

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
May 4, 2015

Call to Order.

The Allenstown Select Board Meeting for May 4, 2015 was called to order by Mr. Gryval 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: Larry Anderson, Sewer Commission; Pauline Boutin, Library Trustee; Vicki Kneeland, Library Trustee candidate.

Allenstown Staff: Shaun Mulholland, Town Administrator; Donna Baxter, AFD; Michael Bowen, APD; Michael Stark, APD; Ron Pelissier, Road Agent; and Diane Demers, Finance Director.

Citizens Comments: N/A

Appointment of Library Trustee Vicki Kneeland

Mrs. Boutin stated Mrs. Kneeland was a Library Trustee several years ago.

Motion. Mr. Tardiff made a motion to appoint Vicki Kneeland as a Library Trustee for the term which is on the appointment form. Ms. Walker seconded the Motion. There was no additional discussion.

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

Hire Administrative Assistant at the Fire Department.

Mr. Mulholland stated they have Mrs. Baxter as the recommended candidate for the Administrative Assistant for the Fire Department. He stated she went through the hiring process and came highly recommended. He stated they are looking at a hire date of May 11, 2015.

The Chair explained to Mrs. Baxter she would have a diverse job working with many residents and asked if it is something she enjoys doing. Mrs. Baxter stated her background is working in sales and she is looking forward to working with people in town.

Motion. Mr. Tardiff made a motion to hire Donna Baxter to the position of Administrative Assistant with an effective date of May 11, 2015 and a rate of \$15.39 per hour. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discuss hiring process for Truck Driver position in the Highway Department

Mr. Pelissier stated they put a packet together and he thinks they are ready to move forward. He stated he is concerned with the starting rate of pay. He stated he thinks it should be a little less than the \$15.41 at least through the probationary period.

The Chair asked Mr. Pelissier about the different ways they had discussed filling the position. Mr. Pelissier stated those other ways weren't working out for them.

The Chair asked Mr. Pelissier what he thinks they should start the rate of pay out at. Mr. Pelissier stated he was looking at \$13.91 for the first year. He stated they have staff whose rates need to be adjusted before they start someone new at a higher rate.

Mr. Tardiff asked if they have two people applying for the job and one has a CDL while the other doesn't why they would hire at the same rate. Mr. Pelissier stated the position they are looking to fill doesn't require a CDL however they want them to have it so they can move them around the department. He stated they are trying to open it up to more people. There was further discussion of what rate to start the new position at. The Board determined to change the wording to include the probationary rate of \$13.91 per hour.

Discuss hiring process for positions in the Police Department.

The Select Board conferenced in Chief Paquette and informed him the Lieutenant and Patrolmen were in the audience. The Chair asked Chief Paquette how he plans on filling the open positions. Chief Paquette stated he would like to start the hiring process and get the advertisements out as soon as they can.

Ms. Walker asked Chief Paquette if he has everything to advertise. Chief Paquette stated he has everything ready. Mr. Tardiff asked if ten days is enough to advertise for the prosecutor position. Chief Paquette stated ten days is long enough for the position. Ms. Walker asked if the prosecutor position is remaining full-time. Mr. Tardiff asked if the position needs to remain full-time. Chief Paquette stated it is remaining a full-time position and it does need to remain as such.

Mr. Tardiff asked what the plan is to cover the shorthanded positions through the summer. Lt. Stark stated the Chief will cover most days and then Officer Tower and he will cover the rest. Mr. Tardiff asked if the Detective helps to fill in when needed. Lt. Stark stated she does however the administrative paperwork gets moved to a later time. Mr. Tardiff asked if the SRO position helps in the summer. Lt. Stark stated it will be helpful however there is some training in the summer for the SRO. The Select Board gave the Police Department permission to go forth with the hiring process.

Discuss road construction projects with the Road Agent.

Granite St./Turnpike St. intersection project – project status report, project cost, removal of fence on town property status, public notification.

Mr. Pelissier stated the poles have been set and they are supposed to be done within ten days of being set. He stated once the poles are in it goes to Fairpoint and they have 14 days to move the lines. He stated if they don't move the lines after 14 days they can hire it out and charge them. He stated he has spoken to Mr. Santos who is ready to take the fence down once he is told he needs to do so.

Mr. Pelissier stated he is meeting with Mr. Townsend who is waiting for the poles to be set. He stated before they can do the cross drainage the poles need to be done. He stated they are also waiting for PSNH to put in their telephone ampler. The Chair asked if it will hold up the project. Mr. Pelissier stated he doesn't think it will hold up the project. He stated Pembroke Water hasn't moved the fire hydrant yet however they should be doing it soon.

The Chair asked if they have done public notices to the abutters. Mr. Pelissier stated they haven't done it yet because they are waiting on PSNH. He stated the only time the abutters will be

impacted is when they do the drainage. The Chair asked about the businesses in the area being impacted. Mr. Pelissier stated he has spoken to the business owners and they are aware of what will be going on.

Mr. Tardiff asked if they are planning on closing the road on a day the dump is not open. Mr. Pelissier stated residents can go around and they will notify people ahead of time.

River Rd. Project(s)- project status report, project cost, status of Bid process/contract, public notification abutters/businesses/general public

The Chair stated they were paving down the far end. Mr. Pelissier stated they completed the two patches and the contractor was able to do a little more than what was originally quoted. He stated they have about a day and a half of ditching to do as well.

The Chair asked the Board if they had any questions about the bid process for the River Road Swift Water Drive paving project. Mr. Tardiff stated there is work to be conducted on the site Monday through Fridays and they don't work on Fridays. Mr. Pelissier stated they have worked it out to have the work done Monday through Thursday from 6am to 4pm.

The Chair asked Mr. Mulholland if this was okay to sign. Mr. Mulholland stated it is okay to sign. He stated it is the same as the one they denied last year. The Chair asked what the issues were last year besides timing. Mr. Mulholland stated the issue was the RFP process. Mr. Pelissier stated he sent it out for bit last year to five or six companies and presented those who responded but the Board denied it. Mr. Mulholland stated there was a discussion last year about the bid process and the Board had instructed Mr. Pelissier to go back and do it correctly.

Mr. Pelissier stated the last time they did a project on this road he got three bids and the project for \$11,000 which the Board didn't like the way it was done and signed off on \$15,000. He stated he thinks their concern was why there was a difference between an RFP and a three bid process. He stated a three bid process can get done quicker than an RFP.

Mr. Tardiff asked Mr. Pelissier if he sends out specs to the contractors with a three bid process. Mr. Mulholland stated there is a copy in their packets. Mr. Tardiff asked what is missing from this contract compared to an RFP. Mr. Mulholland stated the contract has most of the ingredients of an RFP.

Mr. Tardiff asked what is wrong with the contract as it is written. Mr. Mulholland stated nothing is wrong with the contract. Mr. Tardiff asked if the paperwork Mr. Pelissier sent out those companies is the issue. Mr. Mulholland stated the paperwork is the issue.

Ms. Walker asked if the way Mr. Pelissier went about this was not according to the policy. Mr. Pelissier stated that is correct. Ms. Walker asked why the policy wasn't followed. Mr. Pelissier stated this year they discussed doing it in a way which was more efficient for them and they agreed to go back to the three bid process.

The Chair stated the way he remembers it is Mr. Pelissier didn't like the RFP process and he was going to put something together and bring it before the Board. He stated he doesn't remember Mr. Pelissier bringing a different solution before the Board.

Mr. Tardiff stated he thinks it is a matter of following the paperwork. He suggested they go ahead and sign off on the project tonight however not to come before the Board again if they don't follow the policy. The Chair stated he agrees with Mr. Tardiff and also suggested if they have other suggestions for changes to the policy to bring those before the Board.

Ms. Walker asked what is missing from this entire thing. The Chair stated it was the way Mr. Pelissier got the prices and process used to bid the job done. Mr. Pelissier stated he sent out the paperwork the way he wanted it done. He stated an RFP would have the same document in it except to say what kind of insurance they would need to have along with other documentation.

Mr. Mulholland stated the way the process works is Mr. Pelissier is supposed to develop a scope of work which needs to be done and then brought to himself. He stated it is not supposed to get past himself until it meets all the requirements and then an RFP is completed. He stated the contractors are to submit sealed bids for the Select Board to open, reviewed and then one is selected. He stated this process predates all of the Selectmen. The Chair stated the Board determined to stick with the process last year.

Ms. Walker stated she can't agree with the rest of the Board because it was not done according to policy and she would rather have it done right then have them come back and hurt them later on down the road.

The Chair stated they are going to allow the contract tonight however they will not allow this to come before the Board again. Mr. Mulholland clarified it is not for him to decide what is to go before the Board and he will not be getting involved in the political game between the Road Agent and the Board.

Reynolds Ave. Project and areas sidewalk project-project status report, project costs estimates, engineering/easements/survey/Layout, etc., and public notification abutters/general public

Mr. Pelissier asked to table this for tonight.

Street Sweeping Purchase Order

Mr. Pelissier stated they priced this out years ago and use the same person year after year. He stated they put it out for bid and received two replies. He stated he spoke with Mr. Mulholland and they discussed doing an RFP and doing three year contract.

The Chair stated the reason he was not happy with the process last week was because the price came in higher than what Mr. Pelissier thought it would be and it became an emergency. He asked what the correct process for doing this project. Mr. Mulholland stated if it is under \$2,000 Mr. Pelissier doesn't need to create an RFP. He stated if they do the three year bid process they wouldn't have to do it every year. He stated the company they contract with would know they have a job every year and put them on the schedule.

The Chair asked if they could do contracts like this for paving. Mr. Pelissier stated he doesn't know and could look into it.

Mr. Tardiff asked Mr. Pelissier why he didn't bring them the numbers on the street sweeping in February when he got them. Mr. Pelissier stated he was off on the numbers a bit. There was further discussion about doing contracts for services such as paving.

Mr. Pelissier stated he made phone calls and sent emails for the street sweeping and only received two responses. Ms. Walker stated if it was her and she was supposed to get an email by 5pm and didn't she would call them asking where the bid was.

The Chair asked what they need to do with the street sweeping at this point. Mr. Mulholland stated they need to sign the Purchase Order. Mr. Tardiff stated he thought it was closer to \$4,000 for the project. He stated the purchase order has \$2,880 for 24 hours. Mr. Pelissier stated they only have to go until the MS-4 and the rest they will do with the other brush. He stated the last time it took them this amount of time.

The Chair asked if there is anything else they need to know about the contract. Mr. Tardiff stated technically it is going against what they just said they weren't going to do. He stated this should have been an RFP. Mr. Pelissier stated he will send it out however it is going to take longer. He stated they will have to get started on some of the street sweeping.

Discuss 2016 Budget guidance to department heads and board.

The Chair stated they were supposed to start discussion on this tonight and then in two weeks finalize the direction to give to the town to prepare the 2016 budgets. Ms. Walker stated she would like to keep the budget so there is no impact on the taxes. Mr. Tardiff stated they can only

control certain parts of the budget. Ms. Walker stated she would like them to look to see where they can cut in certain areas so it would be not as impacting. Mr. Tardiff suggested trying to keep it where it was at for last year.

The Chair stated he was thinking along the same lines and have a balanced tax impact as much as they can. He agrees the community is over taxed and thinks they need to be responsible on the municipal side to see what they can do to start curving the tax rate. He stated if they were to go in the direction of keeping the taxable portion of the budget the same as last year they would be looking at a 5% reduction to the major departments.

The Chair conferenced Chief Paquette back into the meeting and updated him on their current discussion of the 2016 budget direction for the town.

The Chair asked the Board what they thought about the suggested guidance. Mr. Tardiff stated he would like to see how the 5% reduction looks. Ms. Walker stated she likes this guidance because it allows the department heads a chance to control the things they can control and see what is absolutely necessary.

The Chair asked about COLA increases and what kind of direction they want to give the Department Heads on it. The Board determined to factor in a 1% COLA for the 2016 budget.

The Chair stated he would like them to have another discussion regarding the long term budgets. He stated he would like to start looking further down the road which will make it easier for the department heads and can start factoring things into their plans.

The Chair asked Mr. Mulholland if there is anything else they need to discuss at this time. Mr. Mulholland stated they will need to discuss the budget schedule at some point. He clarified with the Board the direction they want the Department Heads to go at this time is the 5% reduction at this point however in October they may have insurance rates higher than expected which would cause them to readjust the budget at that time. There was further discussion of the possible insurance increases they could see in October.

Chief Paquette asked if they are doing any raises or COLAs this year based on the evaluations. The Chair stated they hadn't discussed those yet. Chief Paquette asked about the step increases and COLA for next year and if they were putting it off next year. The Chair stated they haven't brought it back up for discussion yet.

The Chair asked the Board how they want to precede with the merit raises for next year. Mr. Tardiff stated he would like to do what they did last year. Ms. Walker stated she would like to

see positions which haven't been increased for a while to be brought up to where they should be and then go from there.

The Chair stated they have a few positions in the Highway Department they are looking to close the gap on for salary and asked if there were any other positions they need to work on. Mr. Mulholland stated some of the positions were the call fire fighters as well as the Highway Department positions. The Chair asked for some numbers to see how this would impact the budget so they can see what is left for the merit system and give the Department Heads better direction. Mr. Mulholland stated they can get the numbers together for the Select Board. He suggested they put it on the agenda for the May 18, 2015 meeting.

Appointment of Officials

Deputy Emergency Management Director

Motion. Mr. Tardiff made a motion to appoint Lt. Michael Stark as Deputy Emergency Management Director with a term to expire June 1, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

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

Deputy Treasurer

Motion. Mr. Tardiff made a motion to appoint Priscilla Lemaire to the town Deputy Treasurer. Ms. Walker seconded the Motion. There was no additional discussion.

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

Emergency Management Director

Motion. Mr. Tardiff made a motion to appoint Shaun Mulholland as the Emergency Management Director with a term to expire June 1, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

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

Parks & Recreation Commissioner

Motion. Mr. Tardiff made a motion to appoint Peter Houllis as Parks and Recreation Commissioner with an expiration of June 1, 2018. Ms. Walker seconded the Motion. There was no additional discussion.

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

Planning Board

Motion. Mr. Tardiff made a motion to appoint Chris Roy to the Planning Board with an expiration of June 1, 2018. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to appoint Diana Adinolfo to the Planning Board with an expiration of June 1, 2017. Ms. Walker seconded the Motion. There was no additional discussion.

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

Tax Collector

Motion. Mr. Tardiff made a motion to appoint Kathleen Rogers as Tax Collector with a term to expire of June 1, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

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

Mr. Tardiff asked if they need to reappoint the Tree Warden. Mr. Mulholland stated they don't need to reappoint the Tree Warden according to the State and the appointment is a lifetime term.

Accept resignation of Veronica Lorenz from the Tri-Town EMS Board of Directors.

Motion. Mr. Tardiff made a motion to accept Veronica Lorenz's letter of resignation from the Tri-Town EMS Board of Directors. Ms. Walker seconded the Motion. There was no additional discussion.

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

Approve contracts

CDBG I, Grant Administrator contract-Donna Lane, Hoyle, Tanner & Associates-Task Order #, Community Center Project, and Town Map exclusivity contract proposal.

Mr. Mulholland stated they can now hire a grant administrator since they have signed the contract for the CDBG I. The Chair asked what Donna Lane's job be. Mr. Mulholland stated they are required to have a grant administrator. He explained Mrs. Lane will discuss the bid process, labor audits, submit the reimbursements into the system, and close out. The Chair asked if it was a paid position. Mr. Mulholland stated it is a paid contract for \$15,000.

The Chair stated Mr. Mulholland has been updating them on this regularly and asked the Board if they had any questions. There were no questions.

Mr. Mulholland discussed a request from Community Publications in regards to mapping. Mr. Mulholland stated what they are requesting exclusivity which would allow them to create a map on the behalf of the town. He stated they did allow this last year. The Chair asked Mr. Mulholland what his recommendation for this was. Mr. Mulholland stated he would be concerned about giving someone exclusivity in the private sector.

Ms. Walker asked why this has to happen and it is very confusing. Mr. Mulholland stated they would be saying this is their official business listing which lists their information and they are giving her exclusive rights to create the map. There was further discussion of whether or not to sign the contract. The Board determined to not give the exclusivity rights for the map.

Accept resignations of police department personnel.

Motion. Mr. Gryval made a motion to accept the resignation of Officer Brian Jordan. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to accept the resignation of Alica O'Rourke. Ms. Walker seconded the Motion. There was no additional discussion.

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

Discuss/Approve employee evaluation rating scheme.

The Chair stated this basically the same schedule as they had last year. He stated it has the Select Board as senior raters for some of the evaluations. He asked if they want to be the senior raters or pass it off on someone else. Mr. Tardiff stated they passed it off on someone last year and he thinks they should do so this year.

Mr. Mulholland stated one of the other reasons they passed it onto him last year is to create the depth needed to have a reviewer. He stated one of the problems with doing things that way is he is not in the chain of command. He stated if there is a conflict between the rater and senior rater they will need a reviewer. He stated there are pros and cons of doing it either way so it is something the Board needs to weigh in on. The Chair stated he thinks the cleanest way is to have Mr. Mulholland do it on their behalf.

Ms. Walker asked how it would work if the Select Board was to do it. Mr. Mulholland stated they would review what the rater put down and then determine if they concur or don't concur. Mr. Mulholland gave an example of Lt. Stark being reviewed by Chief Paquette and a conflict is created between the rater (Chief Paquette) and the senior rater (Select Board). He stated with the conflict it would go before the reviewer who would weigh out the evaluation and make a decision.

Ms. Walker asked how often this has happened. Mr. Mulholland stated they haven't had a situation where a rater and senior rater has disagreed with a situation where the two could not work out the issues. He did say it is a matter of time before this occurs. The Chair stated he is afraid it would drag the process one and would be very time consuming. The Board determined to have Mr. Mulholland be the senior rater and to have him changes it so he will be the senior rater going forward.

TOWN ADMINISTRATOR'S REPORT.

Status report proposed new Community Center facility at the Whitten Street Park-Project Schedule and Ground Breaking Ceremony 6/16 at 5:30pm.

Mr. Mulholland stated they have the project schedule now and it is on the website. He stated the groundbreaking ceremony will be on June 16, 2015 at 5:30pm. He stated he has sent invitations out to all of their Boards. He stated he has spoken to Mr. Jodoin and thinks their Select Board will be able to attend. He stated it is an important event and is hoping for a good turnout.

Mr. Mulholland stated he is expecting the main speech to be given by someone on the Board of Selectmen.

Mr. Mulholland stated there are concerns about the soil testing which was done. He stated the soil which is contaminated by the former gas station at the corner of Main St. and Ferry St. He stated some members of the project team want to hire a private firm which he is not in favor of. He stated he wants to use DES to tell them what the testing results actually mean however it is up to the Select Board. He stated the test was done on an independent level and DES will weigh in on it.

Mr. Mulholland stated they are going to the Building Inspector soon for permits. He stated they are waiting for the mechanical and electrical designs to come back before they can start the bidding process. He stated the bid specs have to be approved by CDFA to meet their requirements. He stated the actual groundbreaking sometime in August and they should be done with the project by March.

Status report in regards to the accounting software study

Mr. Mulholland stated he is going to have Mrs. Demers give them an update on this. Mrs. Demers stated they sent an RFP out and received five responses. She stated she would like to have the company they want to go with give a presentation to the Select Board on Monday, May 11, 2015. Mr. Mulholland stated they invited the Sewer Department to join them for the presentation as well.

The Chair asked for an overview of why they want to do this and if it is going to affect the Department Heads. Mr. Mulholland stated they are going to go over all this with the Select Board in a letter. He stated the presentation will consist of Mrs. Demers explaining why they need to do this and all the problems they are having. He stated the representative from the company will explain how the program will work to achieve the tasks they want. He stated the program will allow the Department Heads to see their budgets and create five year budgets as well.

The Chair asked Mr. Pelissier where he put his self-evaluation and he can't remember where he put it. Mr. Pelissier stated he will resend it to them.

Request to plant a garden on town property

Mr. Mulholland stated they received a request to plant a garden by Edward Fay on town property on Riverside Drive. The Board determined to not grant the request for the garden on town property.

Health Care Reform Update

Mr. Mulholland stated there is a Health Care Reform Update for elected officials if they want to go to it.

DRA Assessment

Mr. Mulholland the assessed value of the towns tax base has gone up by \$17 million. He stated there is not a lot of new property but the value of the same properties has increased.

Ratify Consent Calendar: May 4th, 2015

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar of May 4, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

Review Minutes: April 6, 2015; April 20, 2015

Motion. Ms. Walker made a motion to accept the minutes from the April 6, 2015 Board of Selectmen meeting and the April 20, 2015 Board of Selectmen meeting. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

Approve Payroll and Accounts Payable Manifests: Payroll: 043015; AP: 042215; and 042915.

Motion. Mr. Tardiff made a motion to approve the Payroll manifests of April 30, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to approve the Accounts Payable manifest of April 22, 2015 and April 29, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

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

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion.

The Chair stated he is going to contact the School Board to tell them they have issued a conditional offer of employment to the SRO. He asked the Board if it is okay for Mr. Mulholland to draft a memo to the School Board with the pertinent details regarding the SRO. The Board agreed to have Mr. Mulholland draft the memo and pass it onto Mr. Irzyk.

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

The Chair declared the meeting adjourned at 8:17 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

May 4, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	06/17/2015 DATE
 JASON TARDIFF, Member	06/22/2015 DATE
 KATE WALKER, Member	06/16/2015 DATE

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

Signature Certificate

 Document Reference: LSD8ZTIMB5V64FVJBRETYP

RightSignature
Easy Online Document Signing

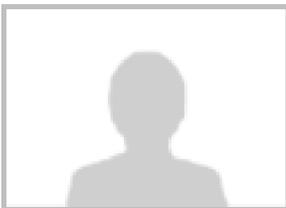


Kate Walker
Party ID: AZ6FPCJ6W5XCWXY468VDYB
IP Address: 65.175.133.144
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9d1b724a4435e5934bb1bb7cdc80c171d644a217

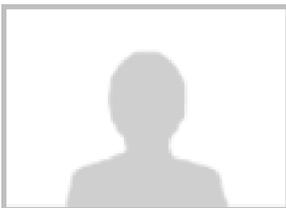


Jason Tardiff
Party ID: SVISE8JKPIEP34I3GAHKMK
IP Address: 173.9.43.198
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



Jeffrey Gryval
Party ID: 7KYXZTIRL4MH29X25YCWWN
IP Address: 64.222.96.214
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

eaaf24fb1dff600d407f6b06abb85d2601efd9bb9



Timestamp

2015-06-22 06:21:41 -0700
2015-06-22 06:21:40 -0700
2015-06-22 06:21:14 -0700
2015-06-17 17:46:50 -0700
2015-06-17 17:43:31 -0700
2015-06-16 11:04:01 -0700
2015-06-16 11:03:49 -0700
2015-06-16 05:50:26 -0700

Audit

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



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