

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 5, 2016

Call to Order.

The Allenstown Select Board Meeting for December 5, 2016 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Dave Eaton.

Excused: Jason Tardiff

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; and Chad Pelissier, Budget Committee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Karen Simmons, Finance Director; Ron Pelissier, Road Agent, and Kathleen Pelissier, Town Clerk.

Citizens Comments

Mr. Anderson asked Mr. Gryval about the person interested in joining the Trustees. Mr. Gryval stated Mr. LaFlamme had expressed interest in joining the Trustees of Trust Funds. Mr. Gryval stated they will get contact information to Mr. Anderson.

Approve revised welfare guidelines.

Mr. Eaton asked how it affects the 2017 budget or if it is just guidelines. Mr. Mulholland stated if they had the same number of people coming in it would increase the cost. He stated they have to update their guidelines or they risk legal challenges.

Mr. Gryval asked if there is anything else about the new guidelines they should be aware of. Mr. Mulholland stated there is a change in most of them. He stated he needs to look at the personal maintenance numbers as the numbers don't add up.

Motion. Mr. Gryval made a motion to approve the revised Welfare Guidelines with the exception of the personal maintenance section of the guidelines. Mr. Eaton seconded the Motion.

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

Approve the transfer of funds in the amount of \$1,699 from the Recycling Revolving fund to the General Fund to purchase a log splitter. Approve the change in the 2016 budget by increasing the HWY Small Equipment Repair line 01.4312.10.463 by \$1,699.

Mr. Gryval asked if they should have a small equipment purchase line in the budget since they are purchasing it and not repairing it. Mr. Mulholland stated they can have one in the budget. Mr. Gryval asked the Road Agent if he wants to use it to cut the wood at the shed and use it to heat the building. The Road Agent stated yes he would.

Motion. Mr. Eaton made a motion to transfer of funds in the amount of \$1,699 from the Recycling Revolving fund to the General Fund to purchase a log splitter. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to approve the change in the 2016 budget by increasing the HWY Small Equipment Repair line 01.4312.10.463 by \$1,699. Mr. Gryval seconded the Motion. There was no additional discussion.

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

The Road Agent asked about the need of having a purchase line separate from a repair line. Mr. Gryval stated it will help them appear clear to the people. He stated he didn't realize they didn't a purchase line until he saw the agenda item.

Town Administrator Annual Evaluation

Mr. Gryval stated instead of doing the evaluations annually they are doing them on the anniversary of hire which has Mr. Mulholland's coming up. Mr. Mulholland stated he sent calendar reminders to everyone 60 days out because his is due by January 13, 2017. He stated they only have two meetings between now and then.

Mr. Gryval asked if this was on the agenda at the last meeting. Mr. Eaton stated Mr. Tardiff had a question of if there was a better way to do it at the last meeting. Mr. Gryval asked if there are any resources out there which might offer some different avenues to go down. Mr. Mulholland stated there is the SHRM which is the Society for Human Resource Management but it is going to give them the same answers he had given them the last two years. The present personnel evaluation system is in accordance with SHRM guidelines.

Mr. Gryval asked if there is a standard MRI would recommend when looking at job descriptions. Mr. Mulholland stated they would use the SHRM. Mr. Gryval asked if there is a template of what type of questions would be asked and the format. Mr. Mulholland stated it would be the evaluation form they have now. He stated when people are being evaluated they need to know what they are being evaluated on.

Mr. Eaton stated he likes the evaluation form. He stated even though there are a lot of questions it goes over a lot of different aspects of the job position. Mr. Mulholland stated they have been over this for the past few years. He stated the old system was great but it didn't tell them anything.

Mr. Gryval asked when they can put this on the agenda. Mr. Mulholland stated they will have a meeting on December 19, 2016.

Update bank signature cards.

Mr. Mulholland stated there were a number of signature cards for them to sign. Mr. Gryval asked if they need to put their tax ID numbers on them. Mr. Mulholland suggested they leave them off and let the banks request it.

Discuss Capital Improvements Plan and update schedule.

Mr. Mulholland stated the town is required to have a Capital Improvement Plan as part of their Master Plan. He stated they have a plan but it really isn't a usable document. He stated most of the towns have a real Capital Improvements plan which is part of their budget plan and is funded. He stated there is a formal Capital Improvements plan which is developed by the Planning Board and expires in 2018. He stated this governing body needs to have one it is pushing to use as a

tool to get things done. He suggested in January/February they sit down with the department heads to discuss their capital improvements.

Mr. Eaton asked if the current Capital Improvement plan is the Planning Board's. Mr. Mulholland stated it is a Planning Board function. He stated there needs to be influence by the Board about what really is going to get done. He recommended they develop a real plan they are going to use.

Mr. Gryval stated a good example is when Pembroke called out a need for a ladder truck. He explained they knew years ahead they wanted to start putting money away for it and bought a truck for about \$1 million but minimized the effect on their tax rate because they had planned ahead for it. He stated any long-term strategic planning would rely on a decent capital improvement plan for the town.

Mr. Gryval asked Mr. Anderson if the Planning Board has anything on the agenda in 2017 to update the Capital Improvement Plan. Mr. Pelissier stated Mr. Monahan usually keeps them on a time table as to when they need to start it. He stated he agrees with Mr. Mulholland. He stated it is a complete waste of time when they bring it up in a meeting because they know it will not go anywhere.

Mr. Gryval asked Mr. Mulholland if they should start it in January 2017. Mr. Mulholland stated he wouldn't wait as some needs are more emergent then others. He stated they need to figure out what the costs are going to be and how to move forward to get those things done. He stated the budgets are going to get very difficult as time goes on. He stated they need to get these capital projects done. He stated there is a shortfall in money to get things done.

Mr. Gryval asked Mr. Mulholland how he envisions this working. Mr. Mulholland stated he would use the form for the CIP and then have a discussion at a meeting. He stated it is not the job of the Planning Board to determine what they are going to do.

Mr. Gryval asked if they should form a committee which would report back to the Board because it takes a lot of time and research. Mr. Mulholland stated the Department Heads know what they need. He stated it is a matter of scoring them and finessing some of the numbers to make sure they have a good budget. He stated the Department Heads should come before the Board with their list and priorities.

Mr. Gryval stated he thinks they need to give them some direction. Mr. Mulholland stated there is a form to fill out where they put when they need the capital item and then the Board determines where they are going to put it on the schedule. He stated the plan needs to go in place because they need to know in advance what they are going to do.

Mr. Eaton stated he likes the idea of the Department Heads coming to them with lists. Mr. Mulholland stated they could discuss Police and Town Hall in one day. Mr. Eaton asked if it would include Parks & Recreation as well. Mr. Gryval asked if they should include the Library. Mr. Mulholland stated it would include Parks & Recreation and they should include the Library but it is up to them.

Mr. Gryval asked if it will give the Department Heads time if they start on January 9, 2017. Mr. Mulholland stated the Police Department doesn't have a lot so it would be a good one to start with.

The Road Agent asked if the Highway Improvements are in the plan. Mr. Mulholland stated they should be. He stated the Road Agent already has a schedule which he gave with the budget. Mr. Eaton asked if the roads are part of it too. Mr. Mulholland stated yes they are part of the infrastructure.

Discuss dedication of the 2016 Town Report.

Mr. Eaton stated he would like to hear the process as he is new to this. Mr. Gryval stated they typically dedicated it to a prominent member of town who is deceased. He stated he has a different idea for this year. He stated he thinks one of the crowning achievements of many years in the town is the Allentown Community Center. He stated it is a great collaborative effort which is going on very well. He suggested they have a picture of the Community Center with some kids and seniors in there.

Mr. Mulholland stated they talked about it at the staff meeting today. He stated they could dedicate it to someone who has passed away, to people who are still here, or to a department. He stated they have the back page, front page and the dedication on the inside. He stated the Board of Selectmen's letter usually covers all the highlights throughout the year and goals for the next several years.

Mr. Gryval asked if the department heads came up with some suggestions. Mr. Mulholland stated he asked them to think about it. Mrs. Pelissier stated the Boys & Girls Club did come up. She stated Chief Paquette had suggested finding the oldest person who is living. Mr. Gryval asked who has the Boston Cane. Mrs. Pelissier stated Mrs. Evans passed away and they don't know who the oldest person in town is. Mr. Gryval stated he will find out who the oldest person in town is.

Approve email encryption solution.

Mr. Mulholland stated they discussed the need for an email encryption solution. There is second and third generation technology. He stated he contacted four different vendors and all but one of them has the second generation encryption. He explained second generation encryption means someone has to actively hit a button to make something encrypted.

Mr. Mulholland stated things which need to be encrypted include HIPPA information, CGIS information, financial information (bank account and social security numbers), health insurance information, etc.

Mr. Mulholland stated the proposal is third generation which has a protocol to flag an email if any of the information is included. Mr. Eaton clarified if the proposal is for \$4,000 the first year and how much for the second and third year. Mr. Mulholland stated the second and third year depend on if they appropriate the funds.

Mr. Gryval stated they need to do something to keep the emails secure. He asked if there is another way of going around it without sending it electronically. Mr. Mulholland stated carrier pigeons are very unreliable and most people are getting rid of fax machines as it is old technology.

Mr. Gryval asked if there is a cheaper way other than the electronic solution. He stated the cheaper way is the second general but it requires people to be cognizant of the fact they have to hit the button. Mr. Gryval asked how reliable the systems are. Mr. Mulholland stated if they look at the levels of reliability, they have managed email which is more difficult to get into than Hotmail or Gmail. He stated anytime someone tries to replicate a “.gov” email address it is tracked at the federal level.

Mr. Mulholland stated the second generation encryption which makes it far more sophisticated to break into. He stated the third generation has a slightly higher level of security than second generation.

Mr. Eaton asked about the requests from multiple vendors. Mr. Mulholland stated the quotes are in the IT folder. He stated CCS provides it but they only provide the second generation. Mr. Eaton asked if they approve it when would go into effect. Mr. Mulholland stated it would go into effect in January 2017.

Mr. Gryval stated he thinks it is a good idea; he was just trying to find ways to save money. Mr. Mulholland stated he has been too. He stated he has spoken to the vendor several times and had CCS call them up asking different questions. He stated CCS recommended they go with the third generation. He stated CCS thinks everyone is going to go to the third generation or a very secure network.

Mr. Mulholland stated the technology is new to local government but as a whole is not new.

Motion. Mr. Gryval made a motion to approve the email encryption solution in the amount of \$4,000 with Zix Corp and authorize the Town Administrator to sign on the Board's behalf. Mr. Eaton seconded the Motion. There was no additional discussion.

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

TOWN ADMINISTRATOR'S REPORT.

Milestone Contract for Community Center

Mr. Mulholland stated there is a Milestone Contract which he needs authorization to sign. The Board asked Mr. Mulholland to sign the contract.

County Budget proposed increase

Mr. Mulholland stated the proposed county budget is increasing resulting in a projected tax increase of 4.84% for 2017. Mr. Gryval stated he thought they were going down this year. Mr. Mulholland stated there were no increases last year or this year before but now they have an increase for the proposed budget. He stated there are public hearings which they can weigh in on if they want. Mr. Gryval asked if there is anything which warrants them going to the public hearings. Mr. Mulholland stated he didn't think so. He stated he thinks it is a revenue issue for them.

Pine Acres Project

Mr. Mulholland stated there is a proposed housing project on Pine Acres Rd. which was before the technical review committee this week. He stated there will be 12 homes in the price range of \$275,000 each. He stated there is a piece of land which abuts the river and a piece of town owned land which needs to either go into a conservation easement or provided to a third party who would management it as open space. He stated the conservations will begin with the Town of Allenstown as soon as Conservation Commission and BOS agree to it.

Mr. Mulholland stated there are pros and cons to it. He stated he discussed it with Mrs. Somers and she doesn't really like the idea. He stated the concern is if there are violations of the easements they would have to act on it and maintain the property they don't have an interest in. He stated if they took it over, which he doesn't recommend, they would have to maintain it and deal with issues such as encroachment.

Mr. Gryval asked if it would make sense to let them turn it over to an organization. Mr. Mulholland stated they would have to get an organization to agree to it. Mr. Gryval asked if they should let Bear Paws take a stab at it first. Mr. Mulholland stated the developer has to do something so it is up to them. He stated the other issue is the twelve people will all have an ownership interest in the property.

Mr. Mulholland stated the question is whether or not the Town would entertain an easement. He stated the Town wouldn't own the land. He stated the easement would restrict them from developing the open space land. Mr. Gryval asked if it would be better to stay out of it. Mr. Mulholland stated he is not sure they can.

Mr. Mulholland showed the Board a map of the property where the houses would be going. Mr. Eaton asked how many acres each lot would be. Mr. Mulholland stated he thinks it would be about 2.5 acres. He stated about half would need a conservation easement.

Mr. Eaton stated he was wondering if they had to have a certain size lot. Mr. Gryval stated they do. He explained the group came before the Zoning Board because they are going to have cluster housing. He stated they have to have the correct amount of land for the zoning application of twelve homes. He stated they are going to do the construction in a certain area but in order to do it they can no longer develop the other area. He stated the Zoning Board granted the variance but they still have to go through the Planning Board.

Mr. Pelissier asked what variance they got. Mr. Gryval stated it was a variance to not have to have a community septic system and water. Mr. Pelissier asked when it comes to the property in the conservation is it taxed at the same rate. Mr. Mulholland stated they would probably put it into current use. Mr. Pelissier stated he thinks it can't be put in current use. Mrs. Simmons stated once they have the conservation on it the market value drops significantly. Mr. Gryval stated he doesn't remember doing something like this before. Mr. Mulholland stated he doesn't think they have done a cluster development like this under the present zoning ordinance.

Mr. Mulholland stated one of the things they discussed was the long process to get things done. He stated it was discussed to have a joint Conservation Commission and Planning Board meeting to speed up the process. He stated they have to go to the Planning Board for them to determine it

is going to be a project of regional significance. He further explained the process to the Board and how they can try to speed it up.

Mr. Eaton asked what they do as selectmen. Mr. Mulholland stated they vote to either accept or deny the easement. Mr. Gryval stated he didn't realize an easement was needed. Mr. Mulholland stated the other option is an organization could purchase the land.

Mr. Gryval asked for more information regarding the tax impact and if it would matter if the Town holds the easement or a third-party holds the easement. Mr. Mulholland stated he is meeting with Lauren Martin and those are some of the questions he would ask. Mr. Gryval stated they do need to work with these people to expedite it as much as possible. He asked Mr. Mulholland for more information about the tax impact to the Town. Mr. Mulholland stated he will see what their proposed easement says.

Mr. Eaton asked if they want to start building next year. Mr. Mulholland stated they do. He stated the process is rather long and they want to do what they can to help expedite things.

Budget Procedures: Encumbrances

Mr. Mulholland stated right now when they encumber funds and it is expended it doesn't show where the money is actually spent. He stated Mrs. Simmons and he think it should show where the money is spent. He stated Mrs. Simmons did some research and some places do it like Allentown has been doing it. He stated others move the money from 2015 into 2016 and change the bottom line of the 2016 budget to show it expended in the 2016 budget. He stated this is the way they are recommending they do it going forward.

Mrs. Simmons stated the way they are proposing will show it in the actual expenditures. She explained if they do it but don't increase the budget it will look like they spent a lot more than budgeted. She stated the proposed way will show it in the actual and the budget.

Mr. Eaton asked if they would vote to encumber and then vote to raise the bottom line. Mr. Mulholland stated the way it would work is they would vote to encumber 2016 dollars to be spent in 2017. He stated sometime after March in 2017 they would raise the bottom line of the budget by the amount.

Mr. Eaton asked how it will show in the 2016 budget. Mr. Mulholland stated it will show as an encumbrance. He stated the 2016 will not show the spent portion but it will show in 2017.

Mr. Mulholland stated the bad side would be the budget showing an increase and people criticizing it. He stated it is not a requirement to do it but he thinks they should. Doing it this way

provides more transparency. Mr. Gryval asked if the normal person would find this more complicated. Mr. Mulholland stated he doesn't think they will be more confused than they already are. He stated right now they can't look at the expenditure report and know how much was spent for the year but this proposed way will show it to them.

Mr. Gryval asked where they would see what was encumbered from 2014 to 2015. Mrs. Simmons stated the way it was done is they would see an encumbrance line in the auditing financial statements as a liability and there is also a schedule which shows the detail of the encumbrances.

Mr. Gryval asked how they would see it if they started doing this process. Mr. Mulholland stated it would show up in the construction services line. Mrs. Simmons stated it would be on the expenditures report. Mr. Mulholland stated if someone called up and asked how much they spent in 2016 in roadway they would see what was on the expenditure report. He stated the expenditure report does not currently show what they are actually spending and he thinks they need to be more transparent. Encumbered funds that are expended do not appear in the budget for the ensuring year.

Mr. Gryval stated he would like to wait and see what Mr. Tardiff thinks about this before they make a decision.

Letter from Martha Rope

Mr. Mulholland stated there is a letter from Martha Rope of Library Street wanting to know when Library Street will be reconstructed. He stated if the bond goes through than the plan is to have it done 2018. Mr. Gryval asked if it has been communicated to her. Mr. Mulholland stated it has not because she didn't leave any contact information. Mrs. Pelissier stated she can get the contact information for them.

Lien and Lien Discharges

Motion. Mr. Gryval made a motion to discharge the lien pursuant to RSA 165:28 for Map 407 Lot 026 Plot 005. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion on property lien for Map 107 Lot 12 Plot 139. Mr. Eaton seconded the Motion. There was no additional discussion.

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

HealthTrust By-Law Changes

Mr. Mulholland stated the HealthTrust By-Law changes are in their folder. He stated there is a public hearing scheduled for December 8, 2016.

Downtown Re-Development Project

Mr. Mulholland stated the mill owners are satisfied with what they are doing and aren't interested in any assistance from the town. He stated he had a brief conversation with the Anderson Group who hasn't gotten back to him. He stated Mr. McNamara was at the Sewer Commission meeting but they didn't have time to talk so he is waiting for a call from him. He stated there is a meeting with Pembroke in January on the zoning piece.

Mr. Gryval asked if they have reached out to Pembroke about coming here for the annual holiday get together. Mr. Mulholland stated they have not; it is usually something the Chairman does. Mr. Gryval stated he will contact them. He explained to Mr. Eaton they have been doing a joint Christmas party and take turns hosting it. He stated they have never had such a good relationship with Pembroke as they have now.

Disaster Recovery Drill

Mr. Mulholland stated they are looking at a tentative date of March 9, 2017. He stated it will involve a lot of the state agencies. He stated it will be held at the Fire Academy. He stated all of their departments will be participating in it. Mr. Gryval asked if there is any chance of doing it on a Saturday. Mr. Mulholland stated they would lose the State agencies.

Welfare Services Update

Mr. Mulholland stated Hooksett has a proposal for Welfare Services. Mr. Eaton asked how Mrs. Baird was doing. Mr. Mulholland stated she is very busy. He stated she was invited to the Holiday Bizarre at AES and had quite a few tags taken then. He stated they have chickens and turkeys which they pass out. Mr. Gryval stated it is a full holiday turkey dinner for a family.

Bow Power Plant Workshop

Mr. Mulholland stated he went over the Bow Power Plant chemical leak exercise after action review. He stated he wants to have a workshop sometime in 2017. He stated the ammonium

poses more of a health threat than any disaster. He stated if one of those tanks leaks, it will cause more destruction than a hurricane would lead to.

Other Business

Mr. Mulholland stated there are Comcast Rate changes in the Consent Calendar.

Mr. Mulholland stated the Red Cross blood drive is tomorrow from 2pm-7pm.

Mr. Mulholland stated the last scheduled meeting is December 19, 2016. He stated they need to approve encumbrances and make a decision on Cross Street at the meeting.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ratify Consent Calendar: December 5th, 2016

Motion. Mr. Eaton made a motion to ratify the Consent Calendar for December 5, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Review Minutes: November 7th

Motion. Mr. Eaton made a motion to approve the November 7, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests:

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

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

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

Motion. Mr. Gryval made a motion to go into non-public under RSA 91-A:3,II(e) at 7:36pm. Mr. Eaton seconded the Motion. There was no additional discussion.

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

Motion. Mr. Eaton made a motion to go back into public session at 8:23pm. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the minutes of the previous non-public because it involves land negotiations which are still underway. Mr. Eaton seconded the Motion. There was no additional discussion.

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

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


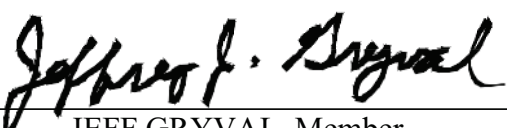
A Roll Call Vote was taken: Mr. Gryval – Yes and Mr. Eaton – Yes. Mr. Gryval declared the Motion passed.

The Chair declared the meeting adjourned at 8:24pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 21, 2016

Signature Page

Original Approval:	
JASON TARDIFF, Chair	DATE
	12/14/2016
DAVID EATON, Member	DATE
	12/29/2016
JEFF GRYVAL, Member	DATE

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

Signature Certificate



Document Reference: LJLGLEIXK25DLRP2BVZM6P

RightSignature

Easy Online Document Signing



Jeffrey Gryval

Party ID: UB7SCDJ4G4XT7ZETJKLH98

IP Address: 64.222.96.214

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

3a36159a0854f5fc7f56512b5b243f111048f158



David Eaton

Party ID: 6PVCGCIXG3TXA9AC5T4PMX

IP Address: 24.91.232.121

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

44049d8798d493384d64232b38fa9b48dc8cba76



Timestamp

2016-12-29 10:30:55 -0800

2016-12-29 10:30:55 -0800

2016-12-29 10:29:39 -0800

2016-12-14 18:44:27 -0800

2016-12-14 18:43:50 -0800

2016-12-14 04:34:36 -0800

Audit

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

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 64.222.96.214

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



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