

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 1, 2014

Call to Order.

The Allenstown Select Board Meeting for December 1, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials:

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

Citizens Comments:

N/A

Discuss proposed site plan changes for the Community Center Project at the Whitten Street Park.

Mr. Mulholland stated the changes are not going to occur so this is not an issue.

Vote to accept the permanent easement for the construction of the sidewalk on Granite St. for the property located at Map 109 Lot 27 from Daily Properties LLC

Mr. Mulholland stated this is for the sidewalk project. He stated Mr. Daily has agreed to enter into an easement agreement.

Motion. Mr. Gryval made a motion to accept the easement for the property located at Map 109 Lot 27. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Vote to re-authorize the lease agreement for Volunteers Park with the Pine Haven Boys Center, The Order of St. Jerome Aemilian.

Mr. Mulholland explained the town leases Volunteer Park for \$1.00 and they have to renew the motion each year.

Motion. Mr. Gryval made a motion to re-authorize the lease agreement for Volunteers Park with the Pine Haven Boys Center, The Order of St. Jerome Aemilian and authorize Mr. Mulholland to sign on the town's behalf. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

TOWN ADMINISTRATOR'S REPORT.

Mr. Mulholland stated they spoke about purchase orders and encumbrances at the staff meeting, which are due by next Wednesday. He stated the warrant articles are also due next week. He stated the Department Heads are to get the warrant articles into the Select Board by December 10, 2014. There was discussion of the timing of submitting the encumbrances and warrant articles to the Select Board for review before they go to the Budget Committee.

Mr. Mulholland stated the towns report submissions are due by January 15, 2015 and he stressed the importance of getting those in on time.

Mr. Mulholland stated the after action review for the Shelter Deployment is going to be on Thursday, December 4, 2014 at 2pm.

Mr. Mulholland Department Status Reports are due by noon on December 10, 2014.

Mr. Mulholland stated the health insurance forms for the employees are all in.

Mr. Mulholland stated there will be a purchase order coming to the Select Board for scanning some last minute documents. Mr. Gryval asked where they were at with the Planning Board scanning. Mr. Mulholland stated it is all in there and formatted as he wanted with the exception of the big size documents which they are working on.

Status of RR bed sewer line issue.

Mr. Mulholland stated the School Board is meeting on December 8th, 2014 in regards to capping the sewer line. He stated there is a letter prepared to go to the residents as well as an order to do to the residents.

Status of Planning Board enforcement action in regards to Allenstown Aggregate violation of RSA 155-E provisions.

Mr. Mulholland stated there is nothing new to report.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated this is going to be one of the encumbrances there is nothing new to report.

Status of Seamless.Gov efficiency project.

Mr. Mulholland stated they are looking to participate in a conference call to get a couple of things resolved.

Ratify Consent Calendar: December 1st, 2014

Mr. Mulholland stated the Consent Calendar is now electronic.

Review Minutes: November 17th, 2014

Motion. Mr. Gryval made a motion to approve the minute of November 17, 2014 as written. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve Payroll and Accounts Payable Manifest

Motion. Mr. Gryval made a motion to approve the Payroll Manifest 112014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the Accounts Payable Manifest 112514. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Fire Department Purchase Order

Chief Pendergast stated he would like to use some of their surplus to expend them on a new cardiac monitor. He stated by 2016 the current monitor will no longer be supported by Physio Control which means if there are any updates or breaks they can't get it fixed. He explained the importance of having this piece of equipment.

Chief Pendergast stated he got three quotes as required. He stated the cheapest quote is not a good monitor for them and the Physio Control is more the way they want to go. He stated the other ambulance services in the area, including Tri-Town, use Physio Control monitors.

Mr. Gryval asked Mr. Mulholland which unit Tri-Town Ambulance will be purchasing. Mr. Mulholland stated Tri-Town is going to purchase a Zoll because it is \$8,000 cheaper. The Chair asked Chief Pendergast if that changes his mind with whom he wants to go with. Chief Pendergast stated it doesn't because they are familiar with Physio and other ambulance services still use Physio. He stated Physio will take the old machine as a trade in and give them \$5,000 for it.

Mr. Gryval asked about the 3G Gateway from Verizon. Chief Pendergast stated it is in their monitor and they are capable of using it but they are not activating it right now. He stated the total amount needed for the cardiac monitor is about \$23,631.95.

The Chair asked about the other purchase orders he is looking at submitting. Chief Pendergast stated they are looking to transfer their phone system because they have been having issues with their voicemails, caller ID, and transferring calls. He stated they are going to update their phone system to be compatible with the town's system.

The Chair asked about the purchase order for A&B Lumber. Chief Pendergast stated their coat racks are residential grade and are not standing up to the abuse of the turnout gear. He stated they are looking to make individual coat lockers out of plywood and they would be building them themselves.

Chief Pendergast stated Huntress is for badges and collar brass to make the firefighters look more professional and make them look better as a whole. He stated there will be a purchase order for Ben's Uniform. He stated he wants to buy long sleeve white shirts to go along with their badges and collar brass to make them look better. He stated one of his goals for next year is to

have them all march together in the Old Home Day parade and this will help them look better when doing so. There was further discussion of the different classes for uniform and when they would wear them.

Mr. Gryval stated he thinks this is a good use of the town's money because they are uniform services and they should be representing the town and departments professionally. He stated it also fosters the comradery and getting people to buy into their system.

Chief Pendergast stated when he first got there; the department did not look as professional as it could so this is part of looking more professional. He stated if they look like they know what they are doing, people will take it a little more seriously. He stated it also gets people feeling like the department is actually doing something.

The Chair asked if their numbers will still be good even with all the purchase orders. Chief Pendergast stated his numbers will be fine with the purchase orders.

Highway Department Hiring of Subcontracted Plow Personnel

Mr. Pelissier stated they found someone who is willing to contract out for \$45 per hour for plowing.

The Chair asked if they have an idea of how all this is going to work out. Mr. Pelissier stated not yet. Mr. Mulholland stated they don't have a purchase order or contract.

Mr. Gryval summarized the direction they had discussed going in with this. He stated the Chair and Mr. Pelissier were supposed to meet to discuss whether they were going to hire someone or contract someone out and decided to contract it out. He asked if they sent out an RFP and how they got to where they are at today. The Chair stated he thought they were going to have Mr. Mulholland post it on the website. Mr. Pelissier stated he went word of mouth and spoke to several people which are how they found this guy.

Mr. Gryval stated when they [Mr. Pelissier and he] had discussed going through the proper procedures. He asked what they need to have to cover themselves so they are following the policy. Mr. Mulholland read the bid policy aloud to the Select Board. The Select Board agreed they need to follow proper procedure for the contracted services.

Mr. Mulholland recommended Mr. Pelissier complete a bid specification and then obtained three bids. There was further discussion of the specifications and process needs to be completed.

Mr. Pelissier stated there is some question as to the hours for this week. He asked if the Highway Department following the same holiday scheduling as the town hall. Mr. Gryval stated the Highway Department is not following the same procedure as the town hall. He stated the way

they handle the town hall was requested by the Department Head a long time ago and no one from the Highway Department has come to them to ask otherwise.

Mr. Mulholland stated the policy states some employees may be required to work on holidays and may take a floating holiday and the floating holiday has to be approved by the Department Head a week in advance. There was further discussion of the floating holiday.

The Chair stated this is the first time the Highway Department has changed the schedule to four ten-hour days which changes the holidays and overtime. He asked Mr. Pelissier if they are staying with the four ten-hour days. Mr. Pelissier stated they plan to stay with the schedule because it works out well for them. He stated it gives them extra time to apply salt or snow blowing in the mornings but if there is an event coming on a Friday, they would swap out a different day for the Friday.

Mr. Gryval asked for clarification as it was his understanding unless Mr. Pelissier requests otherwise, his staff have a floating holiday owed to them and Mr. Pelissier can tell them when to take it and it has to be taken by December 22, 2014. He also stated he understands in lieu of, Mr. Pelissier could request the Select Board give the Highway Department the same schedule as the Town Hall employees. He stated if they don't like the way the policy is written, they can request changes be made to it by the Select Board. Mr. Mulholland stated that is correct. The Chair recommended the Highway Department use the floating holiday for this year. There was discussion of the floating holiday schedule and when they need to take the holidays to be in 2014 and 2015.

Mr. Gryval asked Mr. Pelissier when they need to begin the discussions to determine the dates of posting roads in the spring. Mr. Mulholland stated they should discuss it in January so they give people advanced notice to get permits and authorizations. Mr. Gryval asked Mr. Pelissier to include this in his January status reports.

Non-Public Session pursuant to RSA 91-A,3,II(a)

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A,3,II(a) at 7:08pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:26pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public because it could adversely affect the reputation of a person other than a member of this board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to promote Scott Silkman from a Call Fire Fighter to a Call Lieutenant at a pay rate of \$15.05 with an effective date of December 1, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to hire Thomas H. Gleason Jr. as a resident student fire fighter with a pay rate of \$11.04 with an effective date of December 1, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to accept the resignation of Robert Martin effective immediately. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to terminate the employment of Stacey Lavoie effective December 1, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to terminate the employment of Justin Odreshook with an effective date of December 1, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to recess at 7:29pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting back from recess at 7: 46pm.

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




A Roll Call Vote was taken: Mr. Tardiff – Yes, Mr. Gryval –Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:47 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 1st, 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12/09/2014 DATE
 JEFFREY GRYVAL, Member	12/09/2014 DATE
 KATE WALKER, Member	12/09/2014 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: 6ESUKVJAAIU34L83PCJBZJ

RightSignature
Easy Online Document Signing

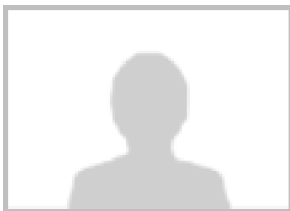


Kate Walker
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VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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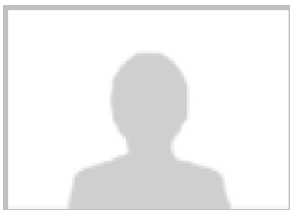


Jeffrey Gryval
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Digital Fingerprint Checksum

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Jason Tardiff
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Digital Fingerprint Checksum

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Timestamp

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Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 69.174.113.20
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 69.174.113.20
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144
Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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