

TOWN OF ALLENSTOWN  
Select Board Special Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
April 15, 2019

**Call to Order**

The Allenstown Select Board Special Meeting of April 15, 2019 was called to order by Chair Ryan Carter at 6:01 pm.

Chair Carter called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Trish Caruso, Welfare, Human Resources; Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark

Others present: Carlos Morel, Carmen Morillo, Katherine Feliciano, Madeline Gonzalez, Scarlett Morel, Fernando Hernandez, Dawn Shea, Beth Tower, Mike Bowe, Hannah Higgins, Viannelis Morel, Henry Valdez, Tim Vincent, Scot Pihl, Wenfri Morillo

**Regular Agenda**

▪ **Swearing in of Police Officer Carlos Morel Morillo**

Chief Stark said this is his first hire. He said that police officers are called upon to dig down for more compassion, which Carlos has demonstrated. Chief Stark read the Oath of Honor of the International Association of Police Chiefs. Then, Carlos Morel Morillo was sworn in by Town Clerk Kathleen Pelissier.

▪ **Domestic Partner Insurance**

Ms. Bender stated that an employee recently asked about domestic partner coverage by the town's Health Trust insurance plan. She said the plan does not currently provide domestic partner insurance, but a rider can be added to the policy. She cautioned that offering this opens it up to the all employees. She added that there is a potential income tax difference if a couple is not married.

Ms. McKenney made a motion to add a rider for domestic partners to the Health Trust policy, effective May 1, 2019. Ms. Higham seconded the motion, which carried unanimously.

▪ **Police Department Garage Floor**

Chief Stark explained that water has been pooling on the garage floor and needs to be fixed by drilling through the concrete to tie into the drain on the Granite Street side. This, he said, is a special skill. The cost is just over \$5,000 and so they should have three bids. However, only one contractor could be found, NC Bratko Construction Company, which does only concrete construction and repair. The project

requires very little expense for parts but is labor intensive. The repaired area will be a different color but otherwise will be seamless. This will be funded from the Public Facilities Revolving Fund.

Ms. McKenney made a motion to approve the repair of the Police Department garage floor by NC Blatko at a cost of \$5,528. Ms. Higham seconded the motion, which carried unanimously.

- **Workshop Date for Training Selectboard, ZBA, Budget Committee and Planning Board.**

Mr. Goodine asked if the BOS members preferred May 9<sup>th</sup> or May 16<sup>th</sup> as a date for this Conflict of Interest training.

The consensus was a preference for May 16<sup>th</sup>.

Ms. McKenney said that it would be good if all employees could attend too.

- **Building Code Enforcement Officer and Inspector**

Ms. McKenney stated that Dawna Baxter of the Planning Department is satisfied with the work of Steve Paquin as the Building Inspector. He is willing to help the Police Department with code enforcement.

Ms. McKenney said that Ron Eisenhart, Emergency Management Director and Health Inspector, might also be interested in helping with Code Enforcement. She added that she has left a message with Paul Paquette because she heard he might be interested as well.

Mr. Chad Pelissier said that Dana Pendergast used to check grease traps, and that the Sewer Department is planning to start checking the grease trap at the Community Center on a quarterly basis.

Chief Stark said that 90% of code violations are easily remedied because the perpetrator simply didn't know about the code. The other ten percent don't care.

- **Purchasing Policy Approved in June 2018**

Mr. Goodine said that purchasing policy changes were approved in June of 2018 but did not get put into RightSignature. This was during the transition from Interim Town Administrator Stark to himself as the new Town Administrator. Mr. Goodine said he has now finalized the policy and it is in the correct form for Board signature. He said the changes included reducing from \$5,000 to \$3,000 the minimum amount of expenditure requiring BOS approval and allowing a ten percent overage, not to exceed \$1,000.

Chair Carter stated that, even though this was approved by the Board last year, they should vote again.

Ms. McKenney made a motion to approve the changes to the town's purchasing policy. Ms. Higham seconded the motion, which carried unanimously.

### **Copier(s) Purchase Update**

Mr. Goodine stated that the Police Department has selected the Ricoh IMC 3000, while at the Town Hall they still plan to lease the Canon for \$1,431 per year, not including a \$250 credit to be applied over three years. The Ricoh is faster and less expensive. The Ricoh runs 30 pages per minute, versus 25 for the Canon. The Police Department averages 2,500 copies per month; Town Hall averages 1,500 per month.

Ms. McKenney made a motion to approve the lease of the Ricoh copier for the Police Department at a cost of \$1,695.96 per year, and to authorize Chief Stark and Mr. Goodine to sign the leases for the copiers. Ms. Higham seconded the motion, which carried unanimously.

▪ **China Mill**

Mr. Goodine said that the first phase of the Brownfield Investigation is complete and the second phase will be done next. He said the developers are planning to construct luxury apartments, and although the Mill is in an industrial zone, this will be allowed if it gets historic designation. Otherwise, a zoning change may be needed. The developers plan to take advantage of RSA 79e for tax breaks over the next several years. The property is in an Economic Revitalization Zone, where tax benefits are based in part on job creation. Mr. Goodine next outlined the advantages of establishing a Tax Incentive Financing (TIF) district. A TIF district would shelter tax dollars, allowing them to go back into the neighborhood. It would allow development of infrastructure items such as those outlined in the design charrette - lighting and walkways – for example. The TIF funds can be used in the entire area. The developers feel that the area is too isolated for commercial or retail entities. A TIF Advisory Committee would be established to decide how the funds would be used, and the BOS in any year can decide to put all of the funds on the tax role instead. The TIF funds could be used to increase livability and create a business-friendly atmosphere. The development at Exit 10 is one of many examples of TIF districts in the area. However, China Mill would not require the extension of sewer and water as was the case in Hooksett. Mr. Goodine said a consultant would be needed, and they could begin by calculating the base value upon which the TIF funds could be calculated. Since these apartments will be mostly one bedroom, one-bathroom units, not many school-age children would be expected.

Ms. McKenney asked what Town approvals would be required.

Mr. Goodine responded that approval would be needed for the TIF district itself and possibly for the zone change.

Mr. Chad Pelissier said that the ZBA could take care of the zoning issue, if necessary, and opposition to allowing residential development in an industrial zone is not likely.

▪ **School Building Study Update**

Mr. Goodine said that the School Board plans to make a decision about ARD by 2021. He said the feasibility study outlines improvement over the next three years and additional improvements in subsequent years if the school stays open. Although the school is in bad shape, the study does not say it must be shut down in three years. Perhaps State funds will be available to assist in whatever steps are taken. The School Board will meet on May 13<sup>th</sup> for the third part of the feasibility presentation which will address the Return on Investment (ROI) on various options.

Chair Carter asked if sending students to Pembroke is 'cost neutral.'

Mr. Goodine said they are not that far yet.

Ms. McKenney noted the difficulty in finding ten acres for a new middle school.

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

Ms. McKenney made a motion to ratify the Consent Calendar of the April 15, 2019 meeting. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the ACH Manifests 1030 and 1034; the Check Manifests 1031 and 1035; the Non-Check manifests 1036, 1037 and 1038; and the Payroll Manifests of 03-28-19 and 04-11-19. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the amended minutes of the March 11, 2019 public session and the March 25, 2019 public session. Ms. Higham seconded the motion, which carried unanimously.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine stated that the MS-4 Draft Illicit Discharge Ordinance will be taken up at the May 6, 2019 meeting, with Matt Monahan of the Central NH Regional Planning Commission and Mike O'Meara, chair of the Planning Board, in attendance.

Mr. Goodine said that the Welcome Sign presentation will be made at the next BOS meeting.

Mr. Goodine stated that Thomas Hodgkins & Son, Inc. used to be in the China Mill facility and have an easement related to the substation. This will have to be worked out as the development proceeds.

Mr. Goodine said that he had a discussion with Mr. Ron Pelissier about removing a fence to widen a road at the China Mill site. Only a small amount of money will be used because the configuration of roads might change as the development proceeds. They will check with the owner of China Mill.

## **Approval of Non-Public Minutes**

Ms. McKenney made a motion to approve the minutes of the two non-public sessions of March 25, 2019. Ms. Higham seconded the motion, which carried unanimously.

### **▪ Public Works Staffing**

Ms. McKenney said she agrees that the Public Works employees do a lot of projects for other departments. She said they have three employees with CDLs, so they only need a laborer. She added that it is bothersome that a new hire might make as much as those who have worked for Allenstown Public Works for many years. She also said there is the potential of having to look at the nepotism policy again, depending upon the candidate pool.

Chair Carter stated that the labor market is tight right now. He also expressed concern that the employees of PW are aging and their knowledge must be passed on to younger people. He said that \$10,000 was spent this past winter for contract plowing, and it was a mild winter. He noted that Mr. Ron Pelissier said he was behind in some important work such as ditching, which extends the life of town roads.

Ms. McKenney stated that Mr. Pelissier claims to be short-handed but also has plenty of time to do maintenance.

Ms. Higham said she was sure the department could use more help, but can we afford it?

Mr. Goodine said that even if an additional salary can be covered this year, it could be a problem next year.

Ms. McKenney said that if they didn't do maintenance, they would have plenty of personnel for plowing.

Chair Carter said it is important to talk with Ron Pelissier while in non-public session.

### **Non-Public Agenda Items**

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 7:59 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to return to public session at 8:40 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session, as they could adversely affect the reputation of someone not a member of the Board.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:41 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to return to public session at 8:58 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session, as they could adversely affect the reputation of someone not a member of the Board.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 8:59 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to return to public session at 9:05 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session, as they could adversely affect the reputation of someone not a member of the Board.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (e) at 9:07 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to return to public session at 9:14 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session to avoid rendering the proposed action ineffective. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to settle the lawsuit with Fairpoint/Northern New England, with the Town agreeing to refund \$9,000 for 2016 and 2017, and Fairpoint agreeing not to request an abatement for 2018; and further, to agree with the strategy of our attorneys as outlined in the settlement. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 9:18 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to return to public session at 9:34 pm. Ms. Higham seconded the motion. A roll call vote was taken: Sandy McKenney, aye; Maureen Higham, aye; Ryan Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session, as they could adversely affect the reputation of someone not a member of the Board.




Ms. McKenney made a motion to adjourn at 9:34 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN  
SELECTBOARD  
SPECIAL PUBLIC MEETING MINUTES

APRIL 15, 2019

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**Signature Page**

Original Approval:	
 RYAN CARTER, Chair	05/19/2019 DATE
 SANDRA MCKENNEY, Vice Chair	05/08/2019 DATE
 MAUREEN HIGHAM, Member	05/15/2019 DATE

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





# Signature Certificate



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**Maureen Highham**

Party ID: N426LHIJG57GNBX7GN4NGI

IP Address: 64.222.96.214

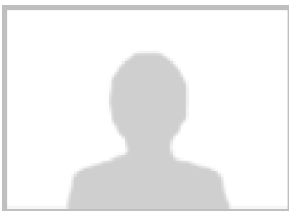
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

*Maureen Highham*

Multi-Factor  
Digital Fingerprint Checksum

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**Sandra McKenney**

Party ID: F2FJ7BJ542PMXAZJKFBGMP

IP Address: 72.65.127.230

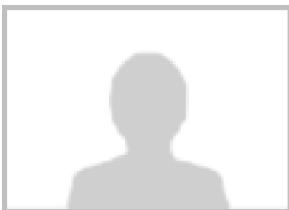
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

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**Ryan Carter**

Party ID: IEFE6XIID3G4MM68477Z35

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Electronic Signature:

*Ryan Carter*

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## Timestamp

2019-05-19 19:40:34 -0700

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2019-05-19 19:40:01 -0700

2019-05-15 12:01:26 -0700

2019-05-15 11:58:25 -0700

2019-05-08 15:48:13 -0700

2019-05-08 15:47:42 -0700

## Audit

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

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