

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
August 7, 2017

Call to Order

The Allenstown Select Board Meeting for August 7, 2017 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call

Present on the Board:

Dave Eaton

Jason Tardiff

Ryan Carter

Allenstown Staff:

Shaun Mulholland, Town Administrator

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Shawn Murray, Fire Chief

Other Town Officials:

Chad Pelissier, Budget Committee, Planning Board, Sewer Commission, Resident

Others:

Melissa Proulx, Union Leader

Lola Duffort, Concord Monitor

Residents:

Sandy McKenney

Michael Frascinella

Citizens Comments

No Citizen Comments were given.

Public Hearing to Accept unanticipated funds in the amount of \$76,865 from the State of New Hampshire for infrastructure funding in accordance with the provisions of RSA 31:95-b.

Mr. Mulholland stated this is surplus funding from the 2017 state budget that is for infrastructure road work within the Town of Allenstown. These funds have to be used for road infrastructures. An RFP has already been sent out for the repaving of Highfield Dr., a portion of Birchwood Dr. and a portion of Clearview Dr. . Mr. Frascinella asked if this is to be used strictly for highway repairs. Mr. Tardiff replied, yes. Mulholland replied it is intended for bridges and roads.

Mr. Eaton made the motion to accept the unanticipated funds in the amount of \$76,865 from the State of New Hampshire for infrastructure funding in accordance with the provisions of RSA 31:95-b.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Review and award bids for the Omnibus Road Work RFP.

Mr. Pelissier stated that four bids were received with Advanced having the lowest bid for Martinson Lane and GMI having the lowest bid for Highfield, Clearview and Birchwood Dr. Mr. Eaton asked if splitting the work will change their bids. Mr. Pelissier replied no. Mr. Eaton asked what is the work that will be done? Mr. Pelissier explained that they will shim Highfield, Clearview and Birchwood and overlay it. Mr. Eaton asked does that include the driveways? Mr. Pelissier responded it includes a 2 foot apron for the driveways. He added there is no water pipes, etc. and the driveways are dirt on those roads. Martinson Ln. will be a complete reconstruct, he went on to explain, due to pot holes and bad pitches. Mr. Tardiff asked if aprons will be given to dirt driveways. Mr. Pelissier replied yes, 2 foot apron. Mr. Carter stated that his concern is that even with the funds that the Town has received the Town will go over budget doing this paving. Mr. Mulholland clarified the figures and Mr. Carter realized he misread the numbers. Mr. Tardiff asked if the paving for River Road is complete. Mr. Pelissier replied yes. Mr. Eaton asked if these roads are part of the Capital Improvement Plan. Mr. Pelissier responded because of the State funding provided road paving has been reprioritized depending on whether more complex work needed to be done, such as drain pipes, water, etc. Mr. Pelissier based this decision on a discussion with Matt Gagne from the Water Department. Mr. Tardiff asked where these projects put the Town overall for road maintenance. Mr.

Pelissier said after next year when Library Street is done side streets will need to be done. He stated that we are making progress.

Mr. Carter made the motion to award the paving project to GMI Asphalt, LLC in the amount of \$65,634.00 for the paving of Highfield, Birchwood and Clearview Drive.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Frascinella asked where does this put the Deerfield Road project in relation to these roads, is that being rescheduled? Mr. Pelissier replied Advanced will be completing that work starting next week.

Mr. Eaton made the motion to award the paving project to Advanced Excavating and Paving in the amount of \$46,344.00 for the paving of Martinson Lane.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to allow the Town Administrator to execute and sign the contracts with Advanced and GMI for the aforementioned road work.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Approve updated police department and highway department rating schemes.

Mr. Mulholland stated that this was discussed at the previous meeting. Mr. Tardiff asked the Board members if they have any questions. Mr. Mulholland stated the PD wanted the Town Administration to be the Senior Rater and he asked the Select Board not to take that role. Mr. Tardiff stated he would like the Town Administrator to take the role as he has more hands on day-to-day than the Select Board does. Mr. Carter stated he would agree that there is more lines of communication between the Town Administrator and the Police Department. Mr. Mulholland reminded the Select Board his reasoning: 1-the second in command could become the first in command and the Board should know them and 2-the Board monitors how the department head evaluates his employees are being rated. Mr. Mulholland stated that if the Select Board is the Senior Rater there would be no Reviewer, however the Select Board would be the Reviewer if the Town Administrator is the Senior Rater. It was set up that way to allow three people in the process. Mr. Tardiff confirmed with Mr. Mulholland that at the Highway Department he is the Senior Rater and the Select Board is the Reviewer. Yes, Mr. Mulholland replied. He went on to say that other changes the PD is proposing changes the roles of raters for staff below the Chief. Mr. Carter stated he is for having the Town Administrator be the Senior Rater. Mr. Tardiff agreed. Mr. Eaton stated based on what Mr. Stark had explained he has no problem with the Select Board being the Senior Rater. All three Select Board members agreed with the other changes put forth in the request to update the PD rating scheme.

Mr. Carter made the motion to accept the Police Department rating scheme change.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: No.

Mr. Tardiff: Aye.

Review tax deed list and act on tax deeds.

Mr. Mulholland began by saying he has three for the Select Board.

Mr. Eaton made the motion to accept the Tax Deed for Map 107, Lot 12, Parcel 118 .

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: No.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to accept the Tax Deed for Map 407, Lot 40, Parcel 33.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: No.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to accept the Tax Deed for Map 409, Lot 1, Parcel 0.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: No.

Mr. Tardiff: Aye.

Approve changes to the Purchasing Policy.

Mr. Carter stated that he does not believe it is necessary for the Town Administrator to have authority to make purchases for \$5,000 on a regular occurrence. Mr. Tardiff responded saying he did not believe it would be a regular occurrence. He went on to say the Superintendent at the Sewer Department is authorized up to 30-40,000 and the school Principal is authorized to spend up to his budget, which is high in his opinion. He added this is far under anywhere else, \$5,000 is not much in most business. Also, he went on to say, the Board will still see and approve the manifest. Mr. Eaton stated that he is fine with bringing it up to the standards of most business department heads. He added that he is fine with the department heads increasing to \$999.99 and the Town Administrator increasing to \$4,999.99 and agreed with Mr. Tardiff in that the Board sees all purchases. Mr. Pelissier stated that he recently had to chase the Town Administrator down to authorize spending \$600. He went on to say it was awful when he first came to Allenstown it was \$50, so things are getting better.

Mr. Eaton made the motion to approve the Purchasing Policy changes.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: No.

Mr. Tardiff: Aye.

Discuss options to fill the functions of Fire Chief/Building Inspector/Health Officer.

Mr. Mulholland stated he has been looking at all possible solutions. He added some would involve working with other towns, others would go over the Town budget, some will take longer than others. Mr. Eaton asked are other town's willing to share positions. Mr. Mulholland stated he reached out to Mr. Jodoin and he stated their Town would probably be interested but would have to speak with their board. Mr. Eaton stated an example is the towns of Laconia and Belmont have separate fire departments, but share their Fire Chief and Deputy Fire Chief. Mr. Tardiff asked that Mr. Mulholland arrange a meeting with Pembroke to discuss this option. Mr. Mulholland stated he will reach out to Mr. Jodoin, but Mr. Jodoin will likely need to speak with the Pembroke Board of Selectmen before agreeing to meet with the Allenstown Town Administrator and Fire Chief. Mr. Mulholland stated this process will likely be similar to the one taken when setting up the Tri-Town EMS and this could be done for both the Fire Chief and the Building Inspector. Mr. Tardiff stated the Board will look at the other options presented and bring questions to the next meeting. Mr. Eaton asked if a joint position could be held by the Health Officer as well. Mr. Mulholland replied yes. Mr. Carter asked if the position is shared would the Town have enough call people or would the Town have to hire another full

time fire fighter. Mr. Mulholland replied that is the type of options that will have to be explored. Mr. Frascinella asked if the Select Board is working to ensure the current Building Inspector and Fire Chief contracts do not go over budget. Mr. Tardiff replied the Board always intends to stay within budget.

Appointments

Mr. Carter made the motion to appoint Paul St. Germain as the Deputy Fire Chief for the Town of Allenstown as of August 7, 2017.

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 David Brevard as Call Fire Fighter for the Town of Allenstown effective August 7, 2017.

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 Shawn Murray as Call Fire Fighter for the Town of Allenstown with an effective date of August 7, 2017.

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 Michael Frascinella as a member of the Planning Board for the Town of Allenstown with a term expiring on June 1, 2020.

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 Dawna Baxter to the Zoning Board of Adjustment as an alternate member with a 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 to the Zoning Board of Adjustment with a 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.

Town Administrators report

Mr. Mulholland asked for a volunteer from the Select Board to walk in the Old Home Day Parade on August 26, 2017. Mr. Carter and Mr. Eaton both stated they will consider it.

Mr. Eaton asked for an explanation of the Call Fire Fighter salary. Mr. Mulholland and Mr. Tardiff explained that was agreed upon by the Board prior to Mr. Eaton being on the Board.

Consent calendar, minutes and manifests

Ratify Consent Calendar: August 7, 2017

Mr. Eaton made the motion to ratify the Consent Calendar of August 7, 2017.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Approve Minutes

Mr. Eaton made the motion to approve the minutes of the non-public session 2 from the July 24, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 1 from the July 10, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 2 from the July 10, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 3 from the July 24, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 4 from the July 24, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 1 from the July 24, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the June 19, 2017 Select Board Meeting.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: 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 August 7, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: 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(d) at 7:06pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:07pm, as motioned by Mr. Eaton and seconded by Mr. Carter and all board members in favor. Mr. Tardiff stated nothing was discussed and announced a five minute break.

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 asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:16pm, as motioned by Mr. Eaton, seconded by Mr. Carter and all board members in favor

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(d) at 7:17pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:29pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public session as it could have an adversely effect on someone other than a member of the Select Board.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: 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 7:30pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:20pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all board members in favor.

Mr. Eaton made the motion to seal the minutes of the non-public session as it could have an adversely effect on someone other than a member of the Select Board.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: 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 8:21pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:30pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all board members in favor.

Mr. Eaton made the motion to approve the employment agreement with Shaun Mulholland as Town Administrator.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Economic Development Committee

Mr. Carter stated that there is interest in contacting the State to determine if there is a way for the Town to acquire some of the land in the Bear Brook area. Mr. Eaton asked for the purpose of acquiring the land. Mr. Carter stated there is frontage on Rt. 28 and could be appealing for someone to develop to which the Town could sell. Mr. Tardiff stated the Town already has a lot of land it is trying to sell and unless someone has already stated an interest in this land he does not see any benefit to the Town acquiring. Mr. Carter stated it could be a valuable commodity as it is usable land. Mr. Tardiff asked what would the land be used. Mr. Carter said that would have to be determined. Mr. Tardiff asked how this came about. Mr. Carter replied that Mr. Frascinella as part of the Economic Development Committee brought it up. Mr. Mulholland interjected that the Board may want to allow the Economic Development Committee to develop a plan. Mr. Tardiff added that he would much rather have the Economic Development Committee develop a plan to make money off the land that the Town already owns before formulating a plan to purchase more land. Mr. Carter replied that the EDC is talking about the other land as well. Mr. Mulholland stated that a developer is interested in the property at the corner of Rt. 28 and Rt. 3. Mr. Carter stated that information would be helpful the EDC. Mr. Mulholland stated it would be helpful to the EDC to have a Town staff member working with the committee because he talks with developers on a regular basis who express interest in land in Allenstown and it would be beneficial and much more successful to work collectively. He added that he believes that there are members of the committee that are blocking that collective/collaborative effort because they don't want Mr. Mulholland to work with them. Mr. Mulholland stated to Mr. Carter that he offered to meet with the EDC to provide an update in regards to what the town staff has been doing. Mr. Mulholland also stated to Mr. Carter that he chose not to take advantage of that opportunity. Mr. Tardiff stated it would be beneficial if Mr. Carter could speak with the committee about working collaboratively.

Adjourn

Mr. Eaton made the motion to adjourn at 8:42pm.

Mr. Carter second the motion.

Mr. Tardiff asked for 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 1975 8/7/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Michael Frasciella	Resident
2.	Melissa Brown	Union Leader
3.	Sanctus Adams	Resident
4.	Frederick Pelissier	Town Clerk
5.	Shawn Murray	Fire Chief
6.	Lola Duffort	Garage Monitor
7.	Chad Pelissier	Resident, Budget, Planning, Sewer
8.	Norman Levanic	Highway
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 7th , 2017

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	09/06/2017 DATE
 DAVID EATON, Member	09/04/2017 DATE
 RYAN CARTER, Member	09/06/2017 DATE

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

Signature Certificate



Document Reference: Y4T44UIF2LDPXCUXDDYB9N

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: STHXEVJ8FJ9PJ4AUT9C639

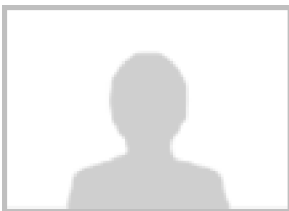
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

281454110c048da0e11db3626bbd383a25dc0503



David Eaton

Party ID: 9EKPGNIMD44ZVT7AE8Y28I

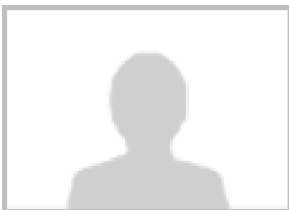
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

5d85ccf5f3625146d087cea49cec8671c9c2efd1



Jason Tardiff

Party ID: FF466SI5F5UFLKFBKXXNSE

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

8c7bcb5264976bc8b29abc0947c6331c2f1d8b94



Timestamp

2017-09-06 16:50:35 -0700

2017-09-06 16:50:35 -0700

2017-09-06 16:48:10 -0700

2017-09-06 14:15:24 -0700

2017-09-06 14:14:44 -0700

2017-09-04 16:44:00 -0700

2017-09-04 16:33:38 -0700

2017-08-29 13:11:12 -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 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 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 created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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