

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
April 20, 2015

Call to Order.

The Allenstown Select Board Meeting for April 20, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff and Jeff Gryval.

Excused: Kate Walker

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent; Dana Pendergast, AFD; Diane Demers, Finance Director; Cyndi Hetu, Minutes Clerk; and Paul Paquette, APD.

Citizens Comments: N/A

Meet with State Representative Alan Turcotte to discuss the impacts of the State Budget on municipalities.

Rep. Turcotte informed the Select Board of a \$76 million cut to the State Budget. He discussed various areas of the budget which would see significant cuts such as the Administrative Services, Treasury Department, Public Utilities Commission, DRED, Department of Safety, DOT, Education, Health & Human Services and others.

Rep. Turcotte also discussed a few increases to the State Budget such as an increase in vanity plate fees, Fish and Game relinquishing fee setting to the executive director and Nursing home tax increase of \$26 million.

The Chair asked about not having police officers at the State House. Rep. Turcotte stated there will not be security at the State House except for cameras.

Rep. Turcotte stated he is hoping the Senate will change some of this and they can solve a lot of this but their biggest problem is they don't have the right revenue.

Mr. Tardiff stated if they were able to get gaming in there it will take a few years before it does anything. Rep. Turcotte stated sometimes they can get the fee from the business for the right to have the license.

Mr. Tardiff asked about the printing for the elections. Mr. Mulholland stated the State requires photo IDs which they are supposed to provide the camera and other equipment to print out the IDs however now they are not funding it. He stated it is an unfunded mandate which is in violation of RSA 28-A. Mr. Tardiff asked what would happen if they don't do it since the State isn't funding it. Mr. Mulholland stated they would have to file suit with the State for the unfunded mandate. Rep. Turcotte stated they want the moderator to take the picture, print it and erase it immediately.

The Chair stated one of the reasons he wanted Rep. Turcotte to come in tonight was to help them in keeping up with what is going on in the news so they can testify on things which would affect them. He asked Rep. Turcotte to keep an open line of communication with them so they can be more active. Mr. Mulholland stated Rep. Turcotte has been helping them with bills which affect them such as HB 547, SB 124, and SB 242.

Mr. Mulholland informed Rep. Turcotte they would be inviting him to their June 8, 2015 meeting and requesting assistance on some bills at that point.

Discuss payroll procedures with Department Heads.

Mr. Mulholland read the Payroll Procedures: Reporting of Hours Worked which stated;

“It is important that your time be accurately reported so that you are compensated for the hours that you work. You may be required to complete time sheets or to punch a time clock. No one is authorized to punch a time clock on your behalf, and falsification of time records could lead to disciplinary action, up to and including termination from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked. All full and part time employees are required to correctly record their hours worked each day. Time sheets must accurately record the actual hours worked on any given day. This requirement also applies to exempt employees. Stipend employees are not required to complete time sheets.”

Mr. Mulholland stated the change to the referenced paragraph two years ago was the sentence “This requirement also applies to exempt employees.”

Mr. Mulholland stated each employee has to put their hours in each day and when the work week is completed it needs to be submitted for approval from the supervisor.

The Chair stated he is new to approving timesheets for the Department Heads and it seems as though it isn't happening. He stated he looks at everything over the weekend and tries to get it approved then. He stated this morning he looked at it before work and there was three Department Heads who hadn't submitted their time. He stated they need to start following the policy or propose making changes to the policy if it isn't working for them.

Chief Paquette stated he accidentally put in last week's hours on this week's timesheet which is why he may not have seen the hours. Mr. Mulholland stated this is why people need to do the time daily because if they go into the timesheet the current day pops up and you have to physically change the date.

Mr. Pelissier stated he is used to doing his every Monday morning because he goes in and see Mrs. Demers to fix the payroll for his staff. The Chair asked Mr. Pelissier if he does his daily timesheets. Mr. Pelissier stated he does them every Monday. The Chair stated the policy requires them to enter it daily. He asked Mr. Pelissier if he could submit his department's hours by Thursday at the end of the week.

Mr. Mulholland stated if they submit their hours for the week and then work an extra day they can email the Chair stating they worked and the Chair can reject the payroll so the extra hours can be worked.

Mr. Tardiff asked how the payroll system works and where it goes after the hours have been submitted for approval. Mr. Mulholland stated the Department Heads have to approve payroll and then Mrs. Demers looks over payroll before it is sent to the payroll company. Mrs. Demers stated it has to go to the payroll company by 10am Monday morning because they need time to process payroll on their end and get the checks into the banks for Wednesday.

Mr. Tardiff asked when the week ends. Mr. Mulholland stated the week ends 11:59pm on Saturday night. He stated they shouldn't be looking for payroll on Monday morning because there is time for each department to submit payroll after the end of their work week.

The Chair asked why the Department Heads can't send the payroll off to the payroll company once they approve it. Mrs. Demers stated there is one extra step between the Department Heads approving payroll and it going to the payroll company.

The Chair stated payroll has to be done on a Monday and asked if he is the right person to be approving these since he works on Mondays. Mr. Mulholland stated the Department Heads should be submitting their payroll by Sunday. Mrs. Demers stated everyone has access to the website to submit payroll regardless of where they are.

Mr. Pelissier stated he is still going to come in Monday mornings and go over payroll with Mrs. Demers because up until this last week, payroll has always been wrong. Mrs. Demers explained employees were putting in time when it was supposed to be a vacation day which was messing things up on the payroll. She explained the vacation time will show up once the vacation request has been approved. There was

further discussion of putting vacation time in and how it shows up on the timesheet. There was also discussion of the Department Heads submitting payroll by Saturday and then notifying the Chair they need to change it after it has been submitted.

The Chair suggested maybe they need to do some more training on using the payroll software.

Discuss credit card procedures with Department Heads.

Mr. Mulholland stated the issue is when there isn't a receipt there needs to be a memo which indicates there is no receipt, why there is no receipt and the date and amount spent. He stated if there is no receipt or memo they won't pay the bill which can cause a late fee. The Chair stated it is unacceptable to be paying a late fee. He stated it was one of the big hits they took from the public with letting the Department Heads having credit cards.

Mr. Mulholland stated the other issue is getting the Board to sign off on it on time. The Chair asked what is needed for signatures on the manifest. Mr. Mulholland stated the document is not complete without the three signatures. He stated they can't print it out if only two signatures are available. The Chair asked how they fix it because it is a problem in the case of someone being out sick or on vacation. Mr. Mulholland stated they are looking into different software to allow for the two signatures should the Board approve the new software and it wouldn't take effect until June. He stated for now they have to recreate the document with only two signatures needed. There was further discussion of the software and getting around the need for three signatures.

The Chair reminded the Department Heads if they are going to take time off they need to notify the Town Administrator as well as the Chairman of the Select Board so they know when they are in town.

Appointment of Officials; Fire Chief and Building Inspector

Motion. Mr. Tardiff made a motion to appoint Dana Pendergast as Fire Chief with the term to expire June 1, 2017. The Chair seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to appoint Dana Pendergast as Building Inspector with an expiration date of June 1, 2016. The Chair seconded the Motion. There was no additional discussion.

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

Accept a grant from the NH Highway Safety Agency in the amount of \$4,368 for the purpose of conducting DUI Patrols.

Motion. Mr. Tardiff made a motion to accept the grant from the NH Highway Safety Agency in the amount of \$4,368 for the purpose of conducting DUI Patrols with Shaun Mulholland as the authorize signor. The Chair seconded the Motion. There was no additional discussion.

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

Approve CDBG Financial Management Policy.

Motion. The Chair made a motion to approve the CDBG Financial Management Policy. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve CDBG 504 Plan, handicap accessibility.

Motion. The Chair made a motion to approve the CDBG 504 Plan, handicap accessibility. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Vote to approve temporary rescission of prohibition of truck traffic on Ferry St

Mr. Pelissier stated he spoke with Mr. Trainque and they are in full understanding they need to resolve this. He stated as of now they need to keep the heavy trucks off the road. He stated the road is worse off now because of the rain.

The Chair asked Mr. Anderson if they are aware of what is going on with the road. Mr. Anderson stated they are aware of it and he goes by the road on a regular basis.

Motion. The Chair made a motion to approve the temporary rescission of the prohibition of truck traffic on Ferry Street until further notice. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve contracts; Advanced Excavating & Paving – SRTS Granite St. Project, Construction, Haight Engineering – SRTS Granite St. Project, Engineering, and Architectural Link-Community Center Project, Architectural Services.

Motion. The Chair made a motion to accept the Advanced Excavating & Paving SRTS Granite St Project and have Shaun Mulholland as the signatory. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. The Chair made a motion to accept the Haight Engineering –SRTS Granite St Project for Engineering and authorize Shaun Mulholland as the signatory. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. The Chair made a motion to approve the Architectural Link-Community Center Project or Architectural Services with Shaun Mulholland as the signatory and ask him to negotiate the first payment with them. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Review first quarter comparative budget report.

Mr. Mulholland stated the report is different than what they are used to seeing because it gives them a comparison of the same time period in 2014 to now.

Mr. Tardiff asked if the numbers for the selectmen's salary should be the same for each quarter. Mr. Mulholland stated it depends on when the payrolls fall.

The Chair stated they distributed this to the Budget Committee members and had a discussion about it. Mr. Tardiff stated he thinks it would be good for the Budget Committee to see what is going on. Mr. Mulholland stated they wanted to see if the Select Board liked this format or not.

Mr. Tardiff asked the Chair if he had questions on the comparative budget. The Chair stated he had questions on the highlighted lines but he had already gotten answers for them.

Mr. Mulholland stated some lines look like there is more money left over than there is. He gave the example of the salt line only showing \$7,000 for the first quarter in 2015 and it is because there was \$10,000 pre-bought in 2014. The Chair stated Mr. Mulholland went over it with the Budget Committee so they could understand how the comparison works.

COMMITTEE AND PROJECT UPDATES

Budget Committee

The Chair stated the Budget Committee is still short two members.

SVRTA

The Chair stated Mr. Mulholland, Ms. Walker and himself will be attending the SVRTA meeting on Thursday night. He stated if no one steps up to be the chair, Ms. Walker is going to volunteer to do it. He stated they will be there to help her with it.

Old Allenstown Meetinghouse Steering Committee

The Chair stated Ms. Walker was at the Old Allenstown Meetinghouse Steering Committee last week but he hasn't heard back from her on how it went. Mr. Mulholland stated he has the minutes from the meeting and there is another meeting on Thursday.

TOWN ADMINISTRATOR'S REPORT.

Status report proposed new Community Center facility at the Whitten Street Park.

Ground breaking ceremony date

Mr. Mulholland stated they are looking at a ground breaking ceremony date of June 13, 2015. He suggested a Thursday night around 5:30pm to 6pm would be better during the summertime. He stated this is a town project so the Board of Selectmen needs to be there.

Project timeline update

Mr. Mulholland stated real construction will start sometime around August 1st and be finished in March.

CDBG II Award

Mr. Mulholland stated they did receive the CDBG II Block Grant.

Project Budget

Mr. Mulholland stated he thinks it is important for the Select Board to take a look at it.

The Chair asked Mr. Mulholland if there is anything he needs from the Select Board. Mr. Mulholland stated they don't have a lot of Allenstown people involved in the project which concerns him. He stated he doesn't know what specifically the Select Board can do but the Ground Breaking ceremony is important. He stated they do need to think about whether or not they want a name for the center.

Mr. Mulholland suggested donations of things such as a flag pole and companies donating money and having a room named after them. He stated the Highway Department is going to be cutting trees down there and the Police Chief has made connections to have some paving donated. He stated he has feedback from all the departments but they don't have a lot of people from the community getting involved.

Full Faith and Credit Pledge

The Chair read the Full Faith and Credit Pledge which stated;

“WHEREAS, the Town of Allenstown is the recipient of certain Community Development Block Grant (CDBG) funds (Grant No. 14-143-CDPF) designated for the Boys & Girls Clubs of Greater Concord to

be used to support the Suncook Boys and Girls Club project (Project) which includes the removal of existing modular classrooms and construction of a new facility situated on Town land in Allenstown, New Hampshire and WHEREAS, the Town has entered into certain contractual obligations and assurances for a specified period of time in exchange for the receipt of the referenced funds in connection with the above-referenced project; and NOW, WHEREFORE, the Town of Allenstown, by and through its attorney, does hereby commit its full faith and credit and pledges its unencumbered assets, as they may now exist and may change from time to time, as a financial guarantee for the performance of the above-referenced covenants and assurances. This Pledge is given in consideration of CDBG funds in the amount of \$475,000 to be used toward the Project referenced above. These funds are provided with the agreement that the new facility shall benefit persons of low and moderate-income for a minimum of twenty (20) years. The Town hereby agrees to notify CDFA whenever there is a change of use in facility until April 1st, 2035. If a change of use results in one that does not serve primarily low- and moderate-income persons, the Town will be required to pay a prorated amount of the CDBG funds. This amount shall be decreased by 5% per year of the CDBG funds granted for that portion of the facility. Voted upon and agreed to by the Board of Selectmen of the Town of Allenstown on April 20th, 2015.”

Motion. The Chair made a motion to approve the Full Faith and Credit Pledge for the Town of Allenstown with the Boys and Girls Club. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Requests for Planning Board Alternates

Mr. Mulholland stated there are two people who have submitted requests to be on the Planning Board as alternates and he needs direction to give them as to the process is to do it. He suggested the individual Boards look at these people. He stated they have people with a lot of experience and suggested getting people on there who have a background in Community Development or Economic Development. He also suggested a good place for those who don't have experience is the Conservation Commission. He stated he needs direction as to what the Board wants him to do with giving these people guidance.

Mr. Tardiff stated he thinks it should be left up to the Planning Board. The Chair stated when he was on the Planning Board they would interview interested parties and then make a recommendation to the Select Board. The Chair asked Mr. Tardiff to speak to the Planning Board about the people interested. Mr. Tardiff asked Mr. Mulholland to get a copy of the requests to the Chair of the Planning Board.

Department Head Reports

Police Department

Chief Paquette stated the new Detective has started the Explorers Program and things have been going well. The Chair asked the Chief to put more about this in the next month's report so Ms. Walker can read about it.

Highway Department

Mr. Mulholland asked Chief Paquette if he saw the DOT letter regarding rumble streets on Route 28. Chief Paquette stated he had seen the letter. Mr. Mulholland stated it shouldn't affect the state budget as it is federally funded.

Ratify Consent Calendar: April 20th, 2015

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar for April 20, 2015. The Chair seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: o Payroll April 16th, 2015 o AP April 8th, 2015; April 15th, 2015

Motion. Mr. Tardiff made a motion to approve Payroll for April 16, 2015. The Chair seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the Accounts Payable manifests for April 8, 2015 and April 15, 2015. The Chair seconded the Motion. There was no additional discussion.

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

Other Business

Fire Chief New Hire Form

Chief Pendergast stated they were supposed to have completed a New Hire Form 15 days after he was hired for the Fire Standard and Training. Mr. Mulholland asked if they need to do this every time they appoint him. Chief Pendergast stated they only need to do it once.

Highway hiring process

Mr. Pelissier stated he spoke with Mr. Mulholland regarding the process for hiring at the Highway Department and thinks they are ready to post the position. He stated they also discussed the wage to pay for a probationary position. He stated they were thinking they should start the position at \$15.50 an hour. The Chair asked him to write something up and put it on the agenda for the next meeting for them to review. There was further discussion of how they came up with

the starting salary for the position and the need for the Board to approve a rate for them to be able to advertise the position.

Mr. Pelissier stated they started the poles on Chester Turnpike but the fire hydrants haven't been started yet.

Motion. Mr. Tardiff made a motion to adjourn. The Chair seconded the Motion. There was no additional discussion




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

The Chair declared the meeting adjourned at 7:33 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

April 20, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	05/10/2015 DATE
 JASON TARDIFF, Member	04/30/2015 DATE
 KATE WALKER, Member	04/27/2015 DATE

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

Signature Certificate

 Document Reference: ZKSH33IN6JMW7F8VVVFI IA

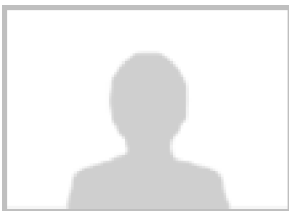


Kate Walker
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IP Address: 65.175.133.144
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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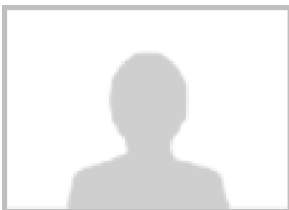


Jason Tardiff
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c7e10ba3fee2ef1fcb8a2e5d576d6924e07182e5



Jeffrey Gryval
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Timestamp

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2015-04-30 05:30:06 -0700
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2015-04-27 09:16:21 -0700
2015-04-24 08:33:03 -0700

Audit

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