

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
April 3, 2017

**Call to Order**

The Allenstown Select Board Meeting for April 3, 2017 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call**

Present on the Board:

Dave Eaton

Ryan Carter

Jason Tardiff

Allenstown Staff:

Shaun Mulholland, Town Administrator

Karen Simmons, Finance Director

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Dana Pendergast, Fire Chief

Michael Stark, Police Department

Other town officials:

Jeff Backman, Superintendent - Sewer Department

Carl Caporale, Sewer Commission

Chad Pelissier, Sewer Commission

Dennis Fowler, Moderator

Residents:

Kris Fowler

**Citizens Comments**

No citizens' comments were provided.

**Senate Bill 108**

Dennis Fowler began the discussion by explaining that Senate Bill 108 intends to allow the Select Board to hold a public hearing and then vote whether to ratify the vote that was scheduled for March 14<sup>th</sup> and took place on March 16. He explained that he believes the Town did everything by the book when postponing the election date. He also explained that RSA 40:4, section 2 states that you date the meeting as if it were held on the original date, which is what the Town did. He added everything documents the vote as having taken place on March 14<sup>th</sup>. He explained that should the bill pass the Town will hold a town hearing by the 25<sup>th</sup> of April to decide if the Town will hold a special election with a

one ballot question that says 'Do you ratify the election that took place on March 16<sup>th</sup>'. This special election would be set up like any other voting day with election booths, absentee ballots, etc. Mr. Tardiff asked if a certain number of votes have to be cast. Mr. Fowler said not according to the bill. He went on to say that if after hearing the people at town hearing the Select Board votes that the ratification special election is not needed, then it is done. He added the bill states that the Select Board 'may' vote to have a special election. He also stated that he did not know how it affects bond issues. Mr. Mulholland joined the conversation by stating he has quite a bit of information on this. He went on to say that SB 108 is an amendment and will be voted on in the Senate within the next week which will limit the time to notify town residents of the meeting and special vote, and have absentee ballots available in time. He explained that there is some opposition in both the House and Senate and he is unsure what the income will be, which could include amendments to the amendment. He went on to say the bond counsel cannot provide an opinion regarding any of the bonds issues that are part of a postponed meeting. He added that he spoke with DES regarding the Clean Water State Revolving fund and they said 'we don't really care - a town meeting is a town meeting - you show us the results and we go with that'. To which Mr. Mulholland asked the DES if that is certain and they did some research and said they will take the application but the acceptance of the application could be dependent on the result of the SB 108. He went on to say that there will be a short turn around between the time the bill is passed and the time to act. Mr. Tardiff asked if a certain number of people have to be in the audience of the public hearing. Mr. Mulholland said no, and he added there is no notification period required. He went on to say a decision has to be made on how the Town will proceed with this. Mr. Mulholland also stated that the town counsel and other officials agree that the Town Moderator has the authority to change the date of the meeting and he made the decision legally, like a lot of other towns. Mr. Mulholland explained that bond counsel will not issue the notice and the State won't allow the Town to use the revolving fund until there is some sort of ratification process. He explained the Sewer Commission has a vested interest in this. And, he added, if it weren't for the bond issue he would not even be concerned about this. Mr. Mulholland went on to explain the School Board is meeting on this issue as well. He added that the School Board's position is that the Town had a legal meeting and they may not even have a special school meeting. Mr. Mulholland suggested there be a meeting held on April 17<sup>th</sup> to discuss this further. Mr. Tardiff asked if the Town could schedule a public meeting for April 17<sup>th</sup> then cancel it if it is not needed. Mr. Mulholland agreed that is a good plan. He went on to say it would be likely that voters would not show up because they don't see the point in saying yes to something they already voted on. He added that if voters do vote no to the ratification the person who was elected into office will have to be addressed. Mr. Tardiff asked, what if that does happen? Mr. Mulholland explained that the Town would fall back on the default budget and officials such as a Select Board member, Sewer Commission and Budget Committee members would have to be appointed. Mr. Fowler also stated that there is some discussion that the amendment is not germane to the original bill and that bill has passed. Mrs. Pelissier joined the conversation by stating the cost will be about \$1,500. She went on to say that she called the Secretary of State's office who informed her that it may be premature to prepare materials as there could be a lot of opposition to the amendment. She went on to say that if needed ballots could be printed at the Town Hall rather than waiting for ballots to be sent from the State. Mr. Caporale asked if the Sewer Commission could still pursue financing for their project outside the State revolving fund. Mr. Mulholland responded they could but added that banks are leery of lending money without confirmation that the official process has been followed.

Mr. Tardiff stated that the Select Board will schedule a meeting for April 17<sup>th</sup>. Mr. Mulholland stated the Town and Board supports the Moderator's decision. Mr. Fowler responded by stating that every municipal attorney states that the Town did the correct thing. He went on to explain there is some conflicting language in the RSAs, one sets very specific dates, another specifically gives the moderator

the authority to postpone the town meeting and voting day. The Secretary of State is trying to say that's not voting day. He added the RSA directs the Town to list the meeting as being held on the original date to meet statutory requirements.

### **Discuss the outcomes of the Disaster Recovery Table Top Exercise that occurred on March 31st, 2017.**

Mr. Mulholland began the discussion by stating the DRTT exercise went very well. He went on to say that he had expected there would be issues since no one else in the State has a plan like this never mind testing it in an exercise. He added there was a great effort on the part of all the Town's participants and it went very well.

### **Continue discussion with department heads in regards to the development of the Capital Improvements Plan**

Mr. Mulholland began by stating he would like the Board to make a decision on the Capital Improvement Plan and for that reason some of the department heads are present at this meeting to answer any questions the Board may have before making their decision. He stated that there are still some unresolved issues for the Board to discuss. He went on to say the Library never put in an application for the bathroom to be done as the Board requested. Mr. Mulholland stated that the Library will be able to move ahead with the emergency masonry work due to some funds they received. Mr. Carter stated that funds are not available for some of the items requested for 2018. Mr. Mulholland stated that is correct and that is something the Board has to consider when making their decision. He went on to say there are shortfalls in the Library, Fire Department and Highway requests. Mr. Tardiff stated that it appears that everything on the plan for the next five years for the Highway Department does not change anything in the budget. Mr. Mulholland agreed. Mr. Tardiff went on to say that most of the Police Department requests are reasonable within the budget constraints. Mr. Mulholland added that some of the fire equipment replacement requests will also not change the budget. He went on to say that the Town has not had this type of plan before but would like to proceed this way if the Select Board agrees. Mr. Carter stated that regarding the self-contained breathing apparatus there has been some discussion as to how many would be needed, and asked if there is a solid number for that. Mr. Pendergast replied 26. Mr. Mulholland stated that there is a shortfall in the amount needed to pay for the SCBA units. Mr. Eaton stated that perhaps the Chimney at the Library could be approved for 2017 and the remainder of the masonry work be moved to 2018. Mr. Mulholland agreed that is something they could decide to do. Mr. Eaton asked for the cost for the Library chimney to be completed. Mr. Mulholland stated he has that information and can get it to the Board. Mr. Pendergast explained the need for upgrading the breathing apparatus system. He explained with the current compressor the Fire Department has it takes hours to refill their breathing apparatus. He also stated that the current filling station is not safe as it is not enclosed and if it explodes personnel can get injured.

### **Discuss repair status of the FD rescue vehicle**

Mr. Pendergast explained that the rescue vehicle is quite old and last year they spent \$6,000 to keep it running. He went on to say the oil pan failed it is leaking so badly they cannot even run it. He stated it will be a minimum of \$3,000 to repair it. Mr. Pendergast explained that the mechanic stated it could be repaired for a minimum of \$1,000 but he is not comfortable with that. He stated he has to ask at what point does the Fire Department stop fixing the vehicle? He explained that the year before they spent \$3,000/4,000 to repair it. He added the Fire Department would like to replace the vehicle. He explained

the vehicle goes on 60-70% of the runs and if the rescue vehicle is not running they have to use the engine which is a lot bigger and takes a lot more power to run. He questions spending another \$3,000 dollars when they don't know what could go wrong next. Mr. Pendergast provided the Select Board specifications on a new truck and stated he would rather purchase a new truck. Mr. Tardiff asked if the FD got a new truck what would they do with the old rescue vehicle? Mr. Pendergast explained he could probably get a couple thousand dollars for the rescue vehicle. Mr. Tardiff asked what year is the vehicle? Mr. Pendergast responded it is a 1995. Mr. Tardiff asked what shape the rescue vehicle is in overall, beside the oil pan? Mr. Pendergast replied overall it is not bad. He added last year he repaired the rocker panels, new fly wheel, new torque converter, new fuel line and fuel pump, and did some transmission work. He added it is tired. Mr. Tardiff asked how long does it take to get a new vehicle? Mr. Pendergast replied 8-9 months. He added in the meanwhile they either put the money in to repair the current vehicle or use the engine and put extra wear and tear on that, which is an older truck also. He explained that the rescue vehicle the FD has is not CDL compliant and the new vehicle they are looking at is also not CDL compliant which is good since it is getting harder to hire CDL licensed drivers. Mr. Carter asked for the cost estimate for a new vehicle? Mr. Pendergast responded the cost estimate for a new one is \$240,000+. Mr. Pendergast explained that the FD has been paying on a lease for engine one for the past 4-5 years which ends this year. He added the tax base won't change due to this as the ongoing cost will be the same. Mr. Carter stated if they can keep the SUV running to do that since another one will be coming in the next year. Mr. Tardiff stated he believes it is foolish to continue to put money into a vehicle over 20 years old. Mr. Pendergast stated if the Select Board waits to make a decision it will just push things out further. Mr. Tardiff stated that if the tax base is going to remain the same it makes sense to go ahead and purchase the new vehicle. Mr. Tardiff asked what does the Fire Department need from the Select Board? Mr. Mulholland explained that the Fire Department needs approval to use the SUV until another rescue vehicle can be purchased. Mr. Tardiff said use the SUV until the purchase is approved.

### **Deputy Fire Chief retiring**

Mr. Pendergast stated that Mr. St. Germain the Deputy Fire Chief is retiring from the Fire Department. Mr. Tardiff asked if Mr. Pendergast has a plan to replace Mr. St. Germain. Mr. Pendergast stated since he just learned of Mr. St. Germain's retirement he does not have a plan as of yet. He may be considering shuffling staff. He will let the Select Board know how he will proceed. Mr. Tardiff stated this will be a loss. Mr. Pendergast agreed stating it will be a huge loss.

### **Discuss three year lease/purchase agreement for a police vehicle**

Lt. Stark stated that the Police Department stated they are looking at a Ford F150 to serve as a command vehicle, which will also serve utility purposes – barricades, fire arms, and is more cost effective. He added the three year lease will keep them on track. Mr. Tardiff asked if that is normal for a police department to have a pickup truck? Lt. Stark stated he had his reservations at first. He spoke with Canterbury which has the Ford F150 and they said it is roomy, which will allow them to add a one person cage. He went on to say using the F150 will allow them to use the one vehicle to go up to the range rather than several vehicles because the equipment does not fit in the vehicles the PD has. He added it has the World Class Ownership from Michigan Police study. He went on to explain it will provide a lot more flexibility for transporting equipment. Mr. Tardiff asked what the color will be? Lt. Stark replied black. Mr. Eaton noted a large price difference in the bids. Lt. Stark agreed with the observation. Mr. Mulholland stated that the Police Department needs authorization from the Select Board to order the vehicle knowing that the town will be entering into the three year lease.

Mr. Eaton made the motion to authorize the Police Department to order the F150 police vehicle.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Lt. Stark thanked the board.

### **Approve Board Rules of Procedure**

Mr. Carter made the motion to approve Board Rules of Procedure.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

### **Discuss options for personnel evaluations**

Mrs. Simmons began by explaining she provided the Select Board with some information and forms regarding different personnel evaluation systems. She went on to say that deciding which forms will be used will come after deciding what system/process will be used. The system that is being used now is called the graphic rating scale. She went on to say that the other options she has researched are going to be costly to implement, due to HR consultation time, legal fees and implementation costs. She stated there is no cheap, easy way to swap out the personnel evaluation system. She added the Select Board has three options: 1. Stay with the current system and maybe provide further training; 2. Move to another system which comes with a cost; or 3. Modify the current system which will also involve legal review and possible HR consultant fees as well as a big time commitment on the part of the Select Board and possibly the Town Administrator and Finance Director. She went on to say the Board will have to weigh how important changing the system is against the needs of the Town. Mr. Tardiff asked what approximately would the cost be? Mrs. Simmons stated about \$2,500 – 5,000 for legal fees and Mrs. Simmons stated about the same for HR consultation fees. Mr. Tardiff asked why would there be a legal review? Mr. Mulholland stated that the process most towns use they are union so they don't get a review, they just get a raise, not based on merit. He added that is why they do that whereas our Town uses reviews and that is why legal review of the system is necessary to avoid challenges and further legal fees. Mr. Tardiff stated the system the Town is using was created when there were no merit increases.

Mr. Mulholland agreed but stated that is what the system is for. Mr. Eaton stated he is not at the place where he believes the system needs to be replaced. It is cumbersome, he went on to say, and we need more training on how to use it. Mr. Eaton stated if it will involve legal and HR consultant costs to change it he will say no. Mr. Carter stated he believes the Town should stick with the system we have. Mr. Tardiff stated he still takes the stance that it is not the right system for our Town. He went on to state that it could cost the Town money whether they change the system or not and that should not be a deciding factor in making a change. Mr. Tardiff asked is it the Board's decision to stay with it as it is now. Mr. Carter stated that is his decision. Mr. Eaton state he agrees with Mr. Carter. Mr. Tardiff stated that even though he disagrees that is what they will do.

#### **Discuss proposed Northern Pass Tax Stabilization Agreement and MOU (Memorandum of Understanding)**

Mr. Mulholland explained that Northern Pass sent a proposal showing the estimated tax value of the infrastructure that would be placed here, which is up considerably from what they first proposed. Mr. Mulholland stated he does not recommend the agreement. He explained that what they are saying that a pole will have a depreciation schedule and after a time it will no longer have a value. He went on to explain that the values they provided are inflated. Mr. Tardiff asked that it is the Town Administrator's and Assessor's opinion that the Select Board not sign the agreement? Mr. Mulholland affirmed that. Mr. Eaton asked if the board needs to sign anything. Mr. Mulholland replied no. He went on to say the Town is going to tax on what the value is not on their estimated value. Mr. Mulholland went on to explain that he is meeting with department heads and one particular resident who is impacted to discuss the MOU to determine if the Town will want to go to the State with recommendations of our own. Mr. Mulholland stated it will address things such as construction travel effects on town roads. He added that the Select Board might like to add to a proposal the Town might put together.

#### **Discuss the future of the Ferry St. Boat Landing project**

Mr. Mulholland began by saying the Town was hoping to submit a Permit by Notification that Mr. Trainque at Hoyle and Tanner said the Town may be able to do. He went on to say that won't be possible and this project is stuck because DES wants a full application from the Town to repair the boat ramp. He explained that will require a full analysis which will cost \$20,000. He added other than removing some trees there is nothing the Town can do at this time.

#### **Request transfer of \$525 from the Landfill Capital Reserve Fund to the general fund.**

Mrs. Simmons explained it is to reimburse the general funds for payment to Eastern Analytics.

Mr. Eaton made the motion to transfer of \$525 from the Landfill Capital Reserve Fund to the general fund.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

**Complete Audit questionnaire for the 2016 audit**

Mrs. Simmons asked the Board members these questions from the 2016 Audit:

Do you have any knowledge of suspicion of fraud affecting your Town? Yes or No.

Mr. Eaton: No.

Mr. Tardiff: No.

Mr. Carter: No.

Are you aware of any allegations of fraud or suspected fraud affecting your Town? Yes or No.

Mr. Eaton: No.

Mr. Tardiff: No.

Mr. Carter: No.

Has the Board/Council adopted a universal code of ethics for members and employees to follow?

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

IF yes, does this document prohibit elected officials and employees from doing business with the governmental entity?

Mr. Eaton: No.

Mr. Tardiff: No.

Mr. Carter: No.

Does the Board/Council formally authorize all disbursements, both vendor and payroll, prior to the release of Town funds.

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

Describe how the Board/Council stays informed of the latest changes in the laws and regulations pertaining to the entity.

General: Training and newsletters.

Does the Board/Council review comparative reports of estimated and actual revenues and appropriations and expenditures?

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

What procedures does the Board/Council follow in reviewing or using these reports? For example does the Board/Council normally meet the department heads as part of the process? Also, does the Board/Council review BOTH the revenue and expenditure reports?

General: Both.

Has the Board/Council approved a Disaster Recovery Plan in the event of loss or interruption of the IT function?

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

Is there a written investment policy adopted annually in accordance with state statutes?

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

Has the Board/Council established and adopted accounting procedures and policies?

Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

Have you adopted the use of either debit or credit cards by employees?



Mr. Eaton: Yes.

Mr. Tardiff: Yes.

Mr. Carter: Yes.

Does the Board/Council have knowledge of any funds or bank accounts that are not in the custody of the Treasurer or Trustees?

Mr. Eaton: No.

Mr. Tardiff: No.

Mr. Carter: No.

#### **Discuss procedures for accounting for expenditure of encumbered funds**

Mr. Mulholland explained that he is asking the Board to reconsider showing money that was not spent one year but subsequently spent the next year. He stated this will provide further transparency to how the Town is spending money. Mr. Tardiff explained that he remembered there was concern that \$500 gets approved but \$600 actually gets spent. Mr. Mulholland stated that the citizens have the right to know what money is being spent and how. Mr. Eaton stated that it is public knowledge that those funds get encumbered at the end of each year. He added he likes showing the details of the money that was spent during the year it was spent. Mr. Mulholland stated he wants to know that the Board agrees that when the encumbered monies are spent it is shown in the budget detail for that year for the public to see. Mr. Eaton stated he was for it before and still is. Mr. Carter stated he is for showing encumbered monies being spent.

#### **Resignation of Fran Severance from Trustee of Trust Funds and Cemetary**

Mr. Eaton made the motion to accept the resignation of Fran Severance from Trustee of Trust Funds and Cemetary.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

## **Consent calendar, minutes and manifests**

### **Ratify Consent Calendar: April 3rd, 2017**

Mr. Eaton made the motion to accept the Consent Calendar of April 3, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Approve Payroll and Accounts Payable Manifests**

Mr. Eaton made the motion to approve the Payroll and Accounts Payable Manifests of April 3, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Town Administrators report**

Mr. Mulholland began by stating the Budget Committee wants to meet the Town department heads to discuss how the budgets are put together. He explained that he informed the Budget Committee that there are narratives available for their information. He stated they responded that they might review the narratives then meet with the department heads. Mr. Mulholland went on to say it is good that they want to learn more.

### **Non-Public minutes**

Mr. Eaton: I make the motion to approve the minutes from the non-public session 3 of the March 20, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton: I make the motion to approve the minutes from the non-public session 2 of the March 20, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton: I make the motion to approve the minutes from the non-public session 2 of the March 20, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(e) at 7:49pm.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:17pm. All were in agreement.

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

Mr. Eaton made the motion to seal the minutes of the non-public as the information may adversely affect the reputation of a person other than a member of the public body.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

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

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 8:18pm.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:28pm, as motioned by Mr. Eaton, seconded by Mr. Carter and all three board members in favor.

Mr. Eaton made the motion to seal the non-public meeting minutes as it could adversely affect someone other than the public body.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### Adjourn

Mr. Carter made the motion to adjourn at 7:39pm.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.



TOWN OF ALLENSTOWN  
OFFICE OF THE SELECT BOARD  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4276

BOS MTC 4/3/17

#### ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	DEBB BACKMAN	Sewer
2.	Carl Caporale	Sewer
3.	Chad Pelisser	Sewer/Planning/Budget/Resident
4.	MICHAEL SMYK	Police
5.	Dennis Fowl	Moderator
6.	Dan Poulgas	Fire / Building
7.	Ken Pelissier	Highway
8.	Kris Fawcett	Citizen
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

April 3rd , 2017

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	06/01/2017 DATE
 DAVID EATON, Member	05/23/2017 DATE
 RYAN CARTER, Member	05/25/2017 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	RYAN CARTER, Member	DATE



# Signature Certificate



Document Reference: DV4DGDIA5LJHMFVPYLYGM

**RightSignature**  
Easy Online Document Signing



**Ryan Carter**

Party ID: 93KIYEJLH3YR5X2USLPEUS

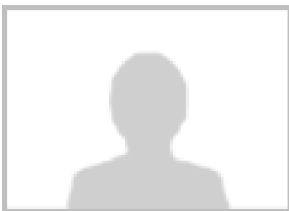
IP Address: 174.192.11.216

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

93721732104d5257680bb63aab2067165f100fa7



**David Eaton**

Party ID: 7I8G67I6ZKYVD39MMNS2GI

IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

a430c77487680323b168f6c056ad905388e1b15c



**Jason Tardiff**

Party ID: 9YGJLUIJY4HGV7IK9ZUD66

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

0ee71fa3d0a0f0a5f17a2dc4c6bc58fde9c0281b



## Timestamp

2017-06-01 10:39:09 -0700

2017-06-01 10:39:09 -0700

2017-06-01 10:38:01 -0700

2017-05-25 08:14:55 -0700

2017-05-25 08:14:24 -0700

2017-05-23 05:05:14 -0700

2017-05-23 04:53:15 -0700

2017-05-22 10:14:26 -0700

## Audit

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

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 74.92.23.190

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 74.92.23.190

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 174.192.11.216

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.192.11.216

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26

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



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