

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
July 15, 2019

Call to Order

The Allenstown Selectboard Meeting of July 15, 2019 was called to order by Vice Chair Sandy McKenney at 6:00 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham

Excused: Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Trish Caruso, Welfare & Human Resources Clerk; Deb Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; and Chad Pelissier. Marc Boisvert, Acting Road Agent, arrived later in the meeting.

Regular Agenda

○ **Tax Deed Discussion**

Mr. Goodine reported that Holiday Acres now has a new cooperative and he will be working on an agreement with them. Two other cooperatives have not yet signed an agreement.

Ms. Bender said that the Uncollectable Allowance line is \$20,000, and the auditors have suggested making that \$40,000 or \$50,000, given that Allenstown did not deed last year. She suggested increasing that amount to \$40,000 and reducing the Unassigned Fund Balance by \$20,000, to allow for decisions not to deed some properties on which the town is not likely to collect the outstanding property taxes.

Ms. Pelissier told Mr. Goodine that he does not have to wait for an agreement with Holiday Acres, that he can move on other properties. She said she is surprised about some large houses still on the deed list.

Mr. Goodine said there are about 30 properties on the list, of which 12 are campers.

○ **Manifest Tuesdays**

Ms. Bender said that she and Ms. Caruso want to remind everyone that Manifests in RightSignature should be signed on Tuesday night or Wednesday morning.

Ms. Higham said she likes the email reminders from Ms. Caruso.

- **Personnel Policy Changes Proposal Review**

This item was tabled until Mr. Carter can be present.

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

Mr. Goodine reported that the Planning Board had a two-hour workshop devoted to this issue on July 10th and will probably have another one on July 31st. He said the attorney for the developer was present, along with our Town Attorney and Matt Monahan of the Central NH Regional Planning Commission.

Mr. Pelissier said that the developer is happy to see the town moving forward.

Ms. McKenney said that Brady Sullivan's attorney indicated that they like working with Allenstown.

- **COLA**

Mr. Goodine said that it looks like the CPI will be 1.8% but it has not been announced officially. He said that departments can work on the non-personnel parts of their budgets, keeping in mind the directive to be as flat as possible.

- **Boat Launch Naming**

Mr. Goodine said that if the Board moves to name the Boat Launch after Ronnie Pelissier, they can proceed with plans for signage. He said that Mr. Verville could make a wooden sign for now, and they could look into a brass marker later.

Mr. Chad Pelissier said he needs some time to look into it because his goal is to get this donated.

Ms. McKenney said that the problem with wood is that it will only last 15 years.

Mr. Goodine suggested a wooden sign at the entrance and a granite marker with a bronze plate at a later date.

Ms. Higham made a motion to name the Allenstown Boat Launch after Ronnie Pelissier. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine said that he would write up a resolution for the Board members to sign.

- **Interlocal Agreement on Ambulance Service (Tri-Town EMS)**

Mr. Goodine presented the revised Ambulance Service (Tri-Town EMS) agreement between Pembroke and Allenstown for the review and approval of the Board. He said that the changes include deleting the section saying that the employee representative could not serve two consecutive terms. It is sometimes difficult to find an employee representative willing to serve, so they do not want to limit them. Another change is having Board of Director resignations reported to the Chairman, not the director of the service. A third change clarifies that Tri-Town employees are under Pembroke's personnel policies.

Ms. Higham made a motion to approve the revised Interlocal Agreement on Ambulance Service. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney asked for the name of the new School Board member.

Ms. Pelissier said that her name is Jamie Moore.

Ms. McKenney said they would have the Police Department appointments on July 29th; she suggested doing this outside if the weather is nice because there will be a large crowd.

Town Administrator's Report

Mr. Goodine said that the SRBTA group is looking at joint bidding for a health trust. He noted that if the town leaves the current plan, it cannot return.

Mr. Goodine said that Louise Letendre is filling in while the custodian is on vacation.

Mr. Goodine reported that the Suncook Convenience Store had its grand opening on Friday, July 12th.

Mr. Goodine announced the kick-off meeting for the MS4 process, beginning at 8:30 am on Thursday, July 18th. A DES representative will attend.

- **Appointment of Emergency Management Director**

Ms. Higham made a motion to appoint Denise Dubois as Deputy Emergency Management Director. Ms. McKenney seconded the motion, which carried unanimously.

Consent Calendar, Minutes and Manifests

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

Mr. Goodine said that the only item on the Consent Calendar relates to Cassella's new drainage system which will result in fewer contaminants because they will be cleaning their water better.

Ms. Higham made a motion to authorize the Town Administrator to sign a task order with Hoyle Tanner & Associates. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the July 1, 2019 public session. 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 15, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the July 1, 2019 non-public session I. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye.

Ms. Higham made a motion to approve the minutes of the July 1, 2019 non-public session II. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye.

Ms. Higham made a motion to approve the minutes of the July 1, 2019 non-public session III. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye.

Non-Public Agenda Items

Ms. Higham made a motion to enter a non-public session at 7:12 pm in accordance with the provisions of RSA 91-A:3, II (b). Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye.

Ms. Higham made a motion to return to public session at 7:55 pm. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-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 made a motion to enter a non-public session at 7:57 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.

Ms. Higham made a motion to return to public session at 8:06 pm. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-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 made a motion to reauthorize the Town Administrator to execute forbearance agreements. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to enter a non-public session at 8:09 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.

Ms. Higham made a motion to return to public session at 8:29 pm. Ms. McKenney seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-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 made a motion to adjourn at 8:36 pm. Ms. McKenney seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

JULY 15, 2019

Signature Page

Original Approval:	
RYAN CARTER, Chair	DATE
<i>Sandra McKenney</i>	08/05/2019
SANDRA MCKENNEY, Vice Chair	DATE
<i>Maureen Higham</i>	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: LSCK2LJYBKVTEA99GG3BHE

RightSignature
Easy Online Document Signing



Maureen Highham

Party ID: XX9MLWJ2I3Y5LWB9CPY9ZH

IP Address: 64.222.96.214

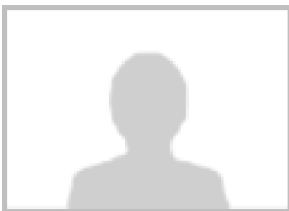
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

49faa7105f648461cdeb70e8faa1ac1677dbf3e8



Sandra McKenney

Party ID: XZYFCGITPID4A2RZYYB47E

IP Address: 72.71.210.180

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



Timestamp

2019-08-07 13:45:04 -0700

2019-08-07 13:45:04 -0700

2019-08-07 08:11:49 -0700

2019-08-05 16:25:29 -0700

2019-08-05 16:24:01 -0700

2019-08-05 15:52:23 -0700

Audit

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

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

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.71.210.180

Document created by Derik Goodine (dgoodine@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.