santoso, American Red Cross; Jim Bianco, Hynes Group; Jamie Myers, Hynes Group; and Bethany Cottrell, Merrimack County Advocacy Center.

Other Public Officials: Larry Anderson, Sewer Commission; Armand Verville, OAMH; Claudette Verville, OAMH; and Chad Pelissier, Planning Board.

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

**Citizens Comments**

N/A

**Public Hearing-Authorized signers for municipal contracts**

Mr. Mulholland explained Primex recommends they have a clear definitive policy in regards to signed contracts. He gave an example of an incident in another town where the Fire Chief signed a five year agreement without the authority of the Select Board, decided he didn't like the vendor and broke the agreement. Litigation ensued and the town had to pay the vendor the full amount of costs. He stated the only time they can bind one town meeting to another is by the exceptions allowed in statute otherwise it requires a non-appropriation clause in the contract. The Chair stated

it does not give Mr. Mulholland authority to sign contracts. Mr. Mulholland stated they can only do it on a case by case basis.

Mr. Anderson asked why they can't do a blanket authorization? Mr. Mulholland stated the Select Board has a responsibility to sign the contracts and the legislature does not want the Board giving up the authority.

Mr. Pelissier asked if this is how they have been doing things. Mr. Mulholland stated other people have been signing things they don't realize constitutes a contract. Mr. Gryval asked if this was a town policy. Mr. Mulholland stated it will be if passed.

Motion. Mr. Gryval made a motion to pass the Authorized Signers Policy for Municipal Contracts. Mr. Eaton seconded the Motion. There was no additional discussion.

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

#### **Issue easement to NH Solar Gardens to operate solar arrays on the roof of the fire station**

Mr. Mulholland stated RSA 41:14-A lays out a process by which they grant an easement for this purpose. He explained it requires two public hearings, Conservation Commission and Planning Board to make a recommendation, and after the public hearing there are a certain number of days before the Select Board can enter into an agreement.

Motion. Mr. Gryval made a motion to issue the easement to NH Solar Gardens to operate solar arrays for the roof of the fire station. Mr. Eaton seconded the Motion. There was no additional discussion.

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

#### **Enter into purchase power agreement with NH Solar Gardens to purchase solar generated electricity for Town buildings.**

Mr. Mulholland stated the agreement is the Town will enter into an agreement to purchase the solar power at 10% less than the Town's supplier's rate for the next twenty years. The Chair asked what happens after twenty years. Mr. Mulholland stated they will have to remove the equipment because after eighteen years the ability of the panels to generate the power diminishes.

Motion. Mr. Gryval made a motion to enter into the agreement to purchase power from NH Solar Gardens to generate electricity for Town buildings and to authorize the Town Administrator to sign the agreement. Mr. Eaton seconded the Motion. There was no additional discussion.

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

**Meet with representative from Holiday Acres to discuss the sale of parcels of Town owned land.**

Mr. Bianco stated since his presentation the Town had a peer review done which Mr. Fougere issued a report. He read from Mr. Fougere’s findings saying “the estimated positive fiscal impact of \$513,000 outlined on page 29 is very conservative and we would expect actual positive revenues to the community to be higher than his findings.” He stated Mr. Fougere had said his school enrollment figures were dated. He stated he has now updated them with the numbers still having an impact of \$500,000 per year.

Mr. Gryval asked Mr. Bianco what the plan was for Lot 5 and 31. Mr. Bianco stated the goal is to not develop Lot 5 or 31 but to leave it for people to walk and enjoy. He stated they would use part of Lot 29 and Lot 4.

Mr. Bianco stated one of the things which came up last time was the valuation of the homes. He stated they went back and looked at the homes in Rochester. He stated one of the questions was if the home would decrease, increase or remain the same in value. He stated the values of the homes do not depreciate; however they follow like any other home on the market.

Mr. Thibeault stated he feels they move with the market. He stated he is on the Investment Committee for Bank of NH and they are very active in lending on manufactured housing. He stated the mortgages are conventional 20 year mortgages. He stated things changed a lot in 1976 when HUD put in standards. He stated the quality of the homes as well as the parks has improved. He stated a well-built home is going to move with the market.

Mr. Bianco stated there was a discussion about a 55 and older community and how they would know it will be 55 and older. He stated he has a letter from Mr. Bennett saying when they own it they will have it be a 55 and older community.

Mr. Eaton stated the letter only represents the Hynes Group so if they sold it there is nothing binding them. The Chair asked if it can be a condition of Planning Board approval. Mr. Mulholland stated they can do it or there are other ways which are more stringent. He stated if they are going to entertain this option they want to be iron clad sure they are not going to do anything other than

what they say they are going to do. He stated they would do it in the form of a covenant on the property. He stated it would ensure it won't be anything other than 55 and older.

The Chair asked if the numbers take into consideration the elder exemptions the residents would be getting. Mr. Bianco stated he didn't take it into account. He stated he can't imagine it would have an impact of \$500,000. He stated he is looking at a \$29 million increase in assessed value. He stated they would have to have a large credit to make it go into the negative.

Mr. Mulholland stated there are a lot of moving pieces. He suggested they look at the pieces together and make a global decision at one time.

**Meet with representative from Northeast Granite to discuss the sale of a parcel of Town owned land.**

Mr. Andy Sherburne showed the Board a sample of the granite from the Bailey Quarry. He explained his wife and he are retired now and are planning on getting things to full production. He stated they were planning on getting the permits for the stone quarry. He stated they plan to partner with someone and develop the quarry for dimensional stone. He stated the quarry is a drive in quarry. He stated they are looking at Lot 25 to be able to quarry from both sides. He stated they are looking at extracting 100,000-250,000 cubic feet a year. He stated they don't impact the area as much as they would in drilling and blasting. He stated for every useable cubic foot there is about 20% waste.

Mr. Sherburne stated Lot 25 would be a very valuable piece for them. He stated they would be able to enhance the operation and employ a number of people. Mr. Eaton asked how long of an operation it would be. Mr. Sherburne stated there is over 20 million cubic feet which would give them about 40 years of operation. Mr. Eaton asked what happens to the property when they are done with the operation. Mr. Sherburne stated the life expectancy of the quarry could be almost 100 years.

Mr. Sherburne stated he has spoken with Mr. Thibeault many times and his plan is to come up to the quarry but be 75 feet below them.

The Chair asked if they are going to just be mining or selling it as well. Mr. Sherburne stated they will be quarrying the stone and processing it from there as well. He stated they would not do retail only wholesale.

**2017 Budget review-Public Works budgets and Administrative Budgets.  
Highway Department Budget**

Mr. Pelissier stated there is a large increase in the paving line. He stated they would like to keep it because they have some major roadwork which needs to be done. Mr. Eaton asked if the list of roads is in order to be done. Mr. Pelissier stated there is no order. He explained there are couple roads which Pembroke Water is doing work on and they would like to work together on the roads. He stated if they need to shift to a road with no utilities then they would go out to Deerfield Road.

Mr. Eaton asked if the \$183,737 was for all the roads on his list. Mr. Pelissier stated it is for the roads listed. He stated whatever is left over they try to encumber so they keep moving forward on projects.

Mr. Gryval asked about the increase to the cell phone line. Mr. Mulholland stated it includes the air card for the intern to get pictures and access VUEWorks while on the road. He stated Mr. Pelissier works in a tough environment and tends to break the phones.

The Chair asked Mr. Pelissier if he feels good about reducing the vehicle repair down \$3,000. Mr. Pelissier stated they reduced it because they have new vehicles.

The Chair asked about the increase to Building Maintenance. Mr. Pelissier stated they do a lot of repairs to the building.

The Chair asked about the increase to the Electricity line. Mr. Pelissier stated they are going to go over on it this year. He stated Mr. Mulholland and himself came up with the increase based on past usage. He stated they are able to barter with the fuel so it keeps the heat bill down.

Mr. Gryval asked about the Sterling and thought they had put it out to auction. Mr. Pelissier stated they will be putting it out to auction in the next several months. He discussed the options with putting it out to auction now versus later and recommended they don't do it now. The Chair stated they need to get the process going soon. Mr. Pelissier asked Mr. Mulholland if he knows anything about online auctions. Mr. Mulholland stated they have a nationwide auction for municipalities. Mr. Pelissier will work with Mr. Mulholland on it.

Mr. Pelissier stated he would like to hold onto the 1990 for now. He stated they may be able to use the rear-end out of it for another truck and then barter the rest of the truck as part of the cost for the mechanic part of it.

### **Stormwater Budget**

Mr. Gryval asked if there has been any progress on when the permitting is going to start. Mr. Mulholland stated the EPA is still dealing with Massachusetts communities which is delaying the Town from having to do some costly things. He stated it looks like MA may be successful in

fighting them on some things which will save the town from having to litigation against EPA. He stated they don't know when things will take effect.

Mr. Gryval asked what they are going to do with the Engineering line money and if it depends on whether or not the permitting goes through. Mr. Mulholland stated the Engineering line is for storm water connection issues. He stated when they had an elicit discharge on Ferry Street they had to spend \$19,000 for it as well as testing.

Mr. Gryval asked if they have any issues outstanding at this time. Mr. Mulholland stated the issue on Ferry Street has been corrected and Outfall 18 doesn't test positive for e-coli but they don't know why. He stated they have tested the other outfalls initially and they haven't tested positive for anything.

### **Street Lights Budget**

Mr. Pelissier stated they are going to reduce the lights because of the LED lights.

### **Solid Waste Budget**

Mr. Pelissier stated the numbers have been pretty good with the trash. Mr. Mulholland stated it is important the residents recycle because they don't have to pay for any of it and everything going to trash is \$65 per ton.

The Chair asked how things are going at the transfer station. Mr. Pelissier stated the station is running very well. He stated they go out once in a while to see if there is anything obvious they need to address. Mr. Mulholland stated it is unlikely Casella would enter into such an agreement again because they are losing money. Mr. Gryval stated they are four years into their ten year agreement. He stated they need to put it on the agenda for year eight or nine to renegotiate.

### **Parks & Recreation Budget**

Mr. Mulholland stated there are lines which increased due to the operational needs of the community center. He stated they are only partially budgeted for it in 2016 and will have a full year in 2017. He stated there is a lot of demand for the use of Volunteers Park.

Mr. Mulholland stated there have been improvements made to it which the softball and soccer teams have been paying for. He stated Mr. Loomis maintains the lawn and did some repairs to the lawn mower. He stated there is a snack shack there and a temporary fence. Mr. Pelissier stated they will be doing a batting cage next. He stated they will be putting big rocks out by the bleachers so cars don't park too close. He stated the Town has a good partnership with them.

Mr. Mulholland stated the Parks & Recreation Commission is basically defunct so it falls onto the Select Board.

### **Social Services Budget**

Mr. Mulholland stated they have CASA, CAP, and CFS for social services. He stated last year they decided not to add any additional agencies. He stated there are some representatives here for requests this year.

Ms. Cottrell, Merrimack County Advocacy Center (MCAC) stated she sent them a letter informing them of what they do. She stated they conduct forensic interviews of victims of sexual abuse. She stated they have trained interviewers who come out and interview a victim instead of the victim being interviewed by several people. She stated one of the reasons they are coming to the Town now is because the dynamics are changing. She stated the statute is a victim has until they are 40 years old to report a crime and they are educating the public more about it. She stated it would be great if the town could help support them.

Chief Paquette stated they have increased their use with the MCAC. He stated they use a room with a glass window to watch the interview from. He stated it is less of an impact on the kids. He stated they have been in there four times in the last two weeks. He stated they go through with the whole program and then do a round table to see who is going to do what. He stated it is an outstanding organization and it would be great if they could help fund them.

Ms. Cottrell explained CASA is the end of the process. She stated when a victim reports it goes straight to them and once there is a court process than CASA gets involved. She stated they also conduct interviews for the investigation. She stated they have added a position of Family Support Assistant whose job is the after investigation support.

Mr. Mulholland stated it revictimizes a person when they have to retell the situation over and over again. He stated the process has one interviewer in with the victim at a time. He stated the program minimizes the impact. He stated the protection wouldn't always be there because an arrest wasn't always made right away so this program provides it.

Ms. Cottrell stated they are the only agency doing the forensic investigation. She stated UNH has a Crimes Against Children research lab which did a study finding by using a CAC they are saving towns \$1,200 per case.

Ms. McKenna, American Red Cross, thanked the Board for inviting them to come today. She stated they have put in a request for \$1,988 which is based on the population of Allenstown. She stated the Red Cross responds to fires and emergencies as well as educate. She stated they did

respond to a house fire earlier this year and helped the family move through the process. She stated they installed four smoke alarms and plan to do much more throughout the coming year.

Ms. McKenna stated last year they did 1,032 smoke alarms in NH and their goal is to do over 2,000 this year. She stated they want to help families with their escape plans. She stated they have dry erase sheets for the refrigerator explaining where they are going to meet. She stated they are reaching out to the communities to get people training in First Aid/CPR. She stated Allenstown had two blood drives which collected 42 units of blood (one unit of blood saves up to three people). She stated the Red Cross doesn't get Federal or State funding.

Mr. Santoso stated the community partnerships are the most important. He stated they respond to everything from flooding in Louisiana down to the local fire. Ms. McKenna stated they also help the first responders with anything they need.

Mr. Mulholland stated they have a Blood Drive on December 6, 2016 at the Community Center and the Red Cross is the Town's partner in the Regional Shelter Agreement.

Mr. Mulholland stated he level funded CAP in the budget for \$18,700 and they requested \$20,000. Ms. Westerlund explained she is new and the person who was supposed to come with her tonight had an emergency. Mr. Gryval asked about the increase in their request. Mr. Mulholland stated they break up their cost based on percentages. He stated they ask for around \$20,000 every year and the Town level funds it at \$18,700. He stated they work with CAP in the Senior Center; however the Senior Center is not part of the funding.

Ms. Gagnon, Chief Operating Officer of Child and Family Services, thanked the Board for their support year after year. She explained they continue to serve families from Allenstown and are requesting \$3,500 as they have in the past. She discussed two stories of how they have helped residents in Allenstown. She explained one situation where a resident overdosed and the grandmother had to take in the teenage grandson. She explained another situation where the family decided it was best for a parent to go away for treatment and they were able to help the father with the children and medical issues.

Mr. Mulholland stated this is one of the agencies the Police Department works with all the time. Ms. Gagnon stated a lot of communities are looking at housing developments where social services are housed within the housing developments. She stated their biggest program is serving seniors living at or below the poverty level.

### **Old Allenstown Meetinghouse Budget**



Mr. Verville explained he moved some money around because the telephone expense increased due to the alarm. He stated the bottom line remains at \$1,300.

### **Cemetery Budget**

Mr. Anderson stated they want to put some money in the budget to go to surrounding towns to see if they will give the Town some plots. He stated he is working on a figure but doesn't have one yet.

Mr. Anderson stated he put in for the membership of the New Hampshire Association and New England Association. He stated he needs \$70 to join both associations.

### **Conservation Commission**

Mr. Anderson stated he wants to do the same with Conservation membership fees as with Cemetery. The Chair asked how much it is going to cost. Mr. Anderson stated he doesn't know yet but he won't spend \$500.

### **Trustees of Trust Funds**

Mr. Mulholland stated he has \$700 in the budget. Mr. Anderson stated it is for a bookkeeper. He stated they can drop it down to \$650. The Chair asked if they know what was spent in 2016 so far. Mr. Gryval stated it looks like nothing. Mr. Mulholland stated the bookkeeper hasn't been paid yet. The Chair asked if they have billed anything. Mr. Anderson stated he turned it into Mrs. Baird in June 2016. Mr. Mulholland stated Mr. Anderson needs to see him.

### **Assessing Budget**

The Chair asked why Assessing is up. Mr. Mulholland stated it is up because of the cost for re-evaluation.

### **Buildings Budget**

Mr. Mulholland stated it is up due to the wage classification system.

### **Executive Budget**

The Chair stated the budget is down by 3.5 percent.

### **Government Buildings Budget**

The Chair asked if the decrease was due to anything in particular. Mr. Mulholland stated it was the electricity line. The Chair asked what buildings fall under the Government Buildings. Mr. Mulholland stated it is the Town Hall. The Chair asked why the electricity went down for the Town Hall and Highway went up. Mr. Mulholland stated it is difficult because the Town Hall has LED lights and Highway was under budget in the first place.

### **Insurance Budget**

Mr. Mulholland explained the Insurance budget has a 10 percent inflator right now because they don't know the rates and won't for a while.

### **Personnel Budget**

Mr. Mulholland stated they put a new line for HRA & FSA fees. He stated they won't know the rates until the end of the month. He stated they are conducting a medical census right now to see what plans employees are going to choose.

### **Planning Board Budget**

Mr. Pelissier stated it is the same and most of it is funded by the applicant.

### **Town Clerk Budget**

The Chair stated it is down 31 percent. Mr. Mulholland stated it is because there is only one election this year.

### **Treasurer Budget**

The Chair asked why the salary went up so much. Mr. Mulholland stated it is what she asked for. Mr. Gryval asked how this would fall if they were doing a wage classification system. Mr. Mulholland stated treasurers are different in each community. He stated in some communities they don't do anything and he doesn't want it here because there is a checks and balance issue. He stated our treasurer simply moves money which she does electronically.

### **Welfare Budget**

The Chair stated Welfare is down 25 percent. Mr. Mulholland stated they only have five hours per week for welfare compared to the fifteen they had before. He stated Mrs. Baird is doing it now and she makes a lesser salary than the person who was doing it before.

## **Discuss status of and next steps for the Public Works Facilities Study Committee.**

The Road Agent stated they did okay the other day. He stated they need to move toward building design, plot plans, surveys, and test borings. He stated there are a lot of pieces which they are going to have to fund. He stated Hoyle, Tanner, & Associates (HTA) is supposed to give them a task order for their part. Mr. Gryval asked what their part is. Mr. Mulholland stated they would do all the site plan and site work.

The Road Agent stated they have a footprint of the building design but it needs to go a lot further. He stated they need to hire someone to do it. He stated none of the building has been designed for electrical, lighting, or heating. Mr. Gryval asked if they have a list of the vehicles to bring in, work area, bathroom area, and lunch area. The Road Agent stated the space has been allotted for it but it hasn't been designed out yet.

The Road Agent stated HTA is doing to figure out three acres behind their property. Mr. Gryval asked if three acres is the size piece which has been agreed upon. The Road Agent stated nothing has been etched in stone with the property owners. He stated they know the size lot they would be looking to obtain.

Mr. Gryval stated last week they were discussing doing a site walk. He asked how it went. The Road Agent stated it went pretty well. He stated they didn't have a lot to go by so they walked out with HTA, Aggregate, and the Public Works members. He pointed out the lot on the town map for the Board. He explained Aggregate wants to maintain the pond on the lot for their drainage. He stated their next task is to get a lot plan laid out.

Mr. Eaton asked if the garage and mobile home which are there now will go away. The Road Agent stated the garage will go away but the mobile home, salt operation, and transfer station would stay there.

The Chair asked if there will be an elevation difference between the highway garage and transfer station? The Road Agent stated there is no elevation difference.

The Chair asked the Road Agent what they need from the Board. The Road Agent stated they are going to need to hire HTA to site the development part of it and then hire someone to manage the project. Mr. Mulholland stated he has asked the same person to do it as who did the Community Center. He stated they have to spend some money to move forward to figure out if the land is useable. The Chair asked if they know what it will cost to do this part first. Mr. Mulholland stated the Road Agent can work with the Construction Management firm to come up with a cost.

The Road Agent stated they will have to spend out of the Highway Building fund. Mr. Mulholland stated HTA will give a task order of what it will cost to do those things. He stated the Board will have to authorize a purchase order to do it and then vote to move the money out of the Capital Reserve Fund. He stated they will then have to do a site plan and have the assessor figure out what it is worth. He stated they need to know how much the highway facility is going to cost because they need to know how much needs to go in the Capital Reserve Fund next year. The Board gave the Road Agent authorization to move forward and get the purchase orders.

The Road Agent explained there is an easement for Sargent Street, Lot 30. He stated the resident has asked them not to go on her property when plowing the road but is asking what they are going to do with the snow. He stated the easement is for them to push the snow on her property and turn around in the driveway. He stated it is a lawn which he made sure she knew there may be some lawn damage which the Town can't be responsible for and she is fine with it.

Motion. Mr. Gryval made a motion to enter into an access easement for the purpose of plowing snow onto 19 Sergeant Drive with Albert Chaput, Daniel Chaput, and Eilene Chaput effective October 3, 2016. Mr. Eaton seconded the Motion. There was no additional discussion.

### **Discuss Boat Landing with the Road Agent**

The Road Agent stated they tried doing something with the boat ramp a few years ago at the time the funding and design was available. He stated the Sewer Commission fought to not have it done. Mr. Mulholland clarified it was the 2006 Sewer Commission which didn't want the boat ramp. The Road Agent stated with the new Sewer Commission in place they have their commitment to working with the Town to get the boat ramp done. He stated it is part of the Plan NH Charette to improve the downtown area. He stated they have a copy of the minutes from the Sewer Commission which states they are on board with it.

The Road Agent stated he would like to get it up to the State and ask them to proceed with the project. He stated last time he spoke to them they used up the funds and think it will be two to three years.

Mr. Mulholland stated they need a letter from the Sewer Commission saying they will not oppose the project. He stated the Select Board needs to vote to authorize them to make this project happen. He stated they need to apply the necessary political pressure with their delegation to get the project moving along faster than the four years.

Mr. Gryval asked if the Fish and Game would do it or it was a grant. Mr. Mulholland stated Fish and Game will come in and do the work. He explained the boat landing would be at an angle so boats don't float down the river, a rock wall around it, a pad for a porta potty, a street light, and a

container for trash. He stated the Town would have to pay to insure the site because the Town still owns it. He stated they also think they can get the Fish and Game to pay for an ADA accessible fishing area. Mr. Gryval asked who would maintain the porta potty. Mr. Mulholland stated Fish and Game will take care of it. He stated he doesn't know if any of the rules and requirements have changed so they will have to find out.

Mr. Gryval asked about the pickup with the trash and the current contract the Town has. Mr. Mulholland stated it will add to the contract.

The Road Agent stated everything will be all cleared up and the cameras at the Sewer Department will pick up everything at the boat ramp. Mr. Eaton stated he likes the idea of going ahead with it. The Road Agent stated Mr. Mulholland suggested using the NH Charette to help get this project moving forward.

Motion. Mr. Eaton made a motion to proceed with the Ferry Street boat landing project. Mr. Gryval seconded the Motion. There was no additional discussion.

Motion. Mr. Gryval made a motion to recess at 8:11pm. Mr. Eaton seconded the Motion. There was no additional discussion.

The Chair called the meeting back from recess at 9:15pm.

## **TOWN ADMINISTRATOR'S REPORT.**

### **LED Light Conversion Project-Town Buildings**

Mr. Mulholland stated there is nothing new on the project.

### **Sewer Dept. HR/Accounting transition**

Mr. Mulholland stated it is occurring this week. He stated Mr. Backman and Mr. Angel have gotten them back on track.

### **ICMA Conference Report**

Mr. Mulholland stated the takebacks were successful communities do strategic planning. He stated they did a strategic planning for the town hall. He stated other departments expressed interest in it. He explained right now they are a ship without a course, they don't know which way they are moving or going. He stated no business is going to go anywhere unless they have a plan for what they are doing. He stated transparency is a major issue in government which they are doing a lot of things quite well. He stated they have tools coming out for communities to enhance economic

development. He stated there were a lot of suggestions on regionalization and how communities share services. He stated there were some suggestions on how to get people involved in the budget process.

### **NH Charette Report**

Mr. Mulholland stated he would like to schedule on October 24, 2016 some action items on going forward with the recommendations from the Plan NH Charette. He stated he would like to put together four different things on how they are going to move forward. The Board agreed to put it on the agenda for October 24, 2016.

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

Motion. Mr. Eaton made a motion to go into non-public under RSA 91-A:3,II(c) at 9:21pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Eaton – Yes; and Mr. Gryval –No. The Chair declared the Motion passed.

Motion. Mr. Eaton made a motion to go back into public session at 9:25pm. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to accept the resignation of Don Chaput as a Trustee of Trust Funds effective October 3, 2015. Mr. Eaton seconded the Motion. There was no additional discussion.

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

### **Repair of Town Hall Ramp**

Mr. Mulholland stated the ramp railing is broken in three different places. He distributed a quote for \$3,200 for the repair. He stated it will involve putting in a new railing and new boards around the edge. The Chair asked if they have someplace to pull it from. Mr. Mulholland stated he doesn't have it in his budget but they should have enough surplus in the budget.

Mr. Mulholland stated the wood is all rotted out on the overhang and it is being suggested they take care of it now. He stated it should be in conjunction with the brick work. He stated he got a quote for wood and is working on a quote for plastic. Mr. Eaton stated he would like to wait until they get a quote.

The Chair asked if the brick guys can do something about cleaning up at the end of the day. Mr. Mulholland stated they do clean up and they will be doing night work as well.

## **CONSENT CALENDAR, MINUTES AND MANIFESTS**

### **Ratify Consent Calendar: October 3rd, 2016**

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for October 3, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Review Minutes: September 26th**

Mr. Gryval stated he asked Mr. Mulholland to make some changes to the September 12, 2016 minutes.

Motion. Mr. Eaton made a motion to approve the amended changes to September 12, 2016 minutes. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the minutes for September 26, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

### **Approve Payroll and Accounts Payable Manifests: o ACH 092816, CHK 092816, Non-CHK 092816**

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable as listed on the October 3, 2016 agenda. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

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

The Chair declared the meeting adjourned at 9:33pm.





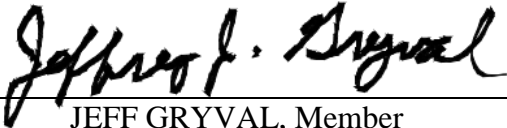
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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 3rd, 2016

---

**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	10/24/2016 DATE
 DAVID EATON, Member	10/19/2016 DATE
 JEFF GRYVAL, Member	10/24/2016 DATE

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

	DAVID EATON, Member	DATE
	JEFF GRYVAL, Member	DATE

# Signature Certificate



Document Reference: 9NNP5VIP2LL4FL5RFYMH8K

**RightSignature**  
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**Jeffrey Gryval**

Party ID: EZFYPZI99475RX6LCZZ5GD

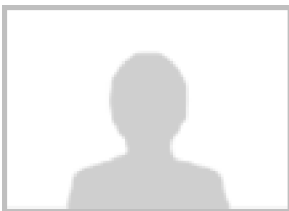
IP Address: 104.129.196.69

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

96b2f0b529ef879706c85bff0cc16bd42764716f



**David Eaton**

Party ID: W88VJTJS5IS8ESIE622GUH

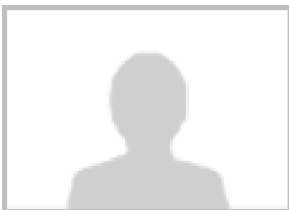
IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

dde2c0c4536905339c6ce7f56f971159a9719933



**Jason Tardiff**

Party ID: YJJP8HI9252K3KIXH9L9H9

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



## Timestamp

2016-10-24 13:16:10 -0700

2016-10-24 13:16:10 -0700

2016-10-24 13:08:52 -0700

2016-10-24 06:05:48 -0700

2016-10-24 06:01:35 -0700

2016-10-19 18:29:12 -0700

2016-10-19 18:26:43 -0700

## Audit

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

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 signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.69

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.69

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

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2016-10-19 04:23:30 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -  
64.222.96.214



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