

TOWN OF ALLENSTOWN
Selectboard Meeting
Old Allenstown Meeting House
Deerfield Road
Allenstown, New Hampshire 03275
June 3, 2019

Call to Order

The Allenstown Selectboard Meeting of June 3, 2019 was called to order by Chair Ryan Carter at 6:00 pm.

Chair Carter called for the Pledge of Allegiance.

Chair Carter called for a moment of silence for Road Agent Ronnie Pelissier, who passed away recently.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark, Fire Chief Paul St. Germain, Marc Boisvert, Highway Department Foreman; Trish Caruso, Welfare & Human Resources Clerk,

Others present: Carol Merrill, Richard G. Merrill Sr., Claudette Verville, Armand Verville, Michael Frascinella, Fern Bissonnette,

Citizens' Comments

Mr. Verville thanked the Board for upholding the tradition of holding one meeting each year at the Old Allenstown Meeting House.

Regular Agenda

▪ **Appointment of Road Agent Until Next Election**

Chair Carter announced that Marc Boisvert is willing to fill the position of Road Agent until the March 2020 Town Election. Chair Carter said that he is a good fit for the position, as he is already employed by the Highway Department as a foreman.

Ms. McKenney said that Mr. Boisvert has worked for the Highway Department for 31 years and has done a great job.

Ms. McKenney made a motion to appoint Marc Boisvert as Road Agent, term expiring March 10, 2020. Ms. Higham seconded the motion, which carried unanimously.

▪ **Zone Change and 79E Tax Program Update**

Mr. Goodine stated that Town Attorney Sharon Somers and Matt Monahan of the Central NH Regional Planning Commission have drafted changes to the Suncook Infill Overlay District to pull in the China Mill property. The Planning Board will meet June 5th to discuss these changes and set a date for a public hearing. They will also plan for a contingent second public hearing in case it is needed. A tentative date of August 15, 2019 has been set for a Special Town Election.

Chair Carter asked if there are any businesses or older historical buildings which might benefit from this change.

Mr. Goodine responded that they all are in the Infill Overlay District already.

▪ **Public Works Staffing – Possible Temporary Worker**

Mr. Goodine said that this item has been on the agenda several times, and now there is concern that Mr. Boisvert will be stretched too thin. They would like to advertise for a full-time, temporary employee to fill a position until the March 10th election. The pay would be \$15 to \$16 per hour.

Mr. Boisvert said that several people were interviewed a few months ago and some might be interested, but they might be reluctant to leave current jobs for a temporary position.

Ms. McKenney asked about the qualifications for the position.

Mr. Boisvert responded that they would want someone who could drive a plow truck. He said that one man has approached him about plowing part-time next winter.

Mr. Goodine said they would like to speed up the advertising/interviewing process so as to have someone on board in a couple of weeks.

Ms. Higham made a motion to authorize the Road Agent and Town Administrator to advertise for a full-time, temporary employee for the Public Works department. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Initial Look at Local Preference Language in the Purchasing Policy**

Mr. Goodine proposed adding local preference language to the town's purchasing policy as follows:

5.2 Local Vendor Preference: *Notwithstanding other grant restrictions or statutory requirements that supersede the competitive bidding requirements of this Policy, the Department Head or Town Administrator may recommend to the Town Administrator or the Selectboard (whomever has purchasing authority) that they award the bid contract to a vendor having his/her place of business in the Town of Allenstown subject to the following conditions:*

1. *Only a town-based business shall qualify for this preference. The term "town-based business" shall mean a business that has its principal business operations within the Town of Allenstown's boundaries. The vendor shall provide adequate proof substantiating a bona fide principal place of business in Allenstown. Such evidence may include ownership papers, lease agreement, or proof of payment of local business property taxes.*

2. *The local bidder's price shall not be more than 3% higher than ~~of~~ the lowest qualified bid. If more than one qualified local business submits a bid, then the business with the ~~lower~~ lowest bid shall receive the local preference.*

Ms. McKenney made a motion to schedule a public hearing on the proposed change to the purchasing policy at the June 17th Selectboard meeting. Ms. Higham seconded the motion, which carried unanimously.

▪ **Fish and Game Off Highway Recreational Vehicle (OHRV) Patrol Grant for Police Department**

Chief Stark explained that a State grant is available in the amount of \$2,700 to fund 15 four-hour patrols at Bear Brook State Park, which comprises 50% of Allenstown land. He said that the Police Department is at full staff now, so it is a good time to apply for the grant. Officers may sign up for this patrol when they are off duty, and they are paid \$45 per hour. If they are scheduled, they have the option to skip the patrol if other demands arise. Administrative time, he said, is negligible. Chief Stark said that the department's OHRV is old but still works. He said they are looking for a grant or other funding to get a second OHRV. He would be able to show officers the trails because former Pembroke Police Chief Scott Lane once showed him all of the trails. Lane Trail at Bear Brook is named after Chief Lane's father.

Ms. McKenney made a motion to authorize Chief Michael Stark to sign the contract for the OHRV Patrol Grant, available beginning July 1, 2019 from New Hampshire Fish and Game. Ms. Higham seconded the motion, which carried unanimously.

▪ **Initial Look at Proposed Parking Regulation Changes**

Mr. Goodine explained that he reviewed the list of parking prohibitions because of plans to eliminate the parking controls on Main Street between Whitten and Webster. He noticed three sections of Riverside Park Drive with restrictions. Since Riverside Park Drive is a private road, the town cannot restrict parking thereon. A public hearing on the parking regulation changes will be held at the June 17th Selectboard meeting.

▪ **Investment Policy Review**

Mr. Goodine stated that there are no changes to the investment policy, which needs Board approval.

Ms. McKenney made a motion to approve the Investment Policy for 2019. Ms. Higham seconded the motion, which carried unanimously.

Chair Carter suggested that the list of banks be updated at some point.

Town Administrator's Report

Mr. Goodine began his report, saying that a homeowner on Bartlett Street has extended the lawn three feet into the road shoulder, adding a block border. It looks great, but Mr. Boisvert went to investigate a complaint by the owner of drainage in the yard. Mr. Goodine said that a function of the shoulder is to control drainage. Also, allowing the extended lawn sets a precedent for others wishing to do so.

Ms. Higham made a motion to instruct the Town Administrator to send a letter to the homeowner, asking that the extended lawn and block border be removed. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine next noted that the list of properties with unpaid taxes was four pages long at the last meeting and is now only two. The deeds will be presented at the next Selectboard meeting. He said that the mobile home park is difficult because it is in limbo. Also, the Building Inspector will be checking properties on the list for those the town would not want to take.

Mr. Goodine reported on the School Department's \$225,000 overdraft. He said that it was primarily due to SPED costs. One of the School's challenges is that the SPED budget is based on a count of students needing services almost two years prior to actual implementation of the budget. He said there are revenue sources, including State funds and Medicare. They have also applied savings from other areas of the budget and have taken care of the gap. They will be asking the Budget Committee and the State Education Commission for permission to use retainage if needed.

Ms. McKenney asked about summer SPED programs.

Mr. Goodine said that the new fiscal year starts in July, so any expenses for summer programs would come from the new budget.

Mr. Goodine said that the rough draft of the changes to 79E corresponding to the changes in the Suncook Infill Overlay District are in the Board members' packets.

Mr. Goodine said that the Sewer Department has retained Donahue, Tucker & Sanders for assistance with eminent domain procedures regarding construction easements needed for the Library Street project.

Mr. Goodine said he has had discussions with Planning Board Chair Michael O'Meara about updating the CIP for insertion in the Master Plan. They want to be able to collect impact fees for developments because these fees pay for items such as school transportation and road repairs.

Mr. Goodine reported that the Consumer Price Index (CPI) will increase about two percent for the next budgeting cycle, and that figure can be used for budget preparation.

Mr. Goodine said they are still working on the Illicit Discharge report and will be having a meeting about the MS4 this Thursday.

Mr. Boisvert said they will be cleaning the catch basins June 11th, 12th, and 13th.

Mr. Goodine reported that he is 85% done with the Primex Property and Casualty Insurance Renewal. Some properties now classified under Public Works still need to be moved to the Sewer Department.

Mr. Goodine reported that Eversource is asking for a Transmission & Distribution rate increase. Also, Cinemax is being removed from the digital package and must be subscribed for separately.

Mr. Goodine said that the Central NH Regional Planning Commission is working on the Hazard Mitigation Plan. He said that he and Chair Carter must sign the Water Pollution Revolving Fund loan for the asset management project.

Ms. McKenney asked the Fire Chief about the recent blood drive.

Chief St. Germain said that pledges were up but he has not received a final report yet.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the June 3, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the public session of the May 20, 2019. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Accounts Payable and Payroll Manifests listed on the June 3, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of non-public session II of the May 20, 2019 meeting. Ms. Higham seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public session I of the May 20, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the Dog Licensing Warrant. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to recess the meeting at 6:58 pm and return to Town Hall. Ms. Higham seconded the motion, which carried unanimously.

The meeting reconvened at Town Hall at 7:22 pm.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 7:22 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to return to public session at 8:52 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

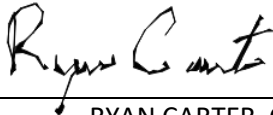


Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to adjourn at 8:57 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

JUNE 3, 2019

Signature Page

Original Approval:	
	08/26/2019
RYAN CARTER, Chair	DATE
	08/05/2019
SANDRA MCKENNEY, Vice Chair	DATE
	08/07/2019
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: H9NF34IES5M8VBGA54VKPN

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Maureen Highham

Party ID: S3NR35J5R5ZC9UCF5NG52C

IP Address: 64.222.96.214

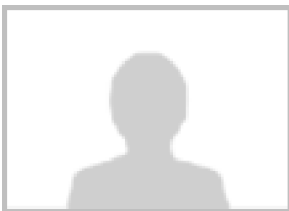
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

Party ID: LXR9FJ9E3IAACMHAZYLT

IP Address: 72.71.210.180

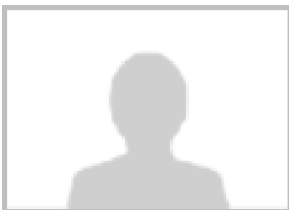
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

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Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2019-08-26 13:49:28 -0700

2019-08-26 13:49:28 -0700

2019-08-26 13:48:59 -0700

2019-08-07 13:46:09 -0700

2019-08-07 08:20:56 -0700

2019-08-05 16:27:32 -0700

2019-08-05 16:25:44 -0700

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. - 24.62.156.240

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

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

Document viewed by Maureen Highham (mhigham@allentownnh.gov). - 64.222.96.214

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.71.210.180

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