

TOWN OF ALLENSTOWN  
Budget Committee  
16 School Street  
Allenstown, New Hampshire 03275  
November 19, 2015

**Call to Order.**

The Allenstown Budget Committee Meeting for November 19, 2015 was called to order by the Chair at 6:00pm.

**Roll Call.**

Present on the Board: Dave Eaton, David Coolidge, Deb Carney, Carol Angowski, Melaine Boisvert, Mike Frascinella, Keith Klawes, Kris Raymond, Fern Bissonnette, Tiffany Ranfos; Larry Anderson; Roger LaFlamme; Kyle Mallinger and Jeff Gryval.

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Andrea Martel, Sewer Department and Jeff Backman, Sewer Department.

Allenstown Staff: Shaun Mulholland, Town Administrator; Paul Paquette, APD; Dana Pendergast, AFD; and Ron Pelissier, Road Agent.

**Discussion and vote on Town and Sewer 2016 proposed budgets**

**Sewer Budget**

Ms. Martel stated the proposed budget will be \$2,126,967. The Chair asked when they will have the default numbers. Ms. Martel stated it will probably be the week after Thanksgiving. Mr. Mulholland explained the Sewer Commission creates the warrant article and then there is a public hearing on the article. He stated the warrant article won't be created for a while. He stated the Budget Committee doesn't vote on the default budget.

Mrs. Boisvert asked about the five percent pay increase. She stated the Social Security COLA is zero percent this year and other departments have been forced to do one percent increase. She stated she personally not in favor of a five percent raise. Mr. Backman stated there is no number set in stone. He stated each individual has an annual review and is awarded a raise based on how they perform. He stated the employee would have to be basically perfect to get the five percent.

Mrs. Boisvert asked what the average salary raise increase last year. Ms. Martel stated it was two percent. Mrs. Boisvert asked why they can't change the increase to two percent. Ms. Martel stated it is based on what the Sewer Commission approved for the payroll merit process. She stated the range was from zero to five percent. Mrs. Boisvert stated they are being asked to vote on a five percent merit increase in salaries.

Mr. Frascinella asked where the money is coming from and if it is true 80% comes from hauled waste. Ms. Martel stated it is more like 70 percent. Mr. Frascinella stated to me it sounds more like you would be willing to let them make a decision as to who should get how much of a raise because it is not coming out of property taxes. Mr. Backman stated even with the increases last year the Sewer rates dropped .13 percent.

Mrs. Boisvert asked if anyone receives year-end bonuses. Mr. Backman stated it is up to the Sewer Commissioner. Mrs. Boisvert asked if historically anyone has received bonuses. Mr. Backman stated historically yes.

Ms. Angowski stated it is her understanding the person who had the position of technician has since retired. Ms. Martel stated the IT position has never existed. She explained it was just created for next year.

Ms. Angowski asked for clarification the person who was superintendent retired on October 31, 2015 and is now becoming part-time. Ms. Martel stated Ms. Angowski was correct. Ms. Angowski asked if anyone will get the money for the superintendent position for the next two months. Ms. Martel stated it will stay in the payroll account.

Ms. Angowski asked what will happen to the funds when the new budget comes out. Ms. Martel stated their budget is a non-lapsing fund budget so it doesn't get expended until the full amount which was approved is spent. She stated it is just one bottom line.

Ms. Angowski asked if any part-time employee receive benefits. Ms. Martel stated they would not get benefits.

Mr. Frascinella ? asked if the bonuses are part of the 5% increase or separate. Ms. Martel stated it has a big part in what revenues they take in from the trucks because the bonuses strictly come from the septage trucks.

Mrs. Boisvert asked if the average two percent pay raise would be typical for the last three or four years. Ms. Martel stated typically it ranges between two and three percent.

Mr. Klawes asked what type of bonuses the employees would get. Ms. Martel stated it is a one week salary.

Mrs. Ranfos asked what happens if the trucks stop to come in. She asked if it would be up to the towns to pay the money or is there some plan in place. Mr. Backman stated they would potentially make cuts to the budget to keep the rates where they are. Ms. Martel stated they also have funds in capital reserve to use should it happen. She stated they are the number one facility in the state of NH to take in septage so it is highly unlikely it would happen.

Motion. Mr. Coolidge made a motion to recommend the Sewer Budget for a bottom line of \$2,126,967. Mr. LaFlamme seconded the Motion.

Mrs. Boisvert stated in the spirit of the town and all departments, other departments are being forced to make significant cuts to the budgets. She stated she will not support 5% increase to the salary lines.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – No; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Abstain; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Abstain. The Chair declared the Motion passed.

Mrs. Boisvert asked if they were going to have a chance to revisit these again. The Chair stated they will see it again when they vote on the MS 737.

Mr. Frascinella ? asked where does one go to the Sewer Commission and say to the Sewer Commission why are we allowing a five percent increase when some of the salaries are pretty nice already. Mr. Gryval stated they have three Sewer Commissioners they can talk to and they are voting on the budget tonight. He stated they have the power to change the bottom line if they choose to do so.

Mrs. Ranfos asked if they could say no to the bottom line and they have to change it. Mr. Mulholland stated they can change the bottom line but they cannot dictate where they make the cut.

Ms. Angowski asked who the Sewer Commissioners are. Mr. Gryval stated the commissioners are Larry Anderson, Jeff McNamara, and Carl Caporale. Mrs. Carney asked if it is a conflict of interest since they all work for the Sewer Department. Ms. Martel stated they are elected officials and do not work for the Sewer Department.

### **Town 2016 proposed budget**

Ms. Angowski asked if the Emergency Management piece is under the Fire Department. Mr. Gryval stated it is its own piece, Mr. Mulholland is the Emergency Management Director, and he doesn't make a salary on it.

Ms. Angowski asked about the Executive Budget and how many people are in the administrative salaries, how many hours are they working and if they received an increase. Mr. Gryval stated there are two employees. He stated one works 40 hours a week and the other works 75-80 hours a week. Mr. Mulholland stated all the information is on the narrative.

Ms. Angowski asked how many full-time employees they have. Mr. Gryval stated they have two full-time. He stated there is a roster for 30 part-time call fire fighters but they only have 20 at this time.

Ms. Angowski asked why the vehicle repair line was increased. Mr. Gryval stated it was increased because the rescue vehicle has had some issues and they felt it would be prudent to put a little more money back in the line.

Ms. Angowski asked if the Fire Department go to the schools and does the training. Chief Pendergast stated they do. He stated they went today and served lunch to the students for all three lunches today. He stated they have established a Safe School Committee which includes himself, Mr. McIntosh, the principals, school nurses, and Resource Officer. He stated they sit down monthly to discuss safe strategies, evacuation plans, fire escape plans, fire drill procedures, etc.

Ms. Angowski asked when they have a fire drill is someone from the Fire Department there looking to see how long it takes to get out of the building. Chief Pendergast stated they setup in a strategic position so they can see all exits to see how long it takes. He stated in the middle school they have put students in a room with a teacher to test the teacher's accountability to see how long it takes to account for the student. He stated yesterday they evacuated the school and it took about 1:38 to get out of the school. He stated it took a total of about 7 minutes for the teachers to account for the students and notify the Fire Department. He stated the biggest thing for them is accountability.

Ms. Angowski asked if the Health Officer has another position. Mr. Gryval stated the Health Officer has their own position which is part-time. He stated the Chief Pendergast is also the Deputy Health Officer and Code Enforcement Officer.

Ms. Angowski asked how many vehicles does the Highway Department have which use gasoline. Mr. Pelissier stated they have two one ton dump trucks and two cars. Ms. Angowski asked how many use diesel. Mr. Pelissier stated three of the 5-7 yard dumps, one derimex, the loader, backhoe and skid steer. Ms. Angowski asked how many full-time employees they have. Mr. Pelissier stated they have four full-time and one part-time. Mr. Gryval stated Mr. Pelissier's salary does come out of the Highway Department budget.

Ms. Angowski asked if the overtime budget for highway includes snow removal and services like it. Mr. Pelissier stated yes; it is an emergency or snow event. Ms. Angowski asked what construction services are. Mr. Pelissier stated it is for when they hire a contractor to do construction services such as pipe paving. He stated it used to be called the Paving and Road Reconstruction line.

Mr. Frascinella asked about the 3.4% increase in highway salaries and why it was not the 1% the Selectmen recommended. Mr. Pelissier stated they have done some reclassification for the Highway Department. He stated they have some employees who have been there for a long time and their salaries weren't the same as other communities. He stated they are trying to compete with other towns and retain employees.

Ms. Angowski asked about the Parks and Recreation maintenance person's salary increasing. Mr. Mulholland stated it is because the building is bigger and they have more to do. He stated they will have to do sidewalks as well which they have never had to do before. He stated the maintenance person works on the Parks and Recreation part-time and the Town Hall part-time.

Ms. Angowski asked how many full-time employees they have right now. Mr. Gryval stated they have ten full-time police officers, one full-time secretary, one part-time secretary, one custodian and one prosecutor.

Ms. Angowski asked about the police cruisers and if they intend to buy a cruiser this year. Mr. Gryval stated they do intend to buy one in 2016. Ms. Angowski stated she did get the answer from Mr. Mulholland regarding how many vehicles they have and how they rotate them within the town.

Ms. Angowski asked if they give the vehicle to another department does a vehicle they gave a department in the past go away. Mr. Gryval stated they take the oldest vehicle and trade it in towards the new police cruiser.

Ms. Boisvert asked if they are giving the officers the \$3.00 an hour raise. Mr. Gryval stated none of the officers will be getting a \$3.00 per hour raise.

Ms. Boisvert asked what was the whole discussion about saving people who are going through the academy and then going elsewhere. Mr. Gryval stated one of the biggest reasons for the turnover on the police force is pay. He stated they start the officers off on a decent pay and is attractive to come to Allenstown however, unlike other towns, they didn't have a step increase after a certain amount of time. Mrs. Boisvert asked if they are going to make the pay raise step driven and they will be developing a matrix with step increases based on certain criteria. Mr. Gryval stated she was correct and it is targeted towards officers.

Mr. Frascinella asked what was the cause for the 25% increase in the telephone modem line item. Chief Paquette stated it is for the increase to the contract with Comcast. Mrs. Ranfos asked if there is anything else rolled into the line. Mr. Mulholland stated it includes the telephone and internet service provided by Comcast.

Mr. Coolidge asked if this is a negotiated contract. Chief Paquette stated this is the pricing Comcast has and they can't negotiate with them.

Mrs. Boisvert stated based on her notes from last year they had ten police officers with three support staff. She asked if they hired a custodian this year. Chief Paquette stated they have had the same custodian for eleven years. Mr. Gryval stated the custodian is one of the three support staff. He stated the prosecutor is a full-time position.

Ms. Angowski asked if the Health Officer is one of the persons in town who holds multiple positions. Mr. Gryval stated the Health Officer only has the one position but the Deputy Health Officer is Chief Pendergast.

Ms. Angowski asked what the Health Agencies budget is. Mr. Mulholland stated the Health Agencies are CASA, Child and Family Services, and Community Action Program. He stated they provide services to the town. He stated their budgets are mostly made up of Federal funds.

Ms. Angowski asked if Solid Waste is actually Casella. Mr. Gryval stated they have contracted with Casella to remove the solid waste.

Ms. Angowski asked if all street lights need to be lighting. Mr. Gryval stated some communities have started shutting off lights to save money. He stated the entire town owned lights in Allenstown should be on. He stated there are crews out changing the lights as part of the imitative to try to save money. Ms. Angowski stated there is a light on her road which isn't on. Mr. Mulholland stated it should be fixed by now.

Mr. Coolidge asked if the lights are metered. Mr. Mulholland stated they know how many hours of daylight there is and it is how they get charged.

Mrs. Boisvert asked how much they pay for a light. Mr. Mulholland stated it depends on the wattage of the light. Mrs. Boisvert asked if a light costs something like \$100-125 a year. Mr. Mulholland stated it is less than \$100-125 a year.

Mr. Klawes asked about the \$20,000 for the Street Lights and if it is conservative. Mr. Mulholland stated it is conservative but they want to make sure there is enough in there. He stated until they know what the actual amount is they didn't want to take a chance.

Ms. Angowski stated she is happy to see the welfare is on the good side. She asked if they have two employees are Welfare officer and one who is the Deputy Welfare Officer. Mr. Gryval stated they have consolidated the two positions and Mrs. Demers is the Welfare Director.

Ms. Angowski asked about the Finance budget and the payroll processing increase. Mr. Mulholland stated due to the Affordable Care Act they have to process more paperwork.

Ms. Angowski asked if the Building Inspector is the Code Enforcement Officer. Mr. Gryval stated she was correct and it is the Fire Chief and Deputy Health Officer, Dana Pendergast.

Ms. Angowski asked if the Treasurer is a part-time position. Mr. Gryval stated it is a stipend position. He stated they have Carol Anderson the Treasurer and Priscilla Lemaire ~~Priscilla LaMiere~~ the Deputy Treasurer.

Ms. Angowski asked about the reorganization between the Tax Collector/Town Clerk. She asked who does the elections and registrations. Mr. Gryval stated the Town Clerk does elections. He stated they have a Tax Collector too. Ms. Angowski asked if the two positions are the same person. Mr. Gryval stated they are both the same person.

Ms. Angowski asked about the Municipal Agent and if they are full-time or part-time. Mr. Mulholland stated it is the same person. He stated Ms. Rogers does all three of the positions. Ms. Angowski asked who the other lady in the town hall next to Ms. Rogers is. Mr. Mulholland stated the other person is the Deputy and she does the same three positions as Ms. Rogers. He stated it is all an accounting thing. He stated Ms. Rogers works 40 hours a week and the Deputy works 20 hours a week.

The Chair stated the narratives are on the town website which has a lot of this information.

Motion. Mr. Klawes made a motion to accept the Board of Selectmen's budget of \$3,885,825 for the Town Budget. Mrs. Ranfos seconded the Motion.

Mr. Klawes asked if it is a 1% over last year's budget. Mr. Gryval stated it is just below the default budget.

Mrs. Boisvert asked what the tax rate impact will be if they approve the budget. Mr. Mulholland stated they won't know it because it depends on the assessed value.

Mr. Frascinella asked if the assessed value goes up then the tax rate decreases. Mr. Mulholland stated he was correct. Mr. Frascinella stated it doesn't necessarily mean the individual taxes go up or down because it depends on whose value goes up or down. Mr. Mulholland stated if the value of the property stays the same the tax rate will go down but if the value of the property increases it will go up.

Mrs. Boisvert asked what the timeframe is to get the equalization rate up to 100%. Mr. Mulholland stated the value of property is increasing higher than the assessed value. He stated if it continues to do this they will have to do the assessments at 2017. Mrs. Boisvert asked what it costs to do it. Mr. Mulholland stated the Assessor is getting a number for them.

Mrs. Ranfos stated they go ~~get~~ by certain towns and she thinks it is Epsom for the town. Mr. Mulholland stated they go by sales to determine what ratio is.

Ms. Angowski stated she had a yellow card on her door saying they were trying to get into her house ~~how~~. Mr. Mulholland stated they have what's called a cycle ~~expiere~~ which is not an assessment. He stated they will usually leave a message of how to contact them.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

### **Review and Approve Warrant Articles**

The Chair read Warrant Article I: Fire Safety Equipment Capital Reserve Fund which states “(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allenstown will vote to raise and appropriate the sum of \$50,000 to be added to the Fire Safety Equipment Capital Reserve Fund previously established. This sum to come from the unreserved fund balance. (Majority vote required).”

Motion. Mr. Coolidge made a motion to approve the Warrant Article I: Fire Safety Equipment Capital Reserve Fund. Mr. Klawes seconded the Motion.



The Chair asked how much is in the fund now. Mr. Mulholland stated there is \$62,136.70 as of October.

Mrs. Ranfos asked if they were looking to get it to a certain amount. Mr. Mulholland stated they are looking to get it to \$250,000.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

The Chair read Warrant Article 2: Highway Equipment Capital Reserve Fund which stated “(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allenstown will vote to raise and appropriate the sum of \$32,000 to be added to the Highway Equipment Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required).”

Motion. Mr. Coolidge made a motion to approve the Warrant Article II: Highway Equipment Capital Reserve Fund. Mrs. Boisvert seconded the Motion.

Mrs. Boisvert asked what the current balance was in the account. Mr. Mulholland stated the current balance is \$49,368.74.

Ms. Angowski asked if they are looking at anything in particular they want to replace. Mr. Gryval stated the Highway Department is the department in the most need. He stated the Road Agent has talked about replacing a truck. Mr. Pelissier stated one of the plow trucks is outdated.

Mrs. Ranfos asked if there is a certain amount they are looking to get the account up to or are they going to keep adding to it after he purchases the truck. Mr. Mulholland stated there is a vehicle the Road Agent is looking at. He stated the question is will they have the money in the fund balance in the future to buy the vehicle.

Mr. Bissonnette asked if it would be to buy or lease. Mr. Gryval stated it would be to buy.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

The Chair read Warrant Article 3: Highway Garage Capital Reserve Fund which stated “(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allentown will vote to raise and appropriate the sum of \$15,000 to be added to the Highway Garage Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required).”

Motion. Mr. Klawes made a motion to approve the Warrant Article III: Highway Equipment Capital Reserve Fund. Mr. Coolidge seconded the Motion.

The Chair asked for the balance in this account. Mr. Mulholland stated the balance is \$173,782. Ms. Angowski asked if they are anywhere near getting enough money to start the new building. Mr. Gryval stated they are trying to put money aside so some point in the future they can construct a new building. He stated there is no actual dollar amount until they get enough they can start looking into it.

Mrs. Boisvert asked if because it won't impact the tax rate had there been discussion of putting more into the account. Mr. Gryval stated they had discussed it however they were advised not to take any more out of the unreserved fund balance this year. Mr. Mulholland stated he is worried about taking too much out of the unreserved fund balance.

Mrs. Ranfos asked what the magical number to get the BOS to say it's time to look at constructing a building. Mr. Gryval stated they have not come up with a number at this point.

Mr. Klawes asked the new building will not go where it currently is. Mr. Gryval stated there are some issues with the piece of property. Mr. Mulholland stated it is not impossible but there are things they would need to do which would make it financially impossible. There was further discussion of possible locations for the garage.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

The Chair read Warrant Article 4: Town Hall Repairs and Maintenance Capital Reserve Fund which stated “(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allentown will vote to raise and appropriate the sum of \$15,000 to be added to the Town Hall Repair and Maintenance Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required).”

Motion. Mr. LaFlamme made a motion to approve the Warrant Article IV: Town Hall Repair and Maintenance Capital Reserve Fund. Mr. Coolidge seconded the Motion.

Mrs. Boisvert asked what the balance in the account was. Mr. Mulholland stated the balance is \$3,928.

Mr. Mulholland stated they need to repoint the building which means to fix the mortar. Mr. Coolidge asked how old the building is. Mr. Mulholland stated it dates back to the 1800s. He stated the cost to do two sides is \$30,000. He stated it is not an emergency but it needs to be fixed.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

### **Discussion of Next Meeting**

The Chair stated the School budget is scheduled for December 17, 2015. He asked Mrs. Raymond to get back to him with a location.

The Chair stated the minutes from last week's meeting were not ready yet.

Ms. Angowski asked if there was still time for people to submit petition articles. The Chair stated there is still time.

The Chair stated they will have the public hearing in January which will have both the school and the town. Mr. Mulholland stated the town goes first at the Deliberative Session. Mr. Gryval stated the public hearing is January 16, 2016 and the Deliberative Session is January 30, 2016.

The Chair stated they will need to think about a night to meet and vote on the School Board budget.

Motion. Mr. Anderson made a motion to adjourn. Mr. Coolidge seconded the Motion. There was no additional discussion.

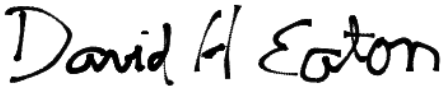
A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Coolidge – Yes; Mrs. Carney – Yes; Ms. Angowski – Yes; Mrs. Boisvert – Yes; Mr. Frascinella – Yes; Mr. Klawes – Yes; Mrs. Raymond – Yes; Mr. Bissonnette – Yes; Mrs. Ranfos – Yes; Larry Anderson – Yes; Roger LaFlamme – Yes; Kyle Mallinger – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:21pm.

TOWN OF ALLENSTOWN  
BUDGET COMMITTEE  
MEETING MINUTES  
November 19, 2015

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**Signature Page**

Original Approval:	
	12/22/2015
DAVID EATON, CHAIRMAN	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	DAVID EATON, CHAIRMAN	DATE

# Signature Certificate



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David Eaton

Party ID: XUFT2XJ4X5G2A7R95PHDGJ

IP Address: 24.91.232.121

VERIFIED EMAIL: dheaton212@comcast.net

Electronic Signature:

David H Eaton

Multi-Factor  
Digital Fingerprint Checksum

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2015-12-22 15:39:19 -0800

2015-12-22 14:05:59 -0800

### Audit

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

Document signed by David Eaton (dheaton212@comcast.net) with drawn signature.  
- 24.91.232.121

Document viewed by David Eaton (dheaton212@comcast.net). - 24.91.232.121

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



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