

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 17, 2016

Call to Order.

The Allenstown Select Board Meeting for October 17, 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:

Others Present: Sheryl Pratt and Tyler Paine of Plodzik & Sanderson.

Other Public Officials: Larry Anderson, Sewer Commission; Patricia Adams, Library Director; and Chad Pelissier, Planning Board/Budget Committee.

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

Citizens Comments

N/A

Meet with the auditors to discuss the 2015 financial audit.

Mrs. Pratt stated pages one and two of the report are the opinion letter. She stated they have an adverse opinion on the Government wide and business type activities because the Town does not have its entire infrastructure fully recorded as a capital asset. She explained the infrastructure includes the government roads, sidewalks, and the sewer collections system. She stated the other funds within the town, being the General Fund, received an unmodified opinion because they are on a modified accrual basis. She stated Mr. Paine will discuss the major change with GASB 68.

Mrs. Pratt stated page fifty-two shows them where the Unassigned Fund Balance started and ended during the year. She stated they started with almost \$1.8 million, used \$180,000 in voter appropriations, had a revenue surplus and underspent their appropriations. She stated they could

find a breakdown of the surplus and underspent appropriates on page 49-51. Mr. Mulholland stated they had \$31,150 left over at the end of 2015 from the \$3.8 million budget. Mrs. Pratt stated they carried forward \$327,205 in encumbrances.

Mrs. Pratt stated they had a decrease during the year of nonspendable fund balance and then they had a contingency, which took away from the fund balance, leaving them with a total unassigned fund balance of \$1,783,190 for tax rate setting purposes. She stated for GAAP reporting purposes \$1,515,882 because of the 60 day rule which can be found on page 13. She stated the total fund balance for the year was \$2,270,083. She stated a further breakdown of the fund balances can be found on page 37.

Mrs. Pratt stated they had a committed fund balance of \$367,780 which was made up of their expendable trust funds. She explained because of GASB 54, they blend funds if a fund receives a funding source of greater than 50% from another fund they are blended together and reported as one. She stated because the trust funds major source is the General Fund via transfers, they blend those on the financials at year end. She stated the Library Fund is blended as well because a large portion of the income for the Library is an appropriation from the General Fund. She stated in the Library there was a restricted fund balance of \$4,846.

Mrs. Pratt stated they reported the grants fund as a major fund during the year. She stated there was substantial activity. She stated they also had other governmental funds which can be found on pages 53 and 54. She stated the Conservation Commission, Recreation Revolving, DARE Fund, Public Safety Services Revolving, Recycling Revolving and Permanent Funds were all separately reported.

Mr. Paine explained the grants fund wasn't a major fund in the prior years because if the assets, liability, revenue and expenses exceed a total amount of the total town then they automatically have to be presented as a major fund. Mrs. Pratt stated once they have all the funds audited they have to make a determination whether or not they have to be reported as major or non-major fund.

Mr. Paine explained there is a funding deficit in the state retirement system. He stated they have found a way to allocate it amongst all the participants based on past activity, future activity, and a number of other things. He stated page 37 shows them the impact of GASB 68. He stated to bring on the opening balance for GASB 68 there is the deferred outflows of resources, net pension liability itself, and the deferred inflow of resources. He stated in the state reports itself they report balance separately. He stated the plan of the state is to have it fully funded so there won't be a deficit.

Mrs. Pratt stated Exhibit A, page 11, shows the net pension liability for Governmental Activities was almost \$2.2 million and the Sewer was \$475,000. Mr. Paine stated Allentown was one of

Towns with a slight increase from 2014 to 2015. Mrs. Pratt stated fortunately Allentown's fund balance is still in a positive position.

Mrs. Pratt stated there is one item in the back of the report which they bumped up to a significant deficiency. She explained if after a period of time a finding goes unaddressed it goes from a comment in the government's letter to a significant deficiency and then left untreated it can be reported as a material weakness.

Mrs. Pratt stated they had one comment with the Library records during the year. She stated they did recognize the cash reconciliations were being performed on the Library Cash Account; however, they did not find it was being reviewed and approved by the Library Treasurer. She stated they are strongly recommending the reconciliations are formally reviewed and approved on a monthly basis. She stated they would like to see some signature by the Library Treasurer to show the process has been completed.

Mrs. Pratt stated the only other comment was in the governance letter. Mr. Paine stated it reiterates on the opinion on the town infrastructure. Mrs. Pratt stated they did have a little difficulty this year in completing the audit. She stated sometimes when there is a computer conversion they can be a little painful and time consuming so they had a slight delay in getting the report completed.

Mrs. Pratt stated they are recommending the Sewer Department put some formal policies in place regarding billing, collections, or the deposits of Sewer rents. She stated they would like the Board to take it into consideration and formally adopt some procedures which can be implemented in those areas.

The Chair asked when they say the Board do they mean the Select Board or the Sewer Commission. Mr. Paine stated the Select Board because there is no Sewer Commission. The Chair stated there is a Sewer Commission. Mr. Mulholland stated they are doing the accounting practices for the Sewer now. Mr. Anderson stated they still have a Commission and are working on adopting town policies.

Mr. Mulholland stated they have contracted with Hoyle, Tanner, and Associates to do the Asset Management. He stated 2016 will probably have the same comment because it won't take effect until 2017. He stated the interns went out and inventoried the collection systems as well as the roads, sidewalks, signs, and street lights.

Mr. Gryval stated he wasn't here for the computer conversion and asked if they will have the same problem next year. Mr. Mulholland stated they are all set and it has been working since November of last year.

Mr. Gryval asked if the cash reconciliations are being done and they are not recording it. Ms. Adams stated the most it has ever been is ten dollars. Mrs. Pratt stated it is a separate cash account. Mr. Mulholland stated they are talking about the checking account. Ms. Adams stated Mrs. Phelps reconciles the checking account all the time. Mrs. Pratt suggested they sign off and date the reconciliation. Mr. Gryval asked the Mrs. Phelps if she is comfortable with what they said. Mrs. Phelps stated she is comfortable.

Mrs. Pratt stated they will need to get the representation letter signed and returned to them.

Mrs. Phelps asked how they want this reconciled. Mr. Paine explained they want them to identify uncleared transactions at year end. He stated it is an internal thing because it was their understanding someone else was reconciling the check register besides the Treasurer. Mr. Paine stated their assumptions are based on 2015 so if things are being done correctly now they can take it into consideration.

2017 Budget review-Library, Fire and Police

Library Budget

The Chair asked if the only increase was due to salaries. Ms. Adams stated those were the only increases.

Mr. Gryval asked if there was anything the Library wanted them to know. Ms. Adams stated they had to get windows. She stated things seem to be fine.

Fire Department Budget

Chief Pendergast stated the only changes were the salaries line and everything else was kept consistent. He stated dispatching increased \$3,400 from last year. He stated last year he had given it a 5% increase last year because the numbers come out after his budget is due. He stated because of it the impact on dispatch will only be \$1,400.

The Chair asked about the decrease to overtime. Chief Pendergast stated they are using it less than last year so they felt they could reduce it.

Mr. Eaton asked if the idea on-call fire fighters are 30. Chief Pendergast stated yes it is and they will discuss it with the Risk Assessment review.

Mr. Eaton asked about the training and what they do. Chief Pendergast stated they do training every Tuesday night at 7:00pm. He stated they don't pay for training like they used to. He stated he would like to combine the inside and outside training into one. He stated there is no difference. He stated the training is to cover the cost of sending someone to a class.

Mr. Gryval stated the budget looks similar to the ones he has been submitting since he has been Chief. He asked the Chief if he has begun to do any long-term planning with the budget. Chief Pendergast stated he has already begun working on a long-term budget. He stated the MRI report did discuss a lot of it and they will be taking a lot of it into consideration.

Police Department Budget

Chief Paquette stated the overall increases to the budget were the salaries, Tri-Tech Software and dispatch fees. He stated he thinks the dispatch fees will reduce next year because the calls will be going through the computers.

Mr. Eaton asked about the Capital Expenditures Report for 2017. He stated the bottom line is \$46,262 however the two expenditures only add up to \$40,262 so he was wondering if there was something else. Chief Paquette stated he will have to check it and see what is missing. The Chair asked why the IT Service increased. Chief Paquette stated it is for the software.

Mr. Gryval asked Chief Paquette if he has been looking into a three or five year plan to see how it will affect his budget over time. Chief Paquette stated if they stay at the 1% increases he doesn't know how they are going to do it. He stated he needs to know where the Select Board is going.

The Chair stated the directive they gave was no increases other than salaries, insurances, and such but there are two other lines with increases. He stated everyone else's stuff went up but they had to find somewhere else to fund it from. He stated there is about a \$4,000 increase outside of the salary. He stated they need to find the \$4,000 somewhere else in the budget to keep them where they want to be. Chief Paquette stated he could play with the gas line but if gas increases in price they will be short. The Chair stated he would like to see it reduced by the amount of the increase.

The Chair stated if Chief Paquette were to ask today what he wants for next year's budget he would like to see a zero increase. Mr. Gryval stated he would like to see them continue along this path. Chief Pendergast stated if they continue at the rate they are going they are going to start losing services at some point. He stated things cost more every year; his dispatch fees went up \$4,000 last year.

Mr. Gryval stated last year they discussed getting creative with different ways of doing things. He stated one thing they always hear is they are in a top ten state and they need to start somewhere. He stated he is hoping the department heads can work together and maybe Mr. Mulholland can help them out. Chief Pendergast stated the question would be what the Select Board wants the town to look like and what do they want the town services to look like.

Mr. Gryval stated the directive last year was to link the budget increases to the CPI and he thought the directive for this year was the same. The Chair stated it was close to the same. Chief Pendergast stated he thinks there needs to be a conversation to decide what the Select Board's future plans for the town look like. Mr. Gryval stated he would like to see the budget linked to the CPI. Chief Pendergast stated they are going to start losing services. Mr. Gryval stated there are always new ways to doing things. He stated it doesn't mean because the number is going to be linked to something and only grow a certain rate it will have to be cut.

Discuss Fire Dept. corrective action plan in regards to the MRI Risk Assessment.

Chief Pendergast stated he took all the recommendations from MRI and broke it down by year and quarter to address them. He stated there are some things on there they will have to come together and discuss. He stated they took everything over ten thousand dollars and put it on a list. He stated the list included when they purchased it, the cost to purchase, when it was due to be replaced, and the projected cost of replacing it. He stated it is what they have been working off of for a Capital Plan. He stated they are recommending they do away with a couple of trucks in 2019 and reduce the fleet, combining one engine and the ladder, and purchasing a Quint.

Chief Pendergast stated they have been working on some issues. He stated they have an updated price on the cost of an exhaust system on the apparatus floor which is highly recommended. He stated when the fumes are in the building it takes 24 hours to do away with one minute of diesel fumes. He stated they have no efficient way to get rid of those fumes. He stated he got a price to paint the apparatus floor this year for \$14,000.

Chief Pendergast stated he contacted an engineer who will be giving them a task order for the cracks in the building. He stated it will be around \$14,000 for the engineer to come out and give them an idea of what they should do. Mr. Gryval asked who the engineer was. Chief Pendergast stated it was someone from Hoyle, Tanner, & Associates.

Chief Pendergast stated with all the recommendations from MRI, it will cause his budget to increase more than one percent each year. He stated the spreadsheet shows how they will start attacking the recommendations. He explained some have the same numbers and are showing year after year which means it is an ongoing process.

Mr. Gryval asked about the Telecommunications recommendation for the Fire Department to consider a cloud based records management system such as Emergency Reporting as he thought they were already doing it. Chief Pendergast explained their Fire House Reporting is cloud based. He stated some of the recommendations are already being done.

Chief Pendergast stated there was a recommendation of their SOPs being cloud based and they already are. He stated he thinks the recommendation was for having tablets in the vehicles. He stated right now the MDTs, cloud based dispatching, is \$1,500 per unit per year. He stated in two years they are updating the software at dispatch so it will drop to a \$500 one-time fee. Mr. Gryval stated he thought they already had one or two of them. Chief Pendergast stated they have iPads and everything isn't compatible. Mr. Gryval asked if the IT people can do anything to help it. Mr. Mulholland stated it is not IT, it the software. Mr. Gryval asked if they should be looking at transitioning away from the iPads and have something on the truck. Chief Pendergast stated it is in the plan to get surfaces but he doesn't want to do it until Dispatch does their update.

Mr. Gryval asked about recommendation 9.5 regarding the transition to a central fire station reporting and they should be tested quarterly. Chief Pendergast stated the recommendation is to transition out of the 100 mil fire alarm system; the red boxes they have on the buildings. Mr. Gryval asked how many they have around town. Chief Pendergast stated there are 34 boxes. He stated the issue with this is getting everyone crossed and there will be an additional cost for each individual fire alarm panel for those who don't have an adaptable panel. Chief Pendergast stated they have 25 street boxes which he wants to eliminate because no one uses them anymore.

The Chair asked if other than manpower there is no cost to the poles. Chief Pendergast stated there is no cost. He explained the NFPA 72 says buildings with a fire alarm have to report to the Fire Department through digital dialers, master boxes, or radio boxes. He stated the master box system is good but the maintenance is a lot. He stated if they are going to transition out of it they will have to contact each individual building owner and advise them with what they need to do.

Mr. Gryval asked why the Fire Department wants to pick up the tab for maintaining the system on commercial buildings. Chief Pendergast stated it was something the town decided. He stated the 100 mil system works but the problem for this town is they don't have the manpower to maintain it. The Chair stated someone has to be able to read the tape to know where the call is. Chief Pendergast stated the calls go out but since someone is not maintaining it they don't know where to go. He stated if the box goes off, the horn doesn't blow, and doesn't transmit to Concord they have no idea the alarm is going off.

The Chair asked how the digital dialer works. Chief Pendergast explained it takes the coded message, trips the dialer, the dialer calls the central station, tells Concord Fire Alarm where the fire is, and Concord Fire Alarm tones out the Fire Department. The Chair asked what cost is there to the town to do this. Chief Pendergast stated there is no cost. The Chair asked where the downside is to the town to transition into the new system. Chief Pendergast stated he doesn't know. Mr. Gryval asked if they transitioned to the new system would the building owners have to pay to make the transition and what the Fire Department would have to do. Chief Pendergast stated the owners would have to hire someone. He stated they would have a transition period and sit down with the

owners to find out if the panels are capable of transitioning into the system. He stated all of their systems have to be approved by the Fire Department.

Chief Pendergast stated there is also the concern of someone not being able to afford the new system. Mr. Gryval stated this is why they need to know the pros and cons. The Chair asked what the difference between burglar systems with the fire alarm systems in them. Chief Pendergast stated they are burglar systems which may not be compliant. He stated they can transition into the new system whenever they want to but they are going to be dependent on the citizens.

Mr. Gryval asked if the 100 mil system is becoming more of a liability. Chief Pendergast stated there is a lot of maintenance and he is the only one who is 100 mil certified in town. Mr. Gryval asked how he knows when a wire breaks. Chief Pendergast stated they watch the voltage. Mr. Gryval asked if it would be realistic to ask Chief Pendergast to come up with a plan to either keep it and bring it up to standards or to get rid of it. He stated it is his opinion they should have gotten rid of it years ago. He stated he would be interested to hear more about it.

The Chair asked if they were to keep it, could they charge the businesses for the maintenance. Chief Pendergast stated they could but they don't have the monitoring of it. The Chair asked Chief Pendergast to get them some more information and numbers for the transition.

The Chair asked about recommendation 6.2 to replace the current ambulance with a new light rescue unit in 2017 and it is on the spreadsheet for the first quarter of 2017. Chief Pendergast stated he put it in there because it was a conversation they need to have. He stated the recommendation is to get rid of it now because it is a liability. He stated if they choose to do a warrant article and it passed it would be implemented in the first quarter of 2017. He stated he has a stack of specifications for a new rescue. Mr. Gryval asked about how much it would cost. Chief Pendergast stated \$170,000. There was further discussion of the type of rescue vehicle to purchase.

Mr. Gryval asked about the email addresses for all fire department personnel. Chief Pendergast stated they cut those a couple years ago due to budget cuts. Mr. Gryval asked how communication is going now. Chief Pendergast stated it is horrible which is why people want their emails back. He stated he is waiting on a cost for it from IT. Mr. Mulholland stated it will be \$3.00 per month for each account. Chief Pendergast stated they would budget for 25 accounts in case they have people come on. Mr. Gryval asked Chief Pendergast for his opinion on it. Chief Pendergast stated the request came directly from the people. He stated they tried the GMAIL accounts but the people want the town addresses. Mr. Mulholland stated the GMAIL accounts are a liability as they are not secure.

Mr. Gryval stated communication was one of the things which came up in the Police Report last year and millennials want to know everything right away. Chief Pendergast stated they are doing group texting and get dispatches through texting.

Accept grant funds from the NH Dept. of Safety for DUI Enforcement Patrols in the amount of \$5,790.

Chief Paquette stated those are the DUI grants they do in the summer. Mr. Gryval asked if the DUI was for him to have a patrolman in the vehicle specifically looking for the DUI. Chief Paquette stated he was correct. He stated the DUI arrests almost tripled this year. Mr. Gryval asked if they get a lot of participation from some of the new officers. Chief Paquette stated they are all jumping on them. He stated they were allowed to change hours this year and now the guys can't wait for them.

Motion. Mr. Gryval made a motion to accept grant funds from the DUI Enforcement Patrols grant in the amount of \$5,790. 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.

Accept grant funds from the NH Dept. of Safety for Selective Traffic Enforcement Patrols in the amount of \$6,591.60.

Motion. Mr. Gryval made a motion to accept the funds for Selective Traffic Enforcement Patrols in the amount of \$6,591.60. 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.

Discuss the MRI Police Risk Assessment Update Report with the Chief of Police.

Chief Paquette stated he thinks they did very well and got a lot completed. He stated there are some things they disagreed with. He stated they tried recommendation 3.3 of hiring retired officers but there was no one coming on board. He stated they got lucky with George Baker. but the other guys just want to do the details and nothing else.

The Chair stated recommendation 4.3 Updating the existing Organizational Chart says it is not started and also complete. Chief Paquette stated the organizational chart is completed. He stated the system of annual review is being done each month. He stated once they are all done, he will be reviewing them on a monthly or quarterly basis.

Chief Paquette stated he disagreed with recommendation 9.5 from the beginning. He read the recommendation "Prohibit policy pursuits if only one officer is on duty at the police department or implement at Memorandum of Understanding delegating supervisory control of police pursuits to the Merrimack County Sherriff's Department." He explained he disagrees with it because the Sherriff's department does not certified police officers on duty at night just dispatchers and they don't want the Sherriff's office dictating what they do.

The Chair asked Chief Paquette if he disagrees with 11.7 Prisoner holding cells. Chief Paquette stated he understands what they are trying to say but it is a ton of money to get it there. He stated they are on video and are in there for an hour at most. The Chair asked what liability the town would have if someone would hurt themselves in the cell. Chief Paquette stated they would have to show they were gross negligent and weren't watching the person. Mr. Mulholland stated it has been done before which is why it's in there. He stated it comes down to if they don't want the risk then don't make the arrests. He stated in his opinion, it's a reasonable risk to take. Chief Paquette stated if there is a problem prisoner they take them right up to jail.

The Chair asked about recommendation 13.2 regarding young officers and providing feedback on a monthly basis. Chief Paquette stated they are doing it almost every quarter. He stated they are going to try to implement it since they are done with hiring. He stated the monthly evaluation will be an informal sit down. He stated with the new system the supervisors can put comments rather good or bad in it and review it each month with the officer.

Mr. Gryval asked about recommendation 13.3 Long-term, the department should consider utilizing supervisory staff. Chief Paquette stated the way he runs it is the way to do it. He stated there is coverage with a supervisor seven days a week until 1:00am. He stated he thinks it is the best way to do it for their size department.

Mr. Gryval asked if when the Sergeant and Lieutenant are there in the evenings, they are assigned with the new people. Chief Paquette stated they do jump in the cars with them every now and then and if there is a call, the supervisor will go out in another cruiser. Mr. Gryval stated when this was done one of the things they were saying was there a lack of supervision out on the calls with them. Chief Paquette stated back when this was done everyone was with an FTO.

Mr. Gryval asked when the two Sergeants and the Lieutenant in what are they doing. Chief Paquette stated Detective Shea does the investigations, training officers on burglary, child advocacy, and sexual assaults. He stated in the evenings Sgt. Tower works on reports, training reviews, and being a road supervisor. He stated the Lt. is working on MRI stuff, report review, stuff for prosecution, training on vehicle maintenance as well as taking calls.

Mr. Gryval stated a lot of these things were called out in the original report and there is a lot still in progress. He stated all of this stuff should have been completed by now. Chief Paquette stated he met with Mr. Mulholland last quarter on the progress of this. He stated he had told them he may be able to get it done by January but maybe not. The Chair stated he believes they are on schedule.

The Chair asked how they handle the holding cells and putting it to rest they are not doing anything with it. Mr. Mulholland stated there is nothing else to do; MRI gives the recommendation and it is up to the Town if we chose to act on it.

TOWN ADMINISTRATOR'S REPORT

NH Charette Recommendations

Mr. Mulholland stated the recommendations are in the folder for October 24, 2016. He stated there are some things requiring some work which he has no problem doing but wants to make sure they want to do them. He stated all of the things in there can be accomplished in a reasonable amount of it. He stated he has been getting some calls from people involved in the NH Charette who are interested in getting things going.

Mr. Gryval asked Mrs. Pelissier if she thinks they could get people involved as one of the things which came up was community involvement. He discussed the suggestions of a bowling alley or skating rink. Mrs. Pelissier stated she thinks it will be a struggle to get people involved because they don't have the time. She thinks it may be difficult to get people to help maintain it. Mr. Pelissier stated he thinks a lot of it was tied to the Church when they had the bowling alley. He stated a lot of things they had in town were run by the Church.

Mr. Gryval asked if they think the Town could get people motivated to come out and help. Mrs. Pelissier stated she thinks there is a millennial generation which is more likely to put a higher emphasis to getting involved. She stated there are a lot of people working multiple jobs so it is hard to get involved. She stated when people first move to town they ask about boards and committees. She suggested posting what they are looking for with a clear defined example as they need things done. She stated it also has to do with getting social circles involved so others will want to be around each other and help out.

Mr. Pelissier stated he thinks the skating rink would go through. Mr. Gryval asked how they get the word out. Mr. Pelissier stated social media. Mrs. Pelissier suggested the newspaper and the schools could help get word out. Mr. Pelissier stated people are getting more information from social media than the news or newspaper. Mrs. Pelissier stated something like social media could get the kids involved. She stated she thinks it is worth a try and if doesn't work they try something else.

LED Lights for Police Department

Mr. Mulholland stated he has asked the electrician to come in and look at the Police Department because he can't get anyone to come in for free. He stated it is one of the places they have the most amount of lights in a building.

NHMA Legislative Policy Meeting Update

Mr. Mulholland stated Allenstown is one of the more progressive ones in terms of taking positions on this and were successful in a lot of them. He stated one of the things which came up, from Hudson, was allowing the town to borrow money from the Sewer and Water funds instead of borrowing money on the market. He stated he told them Allenstown was opposed to it and suggested looking at the social security fund and that worked out. He stated the NHMA voted to oppose any such legislation. He stated Hudson also wanted to have the Library budget as a separate warrant article. He stated it is a slippery slope to start putting departments in separately. He stated NHMA is supporting some kind of gas tax or additional fees to provide money for roads.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: October 3rd, 2016

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for October 17, 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 26, 2016

Motion. Mr. Eaton made a motion to approve the minutes to September 26, 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. Gryval made a motion to approve the non-public minutes of October 3, 2016. 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.

Approve Payroll and Accounts Payable Manifests: CHK 101216, ACH 101216, Non-CHK 101216 o Payroll 101216 o CHK 100516, ACH 101516, Non-CHK 100516

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable as listed on the October 17, 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.

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(e) 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 Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session 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 Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to settle the Fairpoint litigation as it applies to the right-of-ways in the amount of \$10,000. 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.

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(e) 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 Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval 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 Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to enter into the Stipulated Decree for the Town of Allenstown vs. Kathleen Rogers. 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.


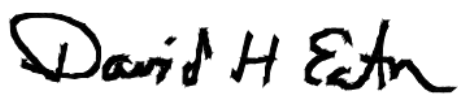
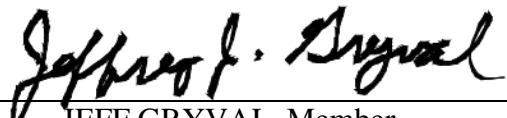
Motion. Mr. Gryval made a motion to adjourn. Mr. Eaton seconded the Motion. There was no additional discussion.

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

The Chair declared the meeting adjourned at 8:31pm.

October 17, 2016

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	10/24/2016 DATE
 DAVID EATON, Member	10/24/2016 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: 8UXYIRI4X4TIIU2JZUPPXX

RightSignature
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Jeffrey Gryval

Party ID: FBFMXBIMILLUBAXRH4CV99

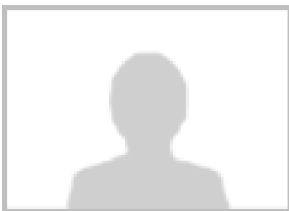
IP Address: 104.129.196.69

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

ae3740f003092d4f722085ca4926da0b81ca8cf3



David Eaton

Party ID: KWYVS9IAN5CJSKJ6UDCAA2

IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

dde2c0c4536905339c6ce7f56f971159a9719933



Jason Tardiff

Party ID: 4V8YNHIEB5FGCN6RVRXATI

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



Timestamp

2016-10-24 18:51:51 -0700

2016-10-24 18:51:51 -0700

2016-10-24 18:50:11 -0700

2016-10-24 16:06:31 -0700

2016-10-24 13:16:51 -0700

2016-10-24 13:16:28 -0700

2016-10-24 06:06:04 -0700

Audit

All parties have signed document. Signed copies sent to: Jeffrey Gryval, 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 Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214

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 Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.69



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2016-10-24 05:58:28 -0700

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