

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
October 24, 2016

**Call to Order.**

The Allenstown Select Board Meeting for October 24, 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:

Other Public Officials: Christopher Gamache, Tri-Town EMS Director.

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

**Citizens Comments**

N/A

**2017 Budget review-Tri-Town EMS**

Mr. Mulholland stated the Board of Directors of Tri-Town EMS approved the proposed 2017 Budget. He stated there has been a decrease in the tax portion for both towns.

Mr. Gamache stated the last couple of years they have been updating their equipment. He stated it is coming to an end with the purchase of the new ambulance and stretcher. He stated starting in 2017 they have a Capital Improvement line which will now fund future capital expenses down the road. He stated this year they hired a fourth full-time employee. He explained they have been operating with paramedic staff 24/7 and now with the fourth person, with the exception of 24 hours a week, they now guarantee 24/7 coverage.

Mr. Gamache stated they have two major projects for next year. He stated he and the Assistant Director have gone through a series of classes to bring up their training credentials. He stated they can now put on EMS courses and are now CPR Instructors. He stated next year they plan to put on an EMS course which is reflected in their budget. He stated part of the courses are to get local people into the Service to do their second project; the on-call department.

Mr. Gamache explained they felt it was important to have an on-call force and to develop it. He stated this year they turned over 70-100 calls a year to mutual aid. He stated they feel it is a benefit to the Service as well as the residents to be able to keep the calls in house. He stated it will also give them the ability to call people in if there is an unexpected call out. He stated they will be able to get more people on scene when they need multiple providers in the back of the ambulance.

Mr. Gamache stated there are some adjustments to the insurances. He explained they are buying the ambulance outright. He stated when the ambulance comes in they will transfer money from their Fund Balance to pay for it. He stated the total budget is \$933,722 and the operating budget is \$744,000. He stated it is slightly up from this year and most of it is from adjusting their revenues to be more accurate. He stated both towns are seeing a reduction in what their portion of the Service responsibility is. He stated Allenstown's portion will be \$190,738 which is a decrease of \$15,686.

Mr. Gryval stated he doesn't have any questions because before he was a Selectman he had the honor of serving on the Board and had seen the budget as it was developed. He stated he thinks they are doing an awesome job. He stated they had predicted years back to the taxpayers it would head in this direction and most people should be happy with these numbers.

Mr. Eaton asked if they have two ambulances now and are going to be replacing one. Mr. Gamache stated yes they have two and will be trading in Ambulance II. Mr. Eaton stated he read the budget report and understands they are only able to crew one ambulance. Mr. Gamache stated right now they are only crewing one but will be able to crew two by mid-year next year.

Mr. Eaton asked when they go out on-call and don't have people available do they bring people in from other towns. Mr. Gamache stated they bring mutual aid in from Hooksett, Epsom, and Concord. He explained they are (the towns) part of the Capital Area Mutual Aid Compact so they are obligated. He stated they see mutual aid come in primarily from Concord and Epsom and provide just as much to Hooksett. He stated with being part of the Compact, the truck will go wherever it is needed. Mr. Eaton stated he was impressed they could pay off the ambulance.

The Chair asked what the Lucas device was. Mr. Gamache stated it is a mechanical CPR device.

The Chair asked how the collections were going. Mr. Gamache stated it has leveled off from what it was. He stated when he first started it was around \$200,000 and spiked in 2015 because of back

payments. He stated now they are looking at \$460 per transport. He stated a lot of effort is going toward trying to reach the people who owe money. He stated there is about \$200,000 in owed money.

The Chair asked if the billing process is getting better. Mr. Gamache stated ComStar is easy to work with and the reports are easy to understand. He stated they can see what the numbers are. He stated what Medicaid pays them is what they get. He stated there were some issues throughout the last couple of years with paperwork being filed out. He stated this year there was something with the Medicaid paperwork; however, he believes they have been paid for it now.

Mr. Mulholland stated they are on the right track but they should expect less and less from Medicare and Medicaid. He stated the long-term is more taxpayer funded requirements to keep the Service operating. Mr. Gamache stated they are seeing high deductible insurance policies where people don't think they have to pay the deductible. He stated they are also seeing insurance paying the patient directly and the patients are cashing the check without paying the bill. Mr. Mulholland stated they are going to have more and more difficulty collecting money from people. He stated they need to be prepared as time goes on.

### **2017 Budget review insurance rate changes**

Mr. Mulholland stated the Primex PLT rate went up slightly. He stated the budgeted amount went down significantly because now the Sewer is on the town system they are going to charge off directly. He stated the Unemployment Compensation went down but they don't have to pay anything because they have a credit. He stated the credit should get them through 2017 and part of 2018. He stated they estimate what the cost is going to be and then have to return the money to the town; they took it as a \$9,000 credit. He stated the Workmen's Compensation went up slightly.

The Chair asked if it went up because of use. Mr. Mulholland stated there were some minor claims; the workmen's compensation claims are tracking properly.

Mr. Mulholland stated there was a 6.7% increase in health insurance rates and they had budgeted for a 10% increase so it is better than what they thought it was going to be. He stated they are switching to a plan which is a lesser cost so they will still see a reduction in what they pay for health insurance.

Mr. Mulholland stated right now the 2017 proposed budget is at a .89% increase. He stated the difference between .89% and a full percent is about \$4,000.

The Chair asked if they have any other mystery pieces they are waiting to come in. Mr. Mulholland stated no, they have received everything. The Chair asked if the Police Department is coming back

in. Mr. Mulholland stated it will be presented on November 7, 2016 meeting. He stated they will presumably make their final decisions at the meeting as well. He stated Sewer will be presenting their budget and bond article at the November 7, 2016 meeting.

Mr. Mulholland stated he put a proposed warrant articles in the folder for the November 7, 2016 meeting. He suggested the Board look at it ahead of time. He stated there is sewer bond warrant article for the pump station outside of Suncook Pond. A forced sewer main will be constructed on Library Street. He stated there is a small section of Library St. not covered by the sewer main project they want to reconstruct from Main St to the intersection of East Webster which wouldn't be done until 2018 if approved by the voters.

### **Review recommendations from Plan NH that resulted from the downtown re-development Charrette and implementation plan**

Mr. Mulholland stated they had the Charette on September 31, 2016 and October 1, 2016. He stated there is a PowerPoint which outlines the recommendations based on the feedback from the public, volunteers, planners, and engineers put together. He stated he took what they had and put it into four project scope areas. He stated the Board has to decide where they want to go and how they wish to get there. He stated all the projects in the proposal are capable of being accomplished. He stated some will take a significant amount of time and some may not work for a variety of reasons. He stated there is a lot of work to achieve these objectives. He suggested they carefully consider what is being recommended, decide what the approach is going to be, and then move forward on it.

Mr. Gryval stated he thinks he wants to do things differently than the four major groups outlined. He stated he is not in a hurry to build a bowling alley as he is not sure it is what the town needs. He stated some of the economic development he is highly in favor of. He stated some of the little things like the walking trail would be a large undertaking for the scope of the project. He stated he looks at all four of these specifically but differently.

The Chair stated he likes the idea of the walking trails. Mr. Eaton stated he thinks it would be one of the easier things. He also stated the boat ramp would be good. The Chair stated the Road Agent is already working on it.

Mr. Gryval asked Mr. Mulholland where he would suggest they start. Mr. Mulholland stated the mill initiative would be to sit down with the owners of the mill, discuss the recommendations, and find out how much they are willing to work with the town to make it happen.

Mr. Mulholland stated they could do a cost benefit analysis for the bowling alley. Mr. Eaton asked if they would hire someone to do it. Mr. Mulholland stated they would do it themselves. He is not

sure they need a bowling alley but it is something the Board has to figure out. He suggested they do a survey to find out how many people own ice skates and are going to use a proposed ice skating rink. He stated it is a lot of work to get the ice in the condition they would need. He stated they do have the soccer and softball people who maintain the fields. He stated these things are possible; they would have to figure out how they are going to do it.

Mr. Mulholland stated with the trails they could work with Hooksett in regards to the railroad to see if they could get an easement. He stated it will require some staff time to maintain it. He stated there are grants to assist with the project as well. He stated he has already received some calls from developers who are interested in some of these initiatives. Mr. Eaton stated he was thinking about the agricultural district. Mr. Mulholland stated they may be interested in the trails so they would need to meet with them about it.

Mr. Mulholland stated these things are possible but it requires them to do things which are not traditional. He gave an example of the partnership the town has with the Boys & Girls Club and CAP. Mr. Eaton stated he sees the agri-residential concept as a long-term proposition but he would like to see something short-term such as the boat ramp. He stated if they are going to go ahead with this they need to show they are doing something right away if they can.

Mr. Mulholland stated a dog park was another concept they heard about. He suggested they do a survey to see if there is an interest and then figure out what kind of costs there are to maintain it.

The Chair asked the Board what direction they want to go in and where they want to start. Mr. Eaton stated he would like to see about the walking trail. He stated he would like to see something long-term with the agricultural district. Mr. Gryval stated he thinks continuing with all of the initiatives is a good idea. He stated he especially likes the economic development and working with the property owners down there.

Mr. Mulholland stated he gave a tentative timeline with each of the tasks which he thinks is manageable assuming there are not too many crises. He suggested the Board looks at the housing pieces and think about the social and economic issues which go along with housing. He stated when he goes to talk to the people he can't talk to them about things the Board is not behind. Mr. Gryval stated one of the things which came out of the Charette was one of the residents was well versed in the mill housing.

Mr. Eaton asked if the housing is to help people improve their property plus. Mr. Mulholland stated there are opportunities for them to improve their homes; especially the multi-family homes. He stated they would be the facilitator to help them get the no-interest or low interest loans to improve the homes. He stated they were talking about the edge of the hill on Canal Street. Mr. Gryval asked if this has a lot to do with restoring the homes to the original architecture. Mr. Mulholland stated

it would help with the weatherization and energy improvements. He stated there is the form zoning and creating a joint partnership with Pembroke to have joint zoning in the village or downtown area of both towns. He suggested they carefully consider this before embarking on this concept.

Mr. Gryval asked Mr. Mulholland what priority he would put the projects in. Mr. Mulholland stated it is up to the Board. He stated some of these they can do in the short-term and some they can start now but will take a while to accomplish. Mr. Eaton stated he would like to see something happen now so they can get the ball rolling and then do some short-term things so people might get excited and want to get involved.

Mr. Gryval stated one of the key components to this is getting community involvement so they have some ownership. Mr. Mulholland stated they are already doing this with the community center project and the road reconstruction in the downtown area. He stated they are already headed in the right direction.

Mr. Gryval asked the Road Agent how he feels about expanding the sidewalks and then being able to maintain them in the winter. The Road Agent stated they are in pretty bad shape with a lot of the sidewalks. He stated they are considering doing a lot of sidewalks next year instead of roadwork. Mr. Eaton asked if doing the sidewalks effects when they do the roads. The Road Agent stated no it would not. He stated he gets a lot of complaints about the sidewalks.

Mr. Mulholland stated the question becomes are they going to replace all the existing sidewalks, do they need all the existing sidewalks, and what are the cost to maintain them year around. He stated someone needs to carefully analyze all of those things. Mr. Gryval stated most small cities are getting away from adding additional sidewalks. The Road Agent stated there is a priority for sidewalks.

Mr. Gryval asked the Road Agent if he has the ability to maintain more sidewalks in the wintertime. The Road Agent stated as a Highway Department taking on all the sidewalks they would have a hard time getting them ready as quickly as people would want. He stated they could get the main routes to school done in about four to five hours. He stated it would be about a 12-14 hour day to get all the sidewalks done.

The Chair stated he likes the idea of the walking trail and working with the people down at the mill. He asked Mr. Mulholland if there is enough guidance for him to start. Mr. Mulholland stated the Board has to decide what they want. He stated he wrote the project scopes with timelines and specific pieces so they can choose to approve it as it is written, modify some of it, or not do some of the things now.

Mr. Eaton asked Mr. Mulholland if they said they like all of those things would it stress him out too much. Mr. Mulholland stated it will add a workload but those things are possible to do. He stated it requires cooperation from a lot of other people and may fall out as they go along. He stated in his opinion if they want to make a major impact they need to look at all of those things. There was further discussion of the Charette recommendations.

The Road Agent stated they had bowling leagues when the town had a bowling alley. He stated it brought people into town.

The Board determined to have Mr. Mulholland find out if the different recommendations are feasible. Mr. Mulholland stated the Board needed to sign off on the projects.

### **Begin initial discussions in regards to funding capital reserve funds for 2017**

Mr. Mulholland stated they have some immediate needs for 2016. He stated they need to replace the generator at the Police Department which will be \$38,500. He stated the generator is maxed out when it is in use. He stated there are 3 HVAC units in the fire station which need to be replaced sometime in 2020 with an unknown dollar amount. One of these units will need to be replaced immediately. He explained he is bringing this before the Board so they could plan ahead and use funds from the unassigned fund balance without creating bulges in the tax rate.

The Chair asked Mr. Mulholland what he thinks the unassigned fund balance will have left over. Mr. Mulholland stated he received two pieces of information today but needs to go back to DRA. He stated there is about \$1.6 million which means they can only spend about \$40,000 for the Capital Reserve Funds and stay at the maximum 17% amount in the unassigned fund balance.

Mr. Mulholland stated they have an HVAC unit at the Fire Station which needs to be replaced which they estimated about \$7,000 to do. He stated there is only \$6,193 in the Public Safety Capital Reserve Fund. He stated the exhaust EVAC system is a safety issue and they received a quote for \$70,000 to install it. He stated DOL has closed down fire stations for having EVAC system issues. He stated there is a purchase order for \$8,700 for the structural engineering assessment of the fire station.

Mr. Mulholland stated they have firefighter turnout gear in stored in the open bay which is exposed to the carbon exhaust from the vehicles. He stated the fire chief provided an estimated cost of \$14,000 to paint the apparatus bay; however, he recommends they buy the paint and tools to do it and use the prisoners to paint it. He stated they will be buying five pieces of SCBA starting next year.

Mr. Mulholland stated the town hall is in good shape. He stated there is fascia, wood material, which is rotted and gutters are needed in the back. He stated he is waiting on a price for it. He stated he has \$19,100 in a Capital Reserve Fund which is how he recommends they pay for it. He stated they will need to reconstruct the back parking lot and catch basin which cost approximately \$12,000. He recommended they hold off on it until 2018 to do it.

Mr. Mulholland stated the Highway Facility project is estimated at \$400,000 however this is just a very rough estimate. There is only \$180,000 in that capital reserve fund. He stated they have more needs then they have funds available to pay for. He stated the Library wants to create a capital reserve fund for \$10,220. He stated he doesn't know what their needs are at this time.

Mr. Mulholland stated he doesn't have the costs for some of the items on the list. He stated he doesn't know what the structural engineering assessment of the fire station will result in. He stated they need a minimum for the determined costs of \$469,696 for the various projects and they only have \$328,116 but they are reserved for certain functions and are not necessarily in the places they need them.

Mr. Mulholland stated if their goal is to build a highway garage in 2017 they need to find the money to do it. He stated he estimates they are approximately \$210,196 short for the highway garage alone. He stated if the worst case scenario is they only have \$40,000 to use they aren't going to go very far.

The Chair asked how bad they are if the percentage went down to 15% retained. Mr. Mulholland stated if they went down to 10% retained it would be \$933,000 and they are at \$1.6 million. The Chair asked what it would be if they went down to 15% rate. Mr. Mulholland stated it would be \$1.2 million which will give them about \$430,000. He stated the \$1.6 million minimizes the risk of cash flow issues. Drawing down the unassigned fund balance could result in borrowing money in the form of TANs. He stated the economy goes into recession every ten years or so around the turn of the decade and they are starting to get to the time. He recommended they do not go below the 17% amount in the unassigned fund balance.

The Chair asked how much of the 17% is in the bank. Mr. Mulholland stated it depends on where they are from day to day. He stated when they send out tax bills in the spring they are at the high end of it. He stated it is a cash flow situation. He stated it has taken them a while to get to the point they are at and recommends they don't go backwards.

Mr. Mulholland stated the Board needs to determine what they want to do with the funds they have and what to put in capital reserve. Mr. Eaton stated he would like to focus on the Fire Department. Mr. Mulholland stated the two departments are the Fire Department and Highway Garage. Mr. Gryval stated if they are going to change the way they are doing things they need to be clear about



it. Mr. Mulholland stated even with the best case scenario they don't have enough money to pay for all of these things.

Mr. Eaton asked when they were going to have a discussion about the land. He stated if they are going to use the funds from the land to pay for the other items they need to discuss it soon. The Chair stated they need to determine who they want to sell the land to. Mr. Eaton stated he would like to put it back on the agenda to discuss the land purchase. The Board determined to put it on the agenda for the November 21, 2016 meeting.

### **Meet with Road Agent to discuss the repair of 2000 Sterling**

Mr. Pelissier stated they have two options to get it fixed. He stated a straight repair will cost them \$5,700.30. He stated it needs a rear end, axle, labor, etc. He stated the other option is he will take the 1990 and get the 2000 Sterling back on the road for them. He stated the 2000 has been off the road for a year. He stated he thinks it is a good deal. The Chair asked if he would take the rear end from the 1990 and put it in the 2000. Mr. Pelissier stated it is not the plan but if he has to, he will do it without charging them. He stated the Sterling truck is 15 years old and should have been taken off line.

The Chair asked where their new truck is. Mr. Pelissier stated he told them he wants the truck back on Friday so they said it will be done by then.

Mr. Gryval asked Mr. Pelissier what he would recommend they do. Mr. Pelissier suggested they give him the 1990 and get the 2000 back on the road. He stated the 1990 is only worth about \$1,500 and he would rather give it to him then pay the \$5,700. He stated it comes down to how much they want to put into getting the truck back on the road. He stated the 1990 has no use to the town and they would only get a few hundred dollars if they tried to sell it at auction. The Chair stated he wants to know what he is doing to get the truck back on the road.

Mr. Eaton asked what they use the truck for. Mr. Pelissier stated they use it to plow the River Road stretch.

Mr. Gryval asked what type of warranty he could afford to give them for what they are going to do. The Chair stated it depends on what he is going to do. He stated he doesn't want to be back here in December with a blown rear end. Mr. Gryval stated he thinks they have worked out a pretty good deal for the type of truck it is. The Board determined to give him the 1990 and get the truck back on the road. Mr. Mulholland stated it would be written up "as is" or no warranty. Mr. Pelissier stated he doesn't think there will be warranty but he can ask. The Board determined to have Mr. Mulholland write up the agreement "as is".

## **TOWN ADMINISTRATOR'S REPORT**

### **Signatures for Solar Easement**

Mr. Mulholland stated they need to resign the easement for Solar because the name of the LLC has changed.

### **Health Insurance Renewal**

The Board authorized the Town Administrator to sign the Health Insurance Renewal.

### **Letter from Franklin and Northfield regarding School Education Funding**

Mr. Mulholland stated a letter came in today from the City of Franklin and Town of Northfield regarding school education funding. He explained the stabilization funding is being cut by the State. He stated there is a meeting on November 14, 2016 to discuss options whether or not legislation has legal options to deal with it. He stated Allenstown is a community which will be affected by it. He stated if they are interested in going he needs to RSVP. The Chair stated he thinks they should all go. Mr. Gryval stated they should let the School Board know. Mr. Mulholland stated he has already notified the School Board the Select Board would want their input on it.

### **Discuss fire alarm estimates**

Mr. Mulholland stated he received quotes on switching over the fire alarm system. He stated it will be \$650 per building which is a lot less than they thought it was going to be. He explained they will need to have a dedicated phone line which will cost them about \$12.00 a month plus monitoring. He stated the private sector would pay about the same for their boxes.

Mr. Mulholland stated the Fire Chief should come back with a plan to switch the boxes out. The Chair stated they should have a plan for the November 21, 2016 meeting.

### **Discuss Natural Gas Contract**

Mr. Mulholland stated he received a call from their energy supplier. He stated they could enter into a one, two, or three year contract with the price the same for either contract. He stated right now they are paying about \$8.00 per dekatherm and the supplier could get them a rate of \$6.00 per dekatherm.

The Chair asked how the pattern has been. Mr. Mulholland stated it goes up and down. He explained part of the problem is the capacity to get it through the pipeline. He stated the United States is selling natural gas cheaper to other countries because there is no easy way of getting it here in New England. He suggested they go with the three year contract.

Motion. Mr. Gryval made a motion to enter into the three year term with Sprague, upon review of the Board, and authorize the Town Administrator to sign. 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.

### **Petition to make Riverside Drive an Emergency Way**

Mr. Mulholland stated he is scheduling the public hearing for the November 7, 2016 meeting.

### **Removal of Trees at Town Hall**

Mr. Mulholland stated there are some trees at the town hall which need to be removed. He stated they will have a man lift here for the brick work so he thought the Road Agent could remove the trees safely with it. He cautioned there are people who go smoke under one of the trees so they may not be happy but they don't want anyone to get hurt.

### **Holden Engineering Contract**

Mr. Mulholland stated the contract is to survey and do a lot line adjustment for the triangle piece of land Allenstown Aggregate has to give as part of the settlement.

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

### **Ratify Consent Calendar: October 24rd, 2016**

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for October 24, 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: October 3, 2016**

Motion. Mr. Gryval made a motion to approve the non-public minutes Session I of October 17, 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.

Motion. Mr. Gryval made a motion to approve the non-public minutes Session II of October 17, 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.

Mr. Eaton stated he sent some changes to Mr. Mulholland and asked if it needs to be amended. Mr. Mulholland stated they do not need to do it as amended because the Board received the correct copy for initial approval.

Motion. Mr. Eaton made a motion to approve the minutes to October 3, 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.

### **Approve Payroll and Accounts Payable Manifests: CHK 102016**

Motion. Mr. Eaton made a motion to approve the Payroll and Accounts Payable as listed on the October 24, 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.

### **Discussion of Allenstown Tax Rate**

Mr. Mulholland stated the official tax rate is \$33.86 which is \$1.03 more than 2015 with a five cent increase on the town side and the rest from the School.

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(a) at 7:54pm. 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 8:17pm. 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 seal the previous non-public minutes because it could adversely affect a person other than a member of this Board. 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, in accordance with the Town's Personnel policy, authorize employees of the town who have unused sick/vacation time to be used for a specific employee to use while dealing with a family health emergency which is ongoing. Mr. Eaton seconded the Motion.

The Chair asked if they need to add in it is under the employee's own will. Mr. Mulholland stated it is a given because the paperwork which will be generated will say it. He stated the paperwork will say they understand they are voluntarily giving up any sick/vacation time they have and it will not be available should they need it between now and the end of the year. He stated he wants individual employees to come to him directly so they don't think there is an obligation to do it. He stated he feels confident they will have enough to get through six weeks without impacting too many people.

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 make an exception for a particular employee to use more sick/vacation time than they already have to be used in the form of sick time at the amount which is being offered by other employees on a voluntary basis. 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.

## **Other Business**

Mr. Mulholland stated he may have a tax warrant for them to sign tomorrow. He stated the sooner they get it out, the sooner they get revenue in. He stated it is a matter of cash flow.

Mr. Gryval stated he and Mr. Mulholland need to get together to start working on their presentation for the Budget Committee.

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 8:22pm.




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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 24, 2016

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	12/14/2016 DATE
 DAVID EATON, Member	11/21/2016 DATE
 JEFF GRYVAL, Member	12/05/2016 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	JEFF GRYVAL, Member	DATE



# Signature Certificate



Document Reference: USFIWHIIBL5V26ZA95KC3V

**RightSignature**  
Easy Online Document Signing



**Jeffrey Gryval**

Party ID: FXFUV8I8MJNLFJ8Z586MJJ

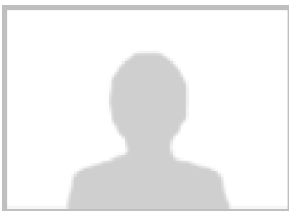
IP Address: 104.129.196.69

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

9763e2b305f1ca08133392cbfb12292c09002001



**David Eaton**

Party ID: 5EC73SIPU4IUU5SKPWCK53

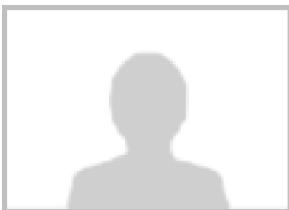
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

c83be7b4fe0c46df2532809382ce3e7b4d8c7276



**Jason Tardiff**

Party ID: 7Z9ZH4JE622IHUPRIYHU6I

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

cb9ab55fbb77f3f260b2a281ee32e794ddf24d6e



## Timestamp

2016-12-14 05:45:08 -0800

2016-12-14 05:45:08 -0800

2016-12-14 04:35:44 -0800

2016-12-13 05:00:03 -0800

2016-12-08 04:52:11 -0800

2016-12-07 16:00:39 -0800

## 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

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**RightSignature**  
Easy Online Document Signing

2016-12-05 13:15:52 -0800	Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214
2016-11-21 18:37:05 -0800	Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 24.91.232.121
2016-11-17 14:13:38 -0800	Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
2016-11-09 06:40:31 -0800	Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.69
2016-11-07 09:40:26 -0800	Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26
2016-11-07 07:01:59 -0800	Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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