

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
December 16, 2019

Call to Order

The Allenstown Selectboard Meeting of December 16, 2019 was called to order by Vice Chair Sandy McKenney at 6:03 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Marc Boisvert, Acting Road Agent; Police Chief Michael Stark, Mike Frascinella, Richard Kiah, USGS; Thomas Chartier

Citizens' Comments

Mr. Frascinella reported on the success of the Holiday Decorating Contest and Tree-Lighting Celebration. He said that eight homes entered the contest, and all entries and votes were done electronically. On Saturday, December 14th, 50 people gathered at the Community Center for the awarding of trophies and to hear the ARD chorus sing. Gary Laflamme, 35B River Road, won the prize for the best home decorations, and there was a tie between Kevin Ouellette of Letendre Avenue and Keith Klawes of Kenwood Drive for the best lawn decorations. Mr. Frascinella said the EDC would like to expand the contest next year to award 2nd and 3rd place trophies. Also, he said that next year they will require those entering the contest to post their homes on line in an effort to get more participation in the voting. Mr. Klawes has volunteered to play Santa Claus next year. Mr. Frascinella said that he did some online research and learned that members of the committee sponsoring the contest should not vote, even to break a tie.

Regular Agenda

▪ **2020 Highway Truck Lease Purchase**

Mr. Boisvert said that he is seeking permission to lease/purchase one new six-wheel truck to replace two old trucks for plowing. This, he said, is in accordance with the CIP of former Road Agent Ronnie Pelissier. The vehicles being replaced are a 1997 truck and a 2000 Sterling. He said that having just two big trucks and other smaller ones works well.

Ms. Bender said that the deposit for this truck is available in the capital reserve fund for this purpose. The yearly lease payment will come from the Capital Vehicle line of the operating budget. The total cost is \$172,115. The two old trucks will be traded or sold via sealed bid.

Ms. Higham made a motion to approve the lease/purchase of an International L 8000 plow truck for an amount not to exceed \$172,115 and to allow the Town Administrator to sign the related paperwork. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Boisvert next stated that the Highway Department had lost the motor on a nine-year-old small sander. The sander cost about \$3,500 nine years ago, and a new motor would cost \$2,000. He said that replacing the motor would not be a good decision. Instead, he proposes purchasing a new hydraulic sander to go on the new truck. This would cost \$6,200, and the money is available in the budget.

Mr. Goodine noted that the new unit would hold twice the amount of sand.

Ms. Higham made a motion to approve the purchase of a Fisher Hydraulic Steel Caster from Donovan Equipment for \$6,200. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Boisvert reported that his department picked up 33 bags of leaves on December 12th, after Mr. Goodine received calls requesting that service. He said he wished to thank the BOS, Mr. Goodine and Ms. Bender for their support during his nearly one-year tenure as Acting Road Agent. He said he appreciates all of the help and guidance they have given him.

Ms. McKenney announced that the CIP Committee will meet on January 14th and 21st. She said that she expects all department heads to attend. Matt Monahan of the Central NH Regional Planning Commission made this request.

▪ **River Gauge Discussion with USGS**

Mr. Kiah stated that Ms. Bender contacted him about the river gauge in Allenstown, and he checked with various data users about the need for this gauge. He said he is before the Selectboard to offer some history and to explain the value of the gauge. The river gauge was installed in August of 2011 at the request of Chief Mulholland. There is also one on the Suncook River in Chichester, and together they provide valuable information. The Chichester gauge is used by the National Weather Service for forecasting. The Allenstown gauge is a secondary one. In 2017, he was able to leverage additional funds from the Army Corps of Engineers to monitor both the stage of the river and the stream flow. As they get more data, he said, they can do more precise modeling. He suggested that Allenstown contact Grey, Maine about becoming a forecasting point.

Ms. Bender stated that, under the current agreement which expires at the end of June 2020, Allenstown and Pembroke each pay half of the \$3,200 cost for the gauge. Pembroke has announced that they no longer wish to participate.

Ms. McKenney asked if there are any funds available to cover the amount Pembroke was paying.

Mr. Kiah said he checked with the Army Corps and they are willing to pick up Pembroke's share because of the importance of the data. Information is gathered in 15-minute intervals, he said, and the USGS provides data regularly. This is public information available on the web and is a powerful tool, especially for emergency management.

Ms. Bender stated that the data from the river gauge seems to be helpful for accuracy. She asked how emergency management and the police can use the information.

Mr. Kiah said he could come back to meet with those people to demonstrate the use of the online tools.

Mr. Goodine asked how it is determined where the flood stage is.

Mr. Kian said that Chichester has a seven-foot flood stage, and he added that a community can input the water level and get a USGA water alert via email or phone call.

Mr. Goodine asked if the online map too is in real time.

Mr. Kiah said it is in 'user selected' time.

Ms. McKenney said that Allenstown will be keeping the gauge because it provides important data for flood warning.

Mr. Kiah said Allenstown should look into credits from the FEMA Flood Insurance Program for funding assistance.

▪ **2020 Police Car Lease Purchase**

Chief Stark stated that the police vehicle scheduled for replacement next year is the unmarked car. This allows flexibility, he said, in that they can look for a used vehicle – maybe two years old with low mileage – and save perhaps \$5,000 to \$6,000. He said he wants to reverse the usual process, paying for the car directly from the Police Department budget and being reimbursed for two-thirds of the cost by the leasing company. This is because the preparation of the leasing documents takes time on both sides, and used car dealers don't want to hold a vehicle for a month, turning away buyers as they wait for payment. Outfitting the vehicle will cost less, and the Department has the money in the budget for the used vehicle. He said that the blue Impala will go to the Highway Department. For the used vehicle, he said he is looking for one with four-wheel drive, probably an SUV. Chief Stark said he is also looking to purchase two portable targets at a cost of \$2,150 each. The firearms instructor will be able to program them, knowing when the target is hit, thus getting valuable feedback. The targets have Wi-Fi and can be plugged in. Chief Stark said he does not need any motions or approvals at this point.

▪ **Tax Abatements and Agreements**

Mr. Chartier stated that his house at 28 Fullam Circle burned down recently, and his son-in-law was denied a permit to tear it down. He said he would like to appeal that decision.

Mr. Goodine said that perhaps they can make a deal with Bear View Crossing if Mr. Chartier sells the property to them. He said that the taxes can only be abated for the months following the application for demolition.

Mr. Chartier said the shell is held together by metal, and he had no insurance on the house.

Ms. McKenney said that Mr. Chartier should go to the Bear View Crossing Board.

Mr. Goodine suggested talking with Robin Richards, offering to sell the property for one dollar and asking for the park rent to be abated. At that point, the Selectboard can grant the demolition permit.

Mr. Goodine next presented the abatement agreements. These are properties which were taken by Holiday Acres via foreclosure, and the taxes owed are old taxes due when Holiday Acres owned them. The agreements state with whom the agreements are made and the location of the properties. The town will abate taxes if the demolition is complete within 60 days and the Cooperative will have six months to get a new mobile home on the property. He said it is in the Cooperative's best interests to get a new home on the site as soon as possible, and it is also beneficial to the town because a new home will pay more property taxes. He said that the Cooperative, Bear View Crossing, must dispose of the old mobile homes in a lawful manner; they can't sell them.

Ms. Higham made a motion to authorize the Town Administrator to execute agreements for demolition and tax abatement with Bear View Crossing Cooperative, Inc. for properties at 19 Cheryl Drive and 13 Roland Drive, and to authorize the Town Administrator to execute an agreement for demolition and tax abatement of the property at 28 Fullam Circle, after the property is transferred to Bear View Crossing by the current owner. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine said there is another property at 11 Edgewood Drive from which the mobile home has already been removed. He asked for a motion to abate property taxes in the amount of \$2,096.46.

Ms. Higham made a motion to authorize the Town Administrator to execute an agreement with Old Town Cooperative, Inc. for tax abatement in the amount of \$2,096.46 for 11 Edgewood Drive, the reason being that the mobile home park was granted a demolition permit and the home has already been removed. Ms. McKenney seconded the motion, which carried unanimously.

▪ CIP Projects and Paperwork

Mr. Goodine stated that two CIP Committee meetings will be held in January on the 14th and 21st. He said that Katie from Central NH Regional Planning Commission will be in Allenstown on December 20th from noon until 3:00 pm. to assess which department would like to fill out applications for CIP projects. The deadline is Friday, January 3, 2020, and the applications may be emailed. He said that the threshold for projects is \$15,000, and he advised the Selectboard to fill out applications if there are projects they wish to pursue.

Ms. Higham said they could use new chairs in the Hearing Room, but that would not meet the threshold.

Mr. Goodine said he would like to live-stream the town government meetings, put in new windows where they are blocked upstairs in the Town Hall, and crack-seal the parking lot. He added that he would like to have an 'honor roll' for Allenstown veterans.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine began his report saying that he has been researching floor cleaning machines for the Community Center. He said that the owner of Cross-Country Maintenance and Supplies will sell the town a machine costing \$2,500, give demonstrations and do the maintenance work. The machine head is 20 inches wide, and it will take 25 minutes or less to wash the whole floor. He said he has plans to build a small closet for storing the floor cleaner.

Ms. McKenney gave Mr. Goodine the Selectboard's okay to proceed with this plan.

Mr. Goodine next said that the completion of the Emergency Management plan has been pushed into February, as January is a very busy month. He said he has spoken with Mr. Eisenhart about preparing the report, which is actually an update of the existing one. A list of people to serve on the committee has been provided, and they should be approved at the next meeting. Mr. Goodine said he suggested that Mr. Eisenhart speak with Police Chief Stark.

Mr. Goodine said that the Budget Committee has approved most of the municipal budgets. There are still capital improvement amounts to review, and the committee will take up the School budget on Thursday, December 19, 2019 at their meeting to be held at ARD School.

Mr. Goodine said that the public hearing on zoning changes would include six or seven warrant articles. He said he has asked Town Attorney Somers for a template.

Mr. Goodine stated that the Suncook Boys and Girls Club has a new director, Dusty Gray.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ms. Higham made a motion to ratify the Consent Calendar of the December 16, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine noted that the Consent Calendar contains Casella Engineering drainage plans, a \$3,500 cost paid via escrow funds. He noted that it also contains funds returned by Unemployment and the cover page of the County budget.

Ms. Higham made a motion to approve the minutes of the December 2, 2019 meeting as amended. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable manifests listed on the December 16, 2019 BOS agenda.

Ms. McKenney asked about the County budget.

Mr. Goodine said that is in Correspondence. Their budget is \$91,337,968, a 1.44% increase. The amount to be raised by taxes is \$674,440. An amount of \$3.7 million from the Unassigned Fund Balance will be used to reduce the tax rate. They mention health insurance cost increases and negotiations with two unions. They have revenue from the nursing home, the corrections department and the sheriff's department. Their plans to sell the 10 Green Street property have been delayed until 2020. They are establishing a CIP.

Non-Public Agenda Item

- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (e)

Ms. Higham made a motion to enter non-public session at 8:15 pm in accordance with the provisions of RSA 91-A:3, II (e). Ms. McKenney seconded the motion. A roll call was taken on the motion. Ms. Higham – aye; Ms. McKenney – aye. The motion carried unanimously.

Ms. McKenney made a motion to return to public session at 8:23 pm. Ms. Higham seconded the motion. A roll call was taken on the motion. Ms. Higham – aye; Ms. McKenney – aye. The motion carried unanimously.

Ms. McKenney made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of this Board. Ms. Higham seconded the motion. A roll call was taken on the motion. Ms. Higham – aye; Ms. McKenney – aye. The motion carried unanimously.

Ms. Higham made a motion to authorize the Town Administrator to authorize Gary Roberge of Avitar Associates to act on behalf of the Town of Allentown to negotiate a reasonable settlement with Unital. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to adjourn at 8:24 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
DECEMBER 16, 2019**

SIGNATURE PAGE

Original Approval:	
	02/20/2020
RYAN CARTER, Chair	DATE
	02/12/2020
SANDRA MCKENNEY, Vice Chair	DATE
	02/09/2020
MAUREEN HIGHAM, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE

Signature Certificate



Document Reference: 38BCYEJZ53TWUMA45UBE9B

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Easy Online Document Signing



Maureen Highham

Party ID: BTGJ6DJJ22TSCANSCNWA92

IP Address: 64.222.96.214

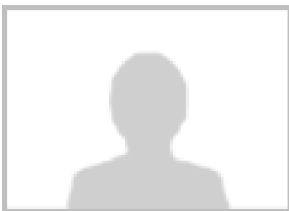
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

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29631147710bb7a27082a7a5f399779986fbc4b4



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Ryan Carter

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db6f630d096905aa691a9588df04b83f2235b9fe



Timestamp

2020-02-20 06:55:36 -0800

2020-02-20 06:55:36 -0800

2020-02-20 06:54:28 -0800

2020-02-12 18:18:22 -0800

2020-02-12 18:17:40 -0800

2020-02-09 05:58:36 -0800

2020-02-09 05:57:39 -0800

Audit

All parties have signed document. Signed copies sent to: Maureen Highham, Sandra McKenney, Ryan Carter, and Derik Goodine.

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 73.143.242.74

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 73.143.242.74

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.65.122.248

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.65.122.248

Document signed by Maureen Highham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214

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