

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
May 22, 2018

Call to Order

The Allenstown Select Board Meeting of May 22, 2018 was called to order by Chairman Ryan Carter at 6:00 p.m. Chairman Carter called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Michael Stark, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Highway Department

Others present: Elizabeth Ann Maltais, Vicky VanDyne, Thomas Kaempfer, Trish Caruso, Derik Goodine

Citizens' Comments

Mrs. Maltais stated that she and her husband have lived at 70 River Road since 1976. She said it had been a nice neighborhood until about a year and a half ago, at which time the owner of 68 River Road, next door to her, died. The owner had been raising her grandson, who was 16 or 17 years old at the time of her death, and she apparently left her home to him in a trust. Mrs. Maltais stated that the grandmother had not wanted her grandson to socialize. A couple of aunts came to be guardians for the grandson but that didn't work out well. The Campbells across the street had a fire at their home, and they moved into 68 River Road with the grandson, along with their two sons. Mrs. Maltais said that the friends and acquaintances of the Campbells were not the best. They broke down the fence at the boundary of the Lavoie property and rode four-wheelers at all hours. She said that there is an unregistered 28 to 30-foot travel trailer on the property with one adult and his dog living there. The dog experiences separation anxiety and cries all of the time when its owner is not at home. The trailer is hooked up to water and electricity. Neighbors have apparently been reluctant to complain for fear of retaliation. There is another trailer in the back yard which has been there for at least 20 years and is full of rats.

Chair Carter asked Mrs. Maltais to avoid hearsay in her presentation.

Mr. Eaton asked if they ride the four-wheelers on the road.

Mrs. Maltais responded that they did and that they set fires also.

Mr. Stark stated that it is not legal to drive four-wheelers on the road. He also stated that people can live in travel trailers for up to three weeks. He said that it is difficult to prosecute a disorderly conduct charge. A lot of data must be gathered to build a case, and it is difficult to do so when the complaints to the police are anonymous because the 'bothered party' cannot be the police. He urged residents to keep calling and complaining when there is disturbance so that a case can be built. Regarding

retaliation, he stated that it is a felony for those causing the disturbance to knock on doors, asking neighbors who called the police.

Ms. VanDyne asked what could be done about the noise disturbance.

Mr. Stark responded that Allenstown's ordinance regarding noise is not as specific as that of other communities. It does not state a specific decibel level or time of day when a level of noise is unacceptable. He read the entire ordinance for the benefit of those present and repeated that the more calls the police get, the better. The first step the police take after a reported disturbance is a letter to the homeowner, which resolves the problem in a vast majority of cases.

Chair Carter mentioned that the second unregistered trailer in the back yard would be a violation of the ordinance allowing only one trailer on the property.

Ms. VanDyne expressed concern about the fact that the disturbance or illegal activity is often stopped by the time the police arrive.

Ms. McKenney said that the calls should be made nevertheless so they can be logged. The more calls received, the better the case that can be built.

Mrs. Maltais asked if the person calling had to identify him/herself.

Mr. Stark responded that they did not have to identify themselves, but it is harder to make a case if they don't.

Chair Carter thanked Mrs. Maltais for her comments and assured her that the Select Board and the Police Department would do all that they could to ameliorate the situation.

Appointment of Thomas Kaempfer to the Economic Development Committee

Mr. Kaempfer stated that he wants to serve on the Economic Development Committee because he has an interest in economics. He has an MBA degree and has lived in Allenstown for nearly ten years. He stated that he wants to get involved, rather than just complaining!

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Thomas Kaempfer to the Economic Development Committee, term ending June 1, 2019.

Reappointment of Norma Caporale as Deputy Town Clerk/Tax Collector

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the reappointment of Norma Caporale as Deputy Town Clerk/Tax Collector.

Public Hearing – Proposed changes to the Purchasing Policy, 2013-10

Chair Carter opened the Public Hearing on the proposed changes to the Purchasing Policy at 6:41 p.m. and asked speakers to limit their comments to two or three minutes, if possible.

Mr. Stark went over the proposed changes to the Purchasing Policy. He said that manifests will continue to be prepared weekly unless the amount for an item, such as payroll, is zero. Next, the amount of expenditure that the Town Administrator can authorize without the immediate approval of the Select

Board will be reduced from \$5,000 to \$3,000. Department heads will be allowed to exceed the amount of a purchase order by ten percent, with a maximum of \$1,000.

Mr. Pelissier expressed concern because of road reconstruction situations when there might be 30 to 40 feet left to pave, but the amount stipulated in the contract would have to be exceeded. He has been authorized to exceed by \$10,000.

Ms. McKenney asked why the estimate would not have been accurate.

Mr. Pelissier responded that there might be unexpected potholes, other unanticipated problems or slight miscalculations. They plan for two inches of pavement but might need six inches in some places. It would cost between \$5,000 and \$10,000 to bring the paving company back at another time to finish the job. Conversely, sometimes they are able to pave a bit more than planned without exceeding the amount of the contract.

Mr. Eaton asked if they might have an exception just for the Highway Department.

Mr. Stark said that perhaps the \$1,000 limit should not apply to the Highway Department.

Ms. McKenney stated that they should not exceed the contract amount in order to pave more than was planned.

Chair Carter said that road paving is the only example he has seen that makes sense to allow more leeway.

Mr. Stark stated that the BOS will still see all of the manifests, and the Highway Department will not be spending dollars which are not in the budget.

Mr. Eaton stated that he favored having no cap for the Highway Department, noting that on a \$180,000 job, \$18,000 represents ten percent.

All three Board members agreed that there should be no cap for the Highway Department.

Chair Carter declared the Public Hearing closed at 7:07 p.m. and announced that the second Public Hearing would be held during the June 4, 2018 BOS meeting.

Acceptance of DES Waste Oil Grant for the Highway Department

Mr. Pelissier explained that this is a \$2,500 grant which they receive each year because they recycle waste oil. In past years, it has been used to clean the waste oil burner and to purchase a waste oil pump. He said that he has priced a containment area for the waste oil at between \$7,000 and \$8,000, and the grant could be used to offset that cost. He has been waiting to see if the Highway Department will be consolidated into one new facility, but now feels confident that the transfer station will be used permanently, and that would be where the containment area would be built. He noted that the Highway Department's heating costs have been extremely low because they use the waste oil and wood.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to accept the DES Waste Oil grant in the amount of \$2,500 and to authorize the Town Administrator to sign on behalf of the Board.

Energy provider contract discussion

Mr. Stark stated that the Town's power is supplied, not by Eversource, but by a third party – Standard Power of America. This is renewable energy, and Allenstown is part of an energy pool comprised of about 30 cities and towns.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the renewal of the energy provider contract and to authorize the Town Administrator to sign on behalf of the Board.

Newsletter submission from the Select Board

Mr. Stark stated that he needs to know what the Board wants to put in the newsletter. He said that they could write and submit articles themselves or tell him what they wish him to write.

Ms. McKenney said that he had suggested one about Derik Goodine, the new Town Administrator, and one about open positions on various boards and committees of the Town.

Mr. Stark added that an article about the budget process has already been prepared.

Mr. Pelissier asked when the department heads would receive budget directives.

Mr. Stark responded that the budget directives would be on the agenda for the June 4, 2018 BOS meeting.

TOWN ADMINISTRATOR'S REPORT

Mr. Stark reported that Eric Feustel will be moving to Antrim in July, so the ZBA will need a new member. He suggested that he could ask Keith Klawes, who is currently an alternate, if he would be willing to take the position.

Mr. Stark reported that the Boys & Girls Club has a blurb in its current newsletter asking for volunteers to serve on the Parks & Recreation Committee.

Mr. Stark next reported on the MS4 permit process for Municipal Sewer and Stormwater separation. He said that Allenstown is ahead of other towns in this process. He will be meeting with the engineer in June.

Mr. Stark stated that he is now posting draft BOS meeting minutes along with e-notification. Approved minutes will be posted without e-notification.

Mr. Stark reported that the Community Center claim is complete and the bills have been paid. They are waiting for the depreciated amount from Primex.

Mr. Stark stated that Finance Director Debbie Bender has discovered that the Checkmate program allows for payroll approval every two weeks instead of every week.

Chair Carter said that he is contemplating approving only time off and vacation requests, not the regular payroll.

Mr. Stark stated that Ms. Bender is ready for the 2017 audit and will be meeting with the firm on June 4, 2018 and with the auditors on June 18, 2018.

Mr. Stark announced that the June 4, 2018 BOS meeting will be held at the Old Allenstown Meeting House.

CONSENT CALENDAR, MINUTES AND MANIFESTS

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Consent Calendar of May 22, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the May 7, 2018 BOS meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the May 7, 2018 S1 non-public session.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the May 7, 2018 S2 non-public session.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Accounts Payable and Payroll manifests listed on the May 22, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the lien discharge on the property identified as Map 112, Lot 217120; Book 2537, Page 1105.

Ms. McKenney reported talking with the Fire Chief and he has agreed to provide a package with numbers, per her request. He plans to work until October.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter Non-Public Session in accordance with the provisions of RSA 91-A:3, II (d) at 7:39 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 7:51 p.m.

Ms. McKenney asked about grills positioned on decks and/or too near buildings.

Mr. Stark responded that the Fire Safety Code addresses that issue.

Chair Carter asked about the progress of bringing the new Town Administrator, Derik Goodine, up to date.

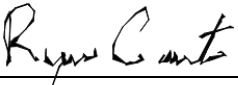


Mr. Stark responded that the process is going well, and he assured the Chairman that Mr. Goodine would be shadowing him for a few weeks.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to adjourn at 7:55 p.m.

TOWN OF ALLENSTOWN
SELECT BOARD
PUBLIC MEETING MINUTES

May 22, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	06/14/2018 DATE
 DAVID EATON, Member	06/06/2018 DATE
 SANDRA MCKENNEY, Member	06/05/2018 DATE

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

Signature Certificate



Document Reference: UL5HSIJRF2X35ALXLZB6G7

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Easy Online Document Signing



Sandra McKenney

Party ID: LVRDLMIKLLSZW832U7X2M

IP Address: 64.223.170.105

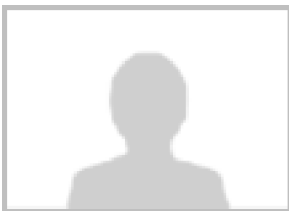
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



Dave Eaton

Party ID: 9WSJCKI4FKAM5RMB5Y77WP

IP Address: 162.220.42.26

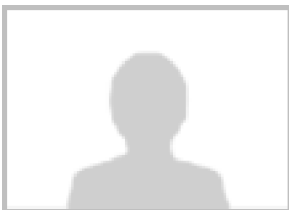
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

Party ID: 5ZYC42I623JH4DL7TJK2IC

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Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

833cd8ffd229b5a7ef25991a0c23d3d5301ef75a



Timestamp

2018-06-14 12:46:35 -0700

2018-06-14 12:46:34 -0700

2018-06-14 12:46:01 -0700

2018-06-06 05:22:44 -0700

2018-06-05 14:57:15 -0700

2018-06-05 14:53:48 -0700

2018-06-05 10:32:53 -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. - 24.218.45.242

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

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

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

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.223.170.105

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