

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
May 8th, 2017

**Call to Order**

The Allenstown Select Board Meeting for May 8th, 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

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Dana Pendergast, Fire Chief

Paul Paquette, Police Chief

Other town officials:

Chad Pelissier, Budget, Planning, Sewer

Dennis Fowler, Moderator

Residents:

Michael Frascinella

Armand Proulx

Kelly Proulx

**Citizens Comments**

None given.

**Consider appointments to various town boards, commissions and committees;**

**Conservation Commission (2)**

None given.

### **Economic Development Committee(3)**

Mr. Carter made the motion to appoint Michael Frascinella as a member of the Economic Development Committee with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Carter made the motion to appoint Chad Pelissier as a member of the Economic Development Committee with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Old Allenstown Meeting House(1)**

Mr. Carter made the motion to re-appoint Roland Martel as a member of the Old Allenstown Meeting House Committee with the term expiring June 1, 2019.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Parks & Recreation Commission(1)**

None given.

**Planning Board (1 alternate)**

Mr. Carter made the motion to appoint Michael Frascinella as an alternate to the Planning Board with the term expiring June 1, 2020.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Tri-Town EMS Board of Directors(1)**

None discussed.

**Welfare Fair Hearings Board(1)**

None given.

**Zoning Board of Adjustments (1 primary, 1 alternate)**

Mr. Carter made the motion to re-appoint Chris Roy as a member of the Zoning Board with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Carter made the motion to appoint Roger Laflamme as a member of the Zoning Board with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

#### **Trustees of the Trust Funds (1 primary, 2 alternates)**

None given.

#### **Sewer Commission (1)**

Mr. Carter made the motion to appoint Jeffrey McNamara as Sewer Commission member with the term expiring March 13, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

#### **Consider appointments to various positions;**

##### **Emergency Management Director**

Mr. Carter made the motion to appoint Shaun Mulholland as Emergency Management Director with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Deputy Emergency Management Director**

Mr. Carter made the motion to appoint Michael Stark as a Deputy Emergency Management Director with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Carter made the motion to appoint Donna Gryval as a Deputy Emergency Management Director with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Fire Chief**

Mr. Tardiff explained this is to correct an error on the expiring date, he was originally appointed for 2 years and should have been for 3 years.

Mr. Carter made the motion to appoint Dana Pendergast as Fire Chief with the term expiring June 1, 2018.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Health Officer**

Mr. Carter made the motion to appoint Dana Pendergast as Health Officer with the term expiring June 1, 2020.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Deputy Health Officer**

None given.

### **Deputy Treasurer**

None given

### **Re-approve Investment Policy 2014-001.**

Mr. Eaton made the motion to approve the Investment Policy 2014-001.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Approve the first half 2017 Property Tax Warrant.**

Mr. Eaton made the motion to approve the first half 2017 Property Tax Warrant.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Approve mutual aid agreement with the Town of Warner.**

Mr. Eaton made the motion to approve the mutual aid agreement with the Town of Warner.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Discuss purchase options for rescue vehicle for the fire department.**

Mr. Pendergast stated that the Fire Department could order it now and start paying in January 2018. He went on to say it will take about 6 months to come in, so they would have it in January. The other option he explained is ordering it in January and having it the following June, which is a year away. He added beginning payments in January 2018 will keep them on track for the CIP. He explained this is a multipurpose, non-CDL vehicle so everyone can drive it. Mr. Eaton stated he likes the options for this vehicle as opposed to the current vehicle. Mr. Pendergast agreed and stated that it has more flexibility and more capability in its use. Members of the board were in agreement that the Fire Department should move forward with this purchase.

**Discuss EPA checklist assessing the Town's level of resiliency to flooding impacts.**

Mr. Mulholland informed the board that he learned of this checklist at a recent conference. He stated he completed the checklist and the Town's rating has gone down, which is not good. The Town formally had 101 homes in the flood zone, of which 34 were removed, so there is still a substantial risk. He went on to say the Town has made some progress but still needs to do more, including enhanced zoning regulations. Mr. Mulholland explained if the Town implements the flood resiliency program it will reduce flood insurance rates for those homes. Mr. Eaton asked if this is along the Suncook River. Mr. Mulholland replied yes and although the Town has land along the Merrimack River there are no structures along that river belonging to the Town. Mr. Tardiff stated that this is something the Town will have to budget for. Mr. Mulholland agreed and stated he is bringing this to the Board's attention so they are aware where the Town is at.

**Approve final CIP Schedule & Plan.**

Mr. Eaton made the motion to approve the CIP Schedule and Plan.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Discuss communication program (IAmResponding.com) for Fire Department**

Mr. Pendergast explained that IAmResponding.com is a program that sends text messages to cell phones that shows what the call is and where the call is and it will map routes to the call. He added the program will tell if anyone has responded and who. He went on to say it will also show where fire hydrants are located near the location of the incident. He added that the program will show which other towns are using the program which will be helpful for mutual aid. He explained many other towns in the capital area community have joined and everyone loves it. Mr. Pendergast stated Allenstown did not join because the price was initially high, but the price has gone down due to so many towns joining. He went on to say the Allenstown Fire Department did a free trial of the program and found it to be a good program and one that will get used. Mr. Pendergast informed the Board the subscription cost is \$800 per year.

Mr. Eaton made the motion to approve subscription agreement with IAmResponding.com and authorize Chief Pendergast to sign.



Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **6:30 PM Public Hearing-Ratification of the 2017 Town Meeting.**

Mr. Fowler stated that the School Board meeting regarding this lasted just a few minutes and there were no issues. Mr. Mulholland stated that the ratification bill, House Bill 329 has passed. He went on to say when the bill passed the House it included that all elected positions were ratified so the Town does not have to ratify elected positions. He went on to say that the Town only needs to ratify the warrant articles, which affects any bonds. Mr. Tardiff asked for questions and comments from the audience. Mr. Eaton commented that the way the RSA is worded is interesting. Mr. Mulholland stated that the wording is clear to everyone except for the Secretary of State. He went on to say every municipal attorney and the Attorney General have stated that the towns have right to postpone the meeting if circumstances warrant it. Mrs. Proulx asked if the ratification includes the budgets the residents voted on. Mr. Mulholland responded yes, all warrant articles. She also asked what the residents need to do now. Mr. Tardiff stated that residents just need to provide input and the Board will vote on it tonight. Mrs. Proulx also asked the number of voters that voted. Mr. Fowler responded that the number was right around the same amount as previous votes. Mr. Mulholland responded that there was a difference of 20 votes. Mr. Fowler added that feedback was positive and people had stated that if the meeting hadn't been postponed they would not have been able to go. He added that about 73 towns postponed their voting. He went on to explain that he and Mr. Verville stayed at the polls on the original date from 8am until 4pm. He added that only 3 people came that day, 2 took absentee ballots as they would not be able to make it on the postponement date and the other individual said they would come back on the postponement date.

Mr. Eaton made the motion to approve the ratification of the election at the Town Meeting.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Fowler thanked the Select Board. Mr. Tardiff thanked Mr. Fowler for doing what he is supposed to do.

**Discuss 2018 Budget guidance to department heads and schedule.**

Mr. Mulholland stated that the departments will have until the end of August to submit budgets. He added that the Sewer Department may ask for an extension, which is fine because their budget does not affect the tax rate calculation. Mr. Tardiff asked that the budget be made available to the budget committee as soon as possible to give them plenty of time to review. Mr. Mulholland explained the CPI is averaging around 2%. He stated that is \$78,494 more that you could spend over the previous year. But because there is a capital budget, he added, you have to take out \$12,300, and that leaves \$66,194. Mr. Tardiff asked how much is projected for wage classification system? Mr. Eaton asked that's the \$81,000? Mr. Mulholland replied yes. He explained that the wage classification is adjusted by the 2% COLA. Mr. Tardiff stated he does not want the Town to get behind on that and asked how many positions are behind as far as the wage goes? Mr. Mulholland stated he does not remember the number, there are some folks at Town Hall that need the wage adjustment and the PD is almost there. He added that wage adjustments should be complete in 2018. Mr. Mulholland explained the wage adjustment is from the 2014 scale. The budget projections do not include health insurance increases or liability insurance or anything else across the Town budget. Mr. Tardiff stated the budget is short about \$50,000 with the 2% COLA and before insurance and all the other stuff. Mr. Eaton stated that wages are important. Mr. Carter stated he would like the increases to stay even at 1%. Mr. Tardiff responded that by doing that wage rates will fall behind even more on the pay scale. Mr. Paquette stated that if the Town goes back they will not be able to hire anyone. He added they are working toward retaining staff. He added right now it cost \$76,000 per year per new officer. Mr. Eaton stated he is ok with the \$49,000/2%. Mr. Tardiff asked if nothing is increased like last year then cuts will have to be made. Mr. Mulholland stated \$115,525 is needed to continue the implementation of the wage classification system which is a difference of \$49,331. He added the options are cut \$49,331 out of the budget somewhere to stay with 2% CPI or go over that which has been our budget policy. Mr. Tardiff stated he is fine with putting the \$49,000 in but doesn't know where it will come from. Mr. Mulholland replied they will have to tell the departments they will have to keep the increase in their budgets at zero elsewhere. He added this is very complex because that would mean they can't increase any other lines, such as gas, etc. in order to increase their wage lines. And, he added this will increase the overall budget by about 3%. Mr. Tardiff stated the Town cannot afford to lose anyone nor can the Town afford to cut positions. Mr. Mulholland responded by implementing a spending cap eventually deeper cuts have to be made, either in personnel or services. Mr. Mulholland stated he can write up a draft but urged the Board still to wait until the 22<sup>nd</sup> to make their decision. Mr. Paquette stated they have already made cuts to staff and cannot cut staff any further. Mr. Pendergast stated that over the past two years they have made drastic cuts and personnel cuts would have to be made now. Mr. Mulholland stated that any budget decisions should be made taking into consideration the long term picture, not each single year.

He also stated that the increases in taxes already implemented have produced a negative impact. He added the Town will begin to see diminishing returns if the tax rate continues to increase. Mrs. Pelissier added to the conversation by suggesting that a member of the board sit in on the school board meeting and to provide them with insight regarding what the Select Board is faced with.

### **Accept bids from People's Bank and TD Bank for the Sewer Bond**

Mr. Eaton made the motion to accept the bids from People's Bank and TD Bank for the Sewer Bond.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Mulholland stated these bids will be sent over to the Sewer Commission to review and vote on. He added that when he spoke with Citizen's Bank and they indicated they did not know what a municipal bond was.

### **Town Administrators report**

Mr. Mulholland informed the Board that the Town received an application for 79-E tax incentive for the property located at 90-98 Main Street and a hearing will be held on that on May 22<sup>nd</sup>.

Mr. Mulholland stated that the Town will be transitioning out of Seamless.gov. He added they offered a contract at twice the cost starting in January. He is researching other solutions, including Right Signature.

Mr. Mulholland informed the Board that the Meet me in Suncook committee has agreed to hosting the Ferry Street Boat launch grant application through Eversource. He stated the Select Board will have to discuss the project with the Sewer Commission.

Mr. Mulholland informed the Select Board that has a meeting in Hooksett regarding the 2020 census to get prepped for that.

Mr. Mulholland stated he has started working on enhancing the cyber security program for the Town.

He also informed the board that MRI will begin the risk assessment of our public works functions next week.

He explained that at staff meeting they discussed how work forms will be placed on the web site and that will have to be completed by January 1<sup>st</sup>.

Mr. Mulholland stated that some new houses are coming in on Chestnut Drive.  
Mr. Mulholland stated he is waiting to hear back from the Sewer Department if they will participate on the Financial Services Review Committee.

### **Discharge of lien**

Mr. Eaton made the motion to approve discharge lien pursuant to RSA 165:28 for Map 112, Lot 168.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

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

#### **Ratify Consent Calendar: May 8th, 2017**

Mr. Eaton made the motion to ratify the Consent Calendar of May 8, 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 as listed on the agenda for May 8, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Minutes**

Mr. Eaton: I make the motion to approve the minutes from the February 27, 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 March 6, 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(a).**

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 7:12pm.

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 7:37pm, as motioned by Mr. Eaton, seconded by Mr. Carter and all three board members in favor.

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

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

### **Adjourn**

Mr. Carter made the motion to adjourn at 7:38pm.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

May 8th , 2017

---

**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	06/07/2017 DATE
 DAVID EATON, Member	06/07/2017 DATE
 RYAN CARTER, Member	06/19/2017 DATE

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



TOWN OF ALLENSTOWN  
OFFICE OF THE SELECT BOARD  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4275

MOS M86 5/8/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Tom Pelham	Highway
2.	Dana Finkbeiner	Fire / Building
3.	Michael Tronardo	self
4.	Paul Bennett	Police Dept
5.	Chad Pelissier	Budget / Planning / Senior
6.	Heather Pelissier	Town Clerk
7.	Devin S. Fowler	Mountain
8.	Armand Proutx	Resident
9.	Wiley Paul	
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE



# Signature Certificate



Document Reference: AG8L63IEF3ZBJD5GXYHCN6

## RightSignature

Easy Online Document Signing



**Ryan Carter**

Party ID: 6UGMEFIULI47F9J3GCE3RP

IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

7d2510860045d8aca707f9b52e4703c334e3e5a9



**David Eaton**

Party ID: RAE6KEJ7LK9RM7RZLBGZ56

IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

5d85ccf5f3625146d087cea49cec8671c9c2efd1



**Jason Tardiff**

Party ID: VATVAPJHN5LFGCAKUM5TB

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

e9ed959b03d05cc13bbb8265ecc08775f216a663



### Timestamp

2017-06-19 14:54:34 -0700

2017-06-19 14:54:33 -0700

2017-06-19 14:54:13 -0700

2017-06-07 17:05:49 -0700

2017-06-07 17:05:37 -0700

2017-06-07 13:52:29 -0700

2017-06-07 13:51:56 -0700

2017-06-07 04:39:20 -0700

### Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 64.222.96.214

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 76.119.194.141

Document viewed by David Eaton (deaton@allentownnh.gov). - 76.119.194.141

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



This signature page provides a record of the online activity executing this contract.