

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allentown, New Hampshire 03275
July 30, 2019

Call to Order

The Allentown Selectboard Meeting of July 30, 2019 was called to order by Chair Ryan Carter at 6:11 pm.

Chair Carter called for the Pledge of Allegiance.

Roll Call

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

Allentown staff: Derik Goodine, Town Administrator; Trish Caruso, Welfare & Human Resources Clerk; Deb Bender, Finance Director; Police Chief Michael Stark

Chair Carter apologized for missing the past few meetings and thanked the other Board members for taking over his duties.

Citizens' Comments

None.

Regular Agenda

○ **Tax Deed Discussion**

Mr. Goodine reported that he met with two coops last Thursday and will meet with Bear View Crossing (formerly Holiday Acres) this Thursday. He presented two waivers – one for a property on Riverside Drive and one for ten RVs on Pinewood Drive. He said there is one unique situation whereby a property will be purchased and then sold to someone else, so he is working on that. At the next meeting, the deeds will be ready to go.

Ms. Higham made a motion to accept the deed waiver for ten properties at 80 Pinewood Drive, namely 104-1, 104-2, 104-4, 104-8, 104-1A, 104-1B, 104-2A, 104-34, 104-36 and 104-T8. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. Higham made a motion to accept the deed waiver for Riverside Drive (104-34). Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter abstained.

- **Manifest Tuesdays**

Ms. Bender repeated her reminder from the July 15th meeting that Manifests in RightSignature should be signed on Tuesday night or Wednesday morning. This was for the benefit of Ryan Carter, who was not present for the July 15th meeting.

- **Personnel Policy Changes Proposal Review**

Ms. Bender began the review of the Personnel Policy with some proposed changes for consideration. The first, #4, relates to being called in from vacation to work. This is so Fire and Police Department personnel are properly compensated when required to work during their scheduled vacation time. Ms. Bender said she has been working on the NH Retirement Audit because data from 2012 requires adjustment. This has reminded her, she said, to be careful about using vacation time to get overtime.

Chief Stark suggested waiting until they get through the NH Retirement Audit and addressing this again.

Ms. Bender moved on to #5, which addresses decreasing the number of hours required to trigger overtime in the Police and Fire Departments. Police officer hours would decrease from 43 to 40 hours, and firefighter hours would decrease from 53 to 45 hours.

Chief Stark explained that the Fair Labor Standard Act established the 53 hours for firefighters on the assumption that they would be sleeping part of the time. This is not the case in Allenstown. The extra three hours over 40 for the police officers was for 'donning and doffing' equipment, which is not needed. Chief Stark emphasized that in the Police Department, overtime is never because officers want to earn extra money; it is because they are needed. Now that the department is fully staffed, he said, the overtime will decrease. He said he wants to be on a par with nearby towns of comparable size.

Ms. Bender next addressed #8, regarding holiday pay. An example is when Highway Department personnel have to plow snow on a holiday. They would be able to take a floating holiday, giving one week's notice and obtaining the approval of the supervisor.

Ms. McKenney stated that it should be used within 30 days.

Chief Stark said that an officer who is actually required to work on a holiday gets 2.5 times the regular pay – double pay for the holiday and the extra 0.5 because of the sacrifice involved. He said the key word is 'required.'

Ms. Bender stated that #10 would limit the accumulation of vacation time to 300 hours.

Ms. McKenney said that is too much; it should be 120 hours.

Ms. Bender said that if the maximum is set at 120 hours, the town would have to pay out immediately the hours these employees have already accumulated over 120 hours, and this could be substantial.

Chief Stark said there is a good reason to cap this at 300 hours.

Ms. Caruso said that this encourages longevity. Since municipal employees generally are paid less than in the private sector, many of them accumulate vacation hours to add to their retirement income.

Chief Stark said that officers must give three months' notice before retirement, which allows time to plan for it. He said that waiting four weeks to fill the position allows time to make up the deficit.

Ms. Bender stated that #15 addresses longevity increases. This, she said provides incentive for long-tenured employees and rewards people at the top of their pay grade. The proposed change requires that an employee has been at or above the maximum for one year and has been employed for at least eight years to be eligible, at which time the BOS may offer a longevity bonus. The eight-years of service requirement is because someone with experience may be hired near the top of the pay grade and reach the top in only a year or two.

Ms. Caruso stated that this rewards loyalty.

Ms. Higham said she likes the word 'may.'

Chair Carter asked why the clarity is being taken out. He added that getting a longevity increase every year creates a new pay scale.

Ms. Bender said she believes the policy is unclear now. She said this is not a salary increase but a lump sum bonus; very few employees are in this category.

Ms. Higham noted also that it is a discretionary bonus.

Chief Stark said that you can only pay a janitor so much.

Mr. Goodine said that longevity bonuses are found in lots of union contracts. He said an employee should not have to be with the town eight years to receive one. If someone reaches the maximum within a year or two, they should not have to wait six or seven years to receive anything other than the COLA.

Chair Carter said he would like to cap the amount of the bonus, percentage-wise.

Ms. Higham said she is concerned about accusations of favoritism or bias and would like to leave this as it is.

Chair Carter and Ms. McKenney agreed, and this policy was not revised.

Ms. Bender said the next items are not currently in the Personnel Policy. A Health Insurance stipend is #17. Allentown has 30 employees eligible for health insurance, of which 24 take the coverage and six do not. Assuming that the six who do not take insurance are paid \$100 per pay period, it would cost the town \$15,600 per year to offer them a stipend. If they were offered the stipend and no one who currently takes the insurance opts out, this would be the worst-case scenario for the town. If an employee opts out of a two-person plan, the town saves about \$12,000 on premiums, but spends \$2,600 on the stipend. If two employees opt out of a family plan, the town saves about \$32,000 in premiums, but spends \$5,200 on the stipends. All other things being equal, this is the approximate point at which the town begins to save money on the stipend program.

Ms. McKenney noted that if the Allentown policy is better than others, people would be less inclined to opt out and collect the stipend.

Ms. Bender said that Allentown has a small pool. She continued, saying that #19 is already happening but is not in the policy. Full-time employees of the Highway Department receive an annual boot allowance of up to \$150. They present a receipt for the purchase and are reimbursed accordingly. If the boots cost less than \$150, that is the amount the employee is reimbursed. If the boots cost more than

\$150, the employee pays the amount over \$150 out-of-pocket. They receive \$250 twice a year for clothing, which is way less expensive than a uniform service. Finally, they receive an allowance for prescription safety glasses every other year.

Chair Carter said he would like this capped at \$500, and the other two members agreed. He said he assumed they would be supplied earplugs, gloves and regular safety glasses by the Highway Department.

Ms. Bender next said that Highway employees are now allowed to convert overtime to comp time. This is logged at the Highway Department, but she would like to have another pair of eyes tracking this – either herself or Ms. Caruso. This has a cap of 30 hours and must be used within 90 days. It is for plowing.

Chair Carter said this requires a lot of legwork. He likes the option but not how it is tracked.

Ms. Bender presented the last item. She said NH Retirement allows two methods of calculating compensation, with a third method for police officers only. The first is base pay only and the second is comp time over base. In a situation where work hours plus vacation hours puts an employee into an overtime position in a pay period, the vacation hours are put back into the bank. In other words, vacation time cannot be used to create an overtime situation.

- **COLA**

Mr. Goodine reported that the CPI is now at 1.6%. He said that the BOS can set whatever amount they wish for a COLA.

Chair Carter said they would use 1.6%, but wait to make a specific motion after receiving a memo about the CPI.

- **Old Home Days Building Use for Parade and Judging**

Mr. Goodine said Old Home Days will be on August 24, 2019, and he will open this room and the upstairs area for bathrooms. The BOS members are invited to march in the parade to the Pembroke bandstand and to judge the floats from there.

Chair Carter said he will miss the parade.

Ms. Higham said it is not part of her legal persona to walk in the parade, but she will help judge the floats from the bandstand.

Ms. McKenney said she always marches in the parade in a costume.

Mr. Goodine announced the resignation of the janitor, Paul Brasley, effective August 10, 2019.

Ms. Higham made a motion to accept the resignation of Paul Brasley, janitor, effective August 10, 2019. Ms. McKenney seconded the motion, which carried unanimously.

Chair Carter thanked Mr. Brasley for his service to the town.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of July 30, 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 July 30, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Town Administrator's Report

Mr. Goodine first noted that Casella would be making a presentation at the August 12th BOS meeting. He said he provided three items from Casella: a brochure on the benefits of recycling, a Municipal Outreach Template and NH Disposal Capacity Shortage data. He also provided the Holiday Acres schedule for 2020; the Tri-Town case status report; a Primex letter indicating that they are going after contractors to recover \$98 million, which includes \$1,000 deductibles; and a letter from the State Senate and House which rebuts the Governor's letter from the last meeting regarding the budget.

Mr. Goodine reported that two police lieutenants were sworn in last night.

Mr. Goodine said there was a new leak at the Community Center, probably due to the heavy rain and hot weather. Flex Seal seems to have fixed the problem.

Mr. Goodine said that on the same day he was making plans to resurrect the Joint Loss Committee, they had a visit from the Department of Labor. Regarding the Joint Loss Committee, he said that the current policy calls for six members. He would like to have 9 members to make it easier to have a quorum. Ms. McKenney, who has offered to serve as the BOS representative, would like to have seven members. The Department of Labor requires that management and employees be equally represented, and if membership is lopsided, it must favor employees. Mr. Goodine said he also wants to inquire about having alternates. He said the Department of Labor was here to check on wage and hour violations relating to timecards and rounding. A good portion of these were from the Sewer Department because they have the best records for tracking in town. They will pay the fine and then appeal.

Mr. Goodine said that Allenstown Aggregate is on the Planning Board agenda for tomorrow night. The issue is coal slag which is required to be gone by August 31, 2019. The Planning Board will check the conditions and then the BOS will look at deferred fines.

Mr. Goodine said that flood plain maps are being reviewed and will be published on August 16, 2019.

Non-Public Agenda Items

Ms. Higham made a motion to enter a non-public session at 8:49 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye; Mr. Carter – aye.

Ms. Higham made a motion to return to public session at 10:03 pm. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye; Mr. Carter – aye.

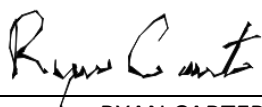


Ms. McKenney made a motion to seal the minutes of the non-public session, because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself.

Ms. McKenney made a motion to adjourn at 10:04 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

JULY 30, 2019

Signature Page

Original Approval:	
 RYAN CARTER, Chair	08/26/2019 DATE
 SANDRA MCKENNEY, Vice Chair	08/14/2019 DATE
 MAUREEN HIGHAM, Member	08/14/2019 DATE

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

Signature Certificate



Document Reference: B6PVIXJJK3XVLA9BTCJZIW

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Easy Online Document Signing



Maureen Highham

Party ID: I4ZTFLJ984HVZFFY2CU3TE

IP Address: 64.222.96.214

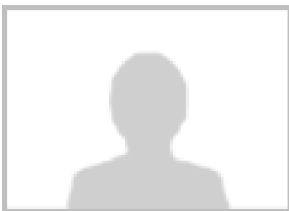
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

76fc9d3cff7c531d421c881dc8a3db65fb56e70b



Sandra McKenney

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da564253a7ee8a6eb2ace3ba0f7c943dc78384c4



Ryan Carter

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Electronic Signature:

Ryan Carter

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7fa6012b1eb09a93e6da2754a38a4aa52b73a956



Timestamp

2019-08-26 13:59:43 -0700

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

2019-08-14 14:36:07 -0700

2019-08-14 14:35:23 -0700

2019-08-14 11:29:56 -0700

2019-08-14 11:28:55 -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 Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.71.231.203

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.71.231.203

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

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