

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
March 26, 2018

**Call to Order**

The Allenstown Select Board Meeting of March 26, 2018 was called to order by Vice Chairman David Eaton at 6:00 p.m. Vice Chairman Eaton called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: David Eaton, Ryan Carter, Sandy McKenney

Allenstown staff: Michael Stark, Town Administrator

Others present: Ronnie Pelissier, Highway Department; Paul St. Germain, Deputy Fire Chief; Kathleen Pelissier, Town Clerk; Robin McAfee, Patricia Caruso

**Citizens' Comments**

There were no comments from citizens.

Ms. McKenney stated that she thinks it is unfair that citizens are not allowed to ask questions during the time allotted for Citizens' Comments.

Mr. Eaton said he did not have a problem with answering questions as long as they were brief. He added that, if the answer was not readily available, someone could get back to them with a response.

**Nomination and election of Chairperson and Vice Chairperson of the Board of Selectmen**

Ms. McKenney asked Mr. Eaton and Mr. Carter to explain why they wished to be elected Chairperson.

Mr. Carter stated that he has sat on the BOS for one year and he feels there is lots to improve upon in the way the meetings are run. He is disappointed in the way decisions have been handled. He would like the meetings to be more open.

Mr. Eaton said he has two years of experience on the Board and favors open discussion. He sees a need for consensus. He stated that he has no agenda beyond the needs of the Town. He noted that he served as Chairman of the Budget Committee.

Ms. McKenney expressed concern about Mr. Carter's absences from meetings.

Mr. Carter responded that he is dedicated to the Board and usually can schedule his work around the Board meetings.

Ms. McKenney nominated Mr. Carter as Chairman. The motion was seconded by Mr. Eaton.

Mr. Eaton called for a vote on the motion. Mr. Eaton voted nay; Ms. McKenney voted yea; Mr. Carter abstained. The vote was a tie and the motion failed.

Mr. Eaton nominated Ms. McKenney as Chairman. The motion was seconded by Mr. Carter.

Mr. Stark reminded members that they were not required to abstain from voting because they were nominated.

Mr. Eaton called for a vote on the motion. Mr. Carter voted nay; Ms. McKenney voted nay; Mr. Eaton voted yea. The motion failed.

Ms. McKenney nominated Mr. Carter as Chairman. The motion was seconded by Mr. Eaton.

Mr. Eaton called for a vote on the motion. Ms. McKenney voted yea; Mr. Carter voted yea; Mr. Eaton voted nay. The motion carried.

On motion of Mr. Eaton, duly seconded by Mr. Carter, Ms. McKenney was unanimously voted to be the Vice Chairman.

### **Determination of BOS committee representatives**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to assign Mr. Carter as the BOS representative to the Budget Committee.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to assign Ms. McKenney as the BOS representative to the Planning Board.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to assign Mr. Eaton as the BOS representative to the Suncook Village Commission.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to assign Mr. Eaton as the BOS representative to the Old Allenstown Meeting House Committee.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to assign Ms. McKenney as the BOS representative to the Public Works Facilities Study Committee.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to assign Mr. Carter as the BOS representative to the Economic Development Committee.

Mr. Stark advised the Board that the Suncook Valley Regional Towns Association seems to meet only when dealing with insurance contracts, and he suggested waiting until such a meeting is scheduled to assign a representative.

Mr. Pelissier, when asked, stated that the Public Works Facilities Study Committee only meets as needed. They had been working on the acquisition of land from Allenstown Aggregate, but that is not likely to happen. Now they are considering making adjustments to the existing Highway building in order to cut costs. This would involve re-sheathing the building, installing two new doors and making additions to both sides of the building. Because the building is on the site of an old landfill, test pits would have to be dug in order to satisfy the DES that there were no hazardous wastes buried there.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to designate Mr. Eaton as the alternate BOS representative to the Budget Committee.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to designate Chairman Ryan as the alternate BOS representative to the Planning Board.

### **Approve budget 2018 adjustments**

Mr. Stark asked that this item be moved to the next meeting agenda. The default budget was passed at the Town elections, and he needs to check with the previous Town Administrator, Shaun Mulholland, to see if this item refers to the 2017 budget.

Mr. Eaton stated that department heads should keep in mind that they were informed that their budgets might be cut if the default budget passed.

### **Discussion about draft minutes**

Ms. McKenney asked if draft minutes could be posted on the Town website, as was done in the past.

Mr. Stark responded that he could post them with a DRAFT watermark.

### **Reappointment of Deputy Forest Fire Wardens**

Mr. Stark asked BOS members to sign the necessary forms to reappoint Evan MacIntosh and Maurice Paquette as Deputy Forest Fire Wardens. He also asked members to sign a form for removing Christopher Roy from the list because he lives far away.

Mr. St. Germain, Deputy Fire Chief, affirmed that a vote was not needed, just signatures. He added that the same form is used for reappointments as for removal, which creates confusion.

### **New Business**

Ms. McKenney stated that Carol Merrill is no longer a trustee but continues to get bank statements.

Mr. Stark said he would follow through on that.

Ms. McKenney stated that she would like to change the purchasing policy which allows the Town Administrator to spend up to \$5,000 without the consent of the BOS. Since they can easily be reached, she feels that the limit should be \$1,000.

Chair Carter said this item would be put on a future agenda for consideration.

Ms. McKenney stated that she purchased a voter list from the Town Clerk for \$25 and the list only had the names of those who voted in the previous election.

Ms. Pelissier, Town Clerk, said that was her mistake because she misunderstood which voter list was wanted. She added that all voter lists are \$25, which is governed by an RSA.

Ms. McKenney stated that Betty Anderson, wife of Larry Anderson, is upset because the Town Report dedication to Larry was not the one she wrote and the picture is not the one she wished to use. Ms. McKenney would like someone to write Mrs. Anderson a letter explaining that in the confusion with the transition in the Town Administrator position, her dedication and picture must have been misplaced.

Mr. Eaton referenced an item in a newsletter from State Representative Carol McGuire regarding legislation which proposed changing the requirement for selectmen to attend

elections. The legislation, which did not pass, would have required a majority of selectmen to attend all elections instead of requiring that all be in attendance. According to the newsletter, this applies to all elections – State, Federal and local.

Mr. Stark said that the NH Constitution, Part 2, Article 32, requires all selectmen to attend State elections. For local elections, selectmen are asked to be in attendance.

Ms. Pelissier, Town Clerk, said that she has with her at all elections appointment paperwork so that if selectmen have to leave, they can designate someone to fill in. She stated that she would check about the requirement for selectmen to attend local elections.

### **TOWN ADMINISTRATOR'S REPORT**

Mr. Stark began by asking Board members if they would like to meet twice each month or more often. He said that when a holiday falls on a Monday, instead of moving the meeting ahead one week, it could be moved back one week. He added that meetings could be scheduled and subsequently canceled if there is no business needing attention.

Ms. McKenney said that meeting three times each month or every week might be better.

Chair Carter said that he is not opposed to meeting more often.

Ms. McKenney asked about changing the schedule for meetings of the Budget Committee. She would like the meetings to start earlier than November and December, especially because of the holiday season.

Mr. Stark said that he has completed the background check for Joseph Curcio, the new Highway Department employee. All that needs to be completed is the medical exam.

Mr. Stark addressed the issue of training for Board members and employees. He said that the Primex Supervisor Academy is fantastic. He would like to be sure that new Board members know which training events they should be planning to attend.

Ms. McKenney said that this training should be mandatory, not just available.

Mr. Stark said that a ZBA decision has been appealed to the Merrimack County Superior Court. The applicant is 4NH Homes.

Mr. Stark reported that five candidates for the Town Administrator position will be interviewed next Monday in non-public session. Their resumes, cover letters and essays have been emailed to the Town.

Mr. Stark asked if any Board members needed Town ID's, and all three responded that they do.

Mr. Stark reported that completion of the financial audit has been delayed because of health issues of the former Finance Director.

## **CONSENT CALENDAR, MINUTES AND MANIFESTS**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to ratify the Consent Calendar of March 26, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the March 12, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Payroll and Accounts Payable Manifests as listed on the agenda for the March 26, 2018 meeting.

Mr. Pelissier, Road Agent, told the Board that he has exceeded his sand and salt budgets by \$7,100. He said he will be able to manage the budget's bottom line. He reported that they are working on a land swap with a homeowner to facilitate the sewer project.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to approve a payroll change, hiring Kyle Haas as a temporary, on-call firefighter/EMT at a beginning salary of \$18.37 per hour, as recommended by the Fire Chief.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter non-public session at 7:10 p.m. in accordance with the provisions of RSA 91-A:3, II (b).

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to return to public session at 7:40 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to seal the minutes of the non-public session, as they may adversely affect a member of the public other than a member of the Board.

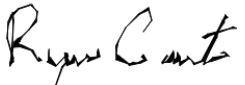
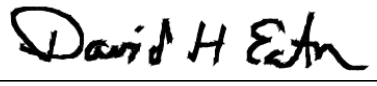

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to adjourn at 7:42 p.m.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**March 26, 2018**

---

***Signature Page***

<b><i>Original Approval:</i></b>	
 RYAN CARTER, Chair	04/15/2018 DATE
 DAVID EATON, Member	04/10/2018 DATE
 SANDRA MCKENNEY, Member	04/10/2018 DATE

<b><i>Amendment Approvals:</i></b>		
<b><i>Amendment Description:</i></b>	<b><i>Approval:</i></b>	<b><i>Date:</i></b>
	RYAN CARTER, Chair	DATE
	DAVID EATON, Member	DATE
	SANDRA MCKENNEY, Member	DATE

# Signature Certificate



Document Reference: I6Z429J6W37UNELZ8KEHTL

**RightSignature**  
Easy Online Document Signing



**Sandra McKenney**

Party ID: WAIVUBIR3LIGCADS6CUY8B

IP Address: 64.223.227.124

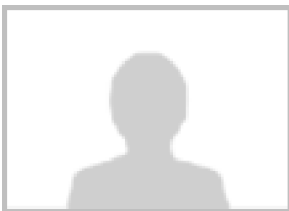
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



**Dave Eaton**

Party ID: 4HUA67ICP446JIJYJCB4EH

IP Address: 162.220.42.26

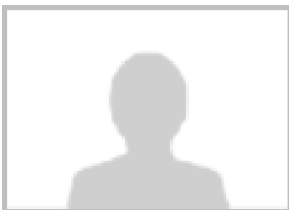
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

*David H Eaton*

Multi-Factor  
Digital Fingerprint Checksum

1a5d0a56262780ddbfa28d9233319a443d99dd



**Ryan Carter**

Party ID: SPE9RZJJBIDIRLABD6PRL8

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

*Ryan Carter*

Multi-Factor  
Digital Fingerprint Checksum

a5292a019541e2c8da04425144c9f79c6862bb6f



## Timestamp

2018-04-15 16:59:07 -0700

2018-04-15 16:59:06 -0700

2018-04-15 16:52:41 -0700

2018-04-10 13:08:05 -0700

2018-04-10 12:56:59 -0700

2018-04-10 09:52:09 -0700

2018-04-10 09:44:20 -0700

## Audit

All parties have signed document. Signed copies sent to: Sandra McKenney, Dave Eaton, Ryan Carter, and Michael Stark.

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.62.156.240

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.62.156.240

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 64.223.227.124

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.223.227.124

Document signed by Dave Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document viewed by Dave Eaton (deaton@allentownnh.gov). - 162.220.42.26



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

# Signature Certificate



Document Reference: I6Z429J6W37UNELZ8KEHTL

**RightSignature**

Easy Online Document Signing

2018-04-10 09:28:45 -0700

Document created by Michael Stark (mstark@allentownnh.gov). - 64.222.96.214



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

**Page 2 of 2**