

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
April 23, 2018

Call to Order

The Allenstown Select Board Meeting of April 23, 2018 was called to order by Chairman Ryan Carter at 5:59 p.m. Chairman Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Sandy McKenney; Not – Present David Eaton (Excused)

Allenstown staff: Michael Stark, Town Administrator; Trish Caruso, Welfare Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk

Others present: Michael Frascinella, Chad Pelissier, Derik Goodine, Robert Laverdiere

Citizens' Comments

Mr. Laverdiere of 56 River Road delivered to Mr. Stark a document from Wayne Antosh of 50 River Road. He then said that he wanted to comment on the number of trucks coming and going across the street. Having just returned from a three-month stay in Florida, he was shocked by the appearance of the property across from 50 River Road. There are a number of unregistered vehicles, several trailers wide open and junk everywhere. There is an old oil tank on the front lawn. He said that five people live in this small trailer, with different trucks coming and going all of the time. Mr. Antosh told him that he has called and called to report this situation but nothing gets done. He said that in some communities the homeowners pay higher property taxes because of their view; he suggests a tax reduction if the owner has to look at an eyesore such as this property!

Ms. McKenney said that Mr. Antosh brought this matter to the Board at the last meeting and there was a lengthy discussion of the problem.

Chair Carter asked Mr. Stark if he had reviewed the applicable zoning ordinances.

Mr. Stark responded that he had reached out to Pembroke and was working on the issue. He did not put this item on the agenda for this evening because he has more research to do.

Chair Carter told Mr. Laverdiere that the Board would do what it could do, taking the proper steps.

Mr. Frascinella stated that he is pleased with the new bricks outside.

Appointment of Alternate Library Trustee

Chair Carter stated that this item would not be taken up at the current meeting.

Town Hall office configuration discussion

Ms. Pelissier stated that she had expressed some ideas in her letter to the Board. She would like to isolate her office space in order to protect the privacy of customers and to safeguard the documents in her care. She said that there are many ways this could be done.

Ms. McKenney said that she agrees that changes are needed for security reasons, adding that it might take some time.

Chair Carter said that some of the items are simple, such as the door lock and the glass.

Mr. Stark said that the doors to the Town Clerk's office and the Town Administrator's office automatically lock when closed and cannot be unlocked with a key. They need to be replaced. He said that he has had some fruitful discussions with Ms. Pelissier. Some of her ideas can be implemented easily at little cost; others are more long term. He said he will get some prices for the doors and the glass.

Ms. Pelissier said that when residents wish to talk about their taxes, and the small lobby space is crowded, they are embarrassed. Some are angry and she would prefer to take them to a private area for discussion. She mentioned that the small office which was once the Selectmen's office is not ideal because people are coming and going through there; it is more of a hallway than an office.

Ms. Caruso stated that, as the Welfare Administrator, she likes to meet with new welfare clients in the small office before deciding whether or not to take them to her own office. She likes to first assess their attitude.

Chair Carter asked about the logistics of hooking up printers, such as power and networking.

Mr. Pelissier said that the printers were in the hall previously, which worked well.

Mr. Stark assured Chairman Carter that every issue can be resolved, and there are six different ways to accomplish the reconfiguration.

Chair Carter said that the easy fixes could be done first, and a plan for addressing other issues can be developed. He said that, in the interest of full disclosure, he got an estimate from New England Storefronts for the glass. He said that others should feel free to get additional estimates.

Purchasing Policy discussion

Ms. McKenney stated that she would like to reduce from \$5,000 to \$1,000 the amount that the Town Administrator can authorize for expenditure without the consent of the BOS. She said that Selectmen can be reached within 15-20 minutes by phone anytime. She stated that she was opposed to the \$5,000 limit when it came before the previous Board.

Chair Carter said that he is also opposed to the \$5,000 limit. He said that \$1,000 might be a bit tight, but perhaps it should be \$2,000 or \$3,000. When this was taken up by a previous Board, he said that he asked for some examples of situations where this authority might be necessary; none were provided. He added that a public hearing would be needed if the policy is changed.

Ms. McKenney said that perhaps the Road Agent might need sand and/or salt urgently.

Mr. Stark stated that purchases of sand and salt do not require purchase orders. He continued, saying that Selectmen cannot vote over the phone. This would constitute an illegal meeting. He said that RightSignature might be a solution. He added that nothing is hidden because the Board members always see the manifests. He offered as an example a situation where the Highway Department needs money as quickly as possible to finish a project. He said that some communities allow purchase orders to be over by a certain percentage, ten percent being standard.

Ms. Bender stated that the ability to spend a certain percentage over the amount of the purchase order could save the Town money. If a paving company is paving a road and says that they could pave another ten feet and finish the road, at an additional cost of five percent, this would be less costly than coming back later and setting up again.

Mr. Pelissier offered the example of when Woodridge Drive was paved. More asphalt was needed than estimated and they were running around frantically to get the approvals to complete the project.

Mr. Stark stated that the spirit of the purchasing policy should be the guiding principle. He said there is a balancing act between keeping the Board informed and being efficient. He said that the decision belongs to the Board, and he will check with other towns in the area to see what their purchasing policies require.

Ms. McKenney said that allowing a certain percentage of spending over the amount of the purchase order is okay as long as it is not a frequent occurrence.

Chair Carter said that ten percent would be extreme if the original purchase order amount was \$10,000.

Mr. Stark said that language could be added, stipulating 'not to exceed' a certain dollar amount. He continued, saying that he would like to suggest a couple of minor changes to the policy. For example, since Allenstown employees are paid bi-weekly, the policy should not say that a payroll manifest must be signed weekly. There is no point in signing a blank manifest.

Highway Department Truck Lease

Mr. Stark stated that this is the lease of a one-ton truck which has been discussed previously. The cost of the truck and the upfit is \$92,908, of which \$43,000 will be paid initially, funded by the zeroing out of two Recycling Capital Reserve Funds. He said that he researched other lease options and this is a good deal at 3.99%. Two additional payments will be made per the regular schedule.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the lease of a one-ton truck for the Highway Department in the amount of \$92,908 and to give Mr. Stark permission to execute the lease contract.

Boys and Girls Club Pre-school initial discussion

Mr. Stark stated that he met with Chris from the Boys and Girls Club of Greater Concord about starting a pre-school program at the Allenstown Boys and Girls Club. This project is in the preliminary stages. They are looking into licensing requirements and what would have to be done to the building. For example, the fence would have to be extended to the building. There would be a maximum of 16 students, ages three, four, and five. The required adults to children ratio would be met. This would not

interfere with other activities at the Community Center. He added that there is a pre-school run by the Boys and Girls Club on Bradley Street in Concord.

Ms. McKenney asked if there was a need for this.

Mr. Stark responded that there was.

Approve budget 2018 adjustments

- **Transfers to the Capital Reserve Fund**

Ms. McKenney stated that in the past this was done at the end of the year so that the Town could get interest on the funds.

Mr. Stark responded that the funds for the truck lease need to be available now.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to transfer \$103,157.62 from the Town's operating account, Unassigned Fund Balance, to the Capital Reserve account in accordance with the votes taken at Town Meeting on March 13, 2018.

The Allenstown Board of Selectmen, via memorandum, instructed the Trustees of the Trust Fund to deposit the funds as follows:

Reserve Fund	Amount	Article Number
Fire Safety Equipment Capital Reserve Fund	\$10,000.00	5
Library Capital Reserve Fund	\$6,817.00	6
Public Safety Facilities Capital Reserve Fund	\$50,000.00	7
Streetlight Capital Reserve Fund (new account)	\$6,500.00	8
Landfill Capital Reserve Fund	\$6,750.00	9
Highway Equipment Capital Reserve Fund	\$23,090.62	13
TOTAL	\$103,157.62	

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to close the Recycling Capital Reserve Fund in the amount of \$20,709.09 and transfer the funds to the Highway Equipment Capital Reserve Fund.

- **Line item changes**

Ms. Bender explained that some budget adjustments should be made because the budget approved at the Town Meeting is the default budget, not the one requested. For example, the Fire Chief is not full-time and the Town is not contributing to his retirement account. She said that these adjustments will make the budget more accurate. She will go over the adjustments with the department heads and present them for consideration at the next meeting or the following one.

Chair Carter said that he had an opportunity to review the adjustments at the Budget Committee meeting. He said that they are good changes and will clean things up.

CONSENT CALENDAR, MINUTES AND MANIFESTS

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the Consent Calendar of April 23, 2018.

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

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the minutes of the April 12, 2018 meeting.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the minutes of the non-public session (S1) of April 9, 2018.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the minutes of the non-public session (S2) of April 9, 2018.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to approve the Payroll and Accounts Payable manifests listed on the April 23, 2018 agenda.

TOWN ADMINISTRATOR'S REPORT

Mr. Stark reported that he will be meeting with the Town Clerk to make plans to get the message out regarding vacancies on boards. Most critical is the Parks & Rec Board, which currently has no members. They will place it under News and Announcements and it will be in the new newsletter, due out in May.

Ms. McKenney said that the newsletter is a good idea and asked if there should be a message from the Board of Selectmen.

Mr. Stark responded that a message from the Board would be great, and he informed Ms. McKenney that the deadline for articles is May 1, 2018. He continued, stating that he is working with Joyce Welch to fill the Health Officer position, which is a difficult position to fill.

Mr. Stark stated that when the new Town Administrator is on board, they will prepare a schedule for the budget process.

Mr. Stark told the Board members that he will be in Massachusetts at a training session for negotiators next week, Monday through Wednesday. He will have his laptop with him and can be contacted via his cell phone.

Mr. Stark continued his report, saying that last Friday he toured the Town property along Riverside Park Drive with two scientists from the UNH Cooperative Extension Program. He said that the Town is responsible for maintaining this area. No planting is involved, as only what grows there naturally is allowed. There were some invasive species, but there is no problem with them. There is a party area which needs to be watched by the Police Department.

Mr. Stark reported that the Town Hall steps are done and the contractor apologized for the delay.

Ms. McKenney asked Mr. Stark if he had spoken to Kelly about an anniversary party.

Mr. Stark responded that he had not, but he would do so. He said they have focused on a bench for Patricia.

Ms. McKenney asked Mr. Stark if he had written a note to Betty Anderson.

Mr. Stark responded that he would send her his draft tomorrow.

Chair Carter stated that the Town had received grant funds for the boat launch.

Mr. Stark located an email stating that the Town did not receive the grant.

Chair Carter said that he stood corrected.

Mr. Stark said that Mr. Ronnie Pelissier had approval to clean it up himself and to put asphalt there to make boat launching easier.

Meet & Greet

The BOS has hired Derik Goodine as the Town Administrator effective 06-04-18. Mr. Goodine comes to Allenstown with many years of municipal experience. Mr. Goodine resides in Maine and will be relocating to NH.

The BOS will be holding a "Meet & Greet" in the near future so residents will have the opportunity to meet Mr. Goodine. The date and time will be posted on the Allenstown web-page.

Non-public sessions

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 6:54 p.m.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to return to public session at 7:50 p.m. and to seal the minutes of the non-public session, as they might adversely affect a member of the public not a member of the Board.

The second scheduled non-public session, regarding the gas station on Route 28, was not held because, even though the Planning Board approved the project, the petitioner is not going forward with the project at this time.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to enter non-public session in accordance with the provisions of RSA 91-A:3, II (d) at 7:51 p.m.

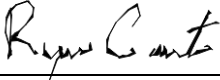
On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to return to public session at 8:01 p.m. and to seal the minutes of the non-public session, as they might adversely affect a member of the public not a member of the Board.

On motion of Ms. McKenney, duly seconded by Chair Carter, it was voted to adjourn at 8:05 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

April 23, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	05/17/2018 DATE
 DAVID EATON, Member	05/08/2018 DATE
 SANDRA MCKENNEY, Member	05/14/2018 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	DAVID EATON, Member	DATE
	SANDRA MCKENNEY, Member	DATE

Signature Certificate



Document Reference: 28PSFFJNKINUY359J3MFFX

RightSignature
Easy Online Document Signing



Sandra McKenney

Party ID: 4BDX4IJJW4UB2MKVDHMG7D

IP Address: 64.223.235.135

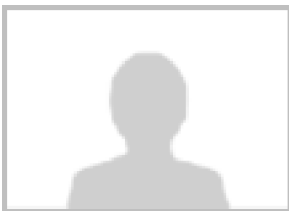
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



Dave Eaton

Party ID: 73AETNIH8482M4KI4NAK4N

IP Address: 162.220.42.26

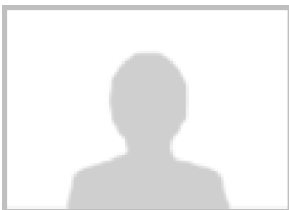
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

523e52206566c184b3988d76bb62588d86af9d20



Ryan Carter

Party ID: A5EXTBIRZ4HI9WV5U7VPE7

IP Address: 24.218.45.242

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

0a478e3dc1ae567dce081f7bd435f57c65916ef0



Timestamp

2018-05-17 04:06:13 -0700

2018-05-17 04:06:13 -0700

2018-05-17 04:05:29 -0700

2018-05-14 16:29:10 -0700

2018-05-08 05:03:55 -0700

2018-05-07 14:03:44 -0700

2018-05-07 11:42:52 -0700

Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.218.45.242

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.218.45.242

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 64.223.170.105

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

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.223.235.135

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