

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allentown, New Hampshire 03275
August 12, 2019

Call to Order

The Allentown Selectboard Meeting of August 12, 2019 was called to order by Chair Ryan Carter at 6:00 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; Deb Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Patricia Caruso, Welfare/Human Resources

Others present: Armand Verville, Claudette Verville, Mike Frascinella, David Allen, Casella: Brian Bergeron, Casella

Citizens' Comments

None.

Regular Agenda

▪ **Old Allentown Meeting House Roof Project**

Mr. Verville stated that he chairs the Old Allentown Meeting House Committee and is joined on the Committee by Claudette Verville, Roland Martel, and James Garvin. He said that they are responsible for the upkeep and safety of the Meeting House. He said that an arsonist tried to burn down the building in 1985, causing extensive damage. The building was transferred to the State Parks Division in 1991 and returned to Allentown in 2004. Over several years, thanks to numerous donations, fundraisers, and a lot of hard work, restoration of the building was completed. It was reopened in 2013. Mr. Verville said that the asphalt roof now needs to be replace. Due to recent changes in wind patterns, it has been heavy with snow in the winter. This has required shoveling which, in turn, has damaged the roof. He said that the cost each time the roof is shoveled is \$400. He listed three options: 1) Do nothing and hope it doesn't cave in. 2) Shovel the roof, which is expensive. 3) Replace the asphalt roof with a metal one and solve all problems. He stated that the Allentown Historical Society will pay for the roof. He noted that the town pays for electricity at the Meeting House and for a phone which is needed for the alarm system. The Department of Historic Resources (DHR) has reviewed this project and would like the roof to be a type of metal that resembles shingles. That cost would be \$36,800, and the Committee does not have that amount. He said they have a more manageable estimate of \$10,500, and they plan to accept that bid. He said they are looking for the blessing of the Selectboard.

Mr. Frascinella asked if they would lose any funds because they are not following the recommendation of the DHR.

Mr. Verville said they would not. He added that they could take one more year to look for grants and hold fundraisers, but they don't want to take that risk.

▪ **Recycling and Trash Disposal Discussion with Casella**

Mr. David Allen, Casella Waste Management, introduced Brian Bergeron, also of Casella. Mr. Allen said he is responsible for the collection and disposal of waste and recycling in Allenstown. China, the biggest market for paper until recently, has greatly decreased its demand for recycled paper due to air quality concerns. Here in New Hampshire, the 30-year old landfill in Bethlehem is full and will be closing within five years. Two Massachusetts landfills are also closing, representing 5,000 tons which must be disposed of elsewhere. Mr. Allen said they are in the early stages of negotiations regarding an ideal site in Dalton. A lot of waste is trucked to other states, hundreds of miles away. This is costly. Mr. Allen strongly suggests that citizens should talk with their State Representatives. He added that NH has a Solid Waste Council.

Ms. Caruso asked if Casella is looking into advanced technology regarding repurposing of trash.

Mr. Allen said that they are indeed looking at all possibilities for converting trash to energy. He said that Casella has financial incentive to make capacity last.

Mr. Frascinella asked about the potential capacity of the Dalton site.

Mr. Allen said it is 180 acres.

Ms. Bender asked if paper processing facilities might open in the United States now that China is pulling out of the market.

Mr. Bergeron responded that a company from China, Nine Dragons, has plans to open two mills in Maine. They will generate raw pulp and ship it back to China for further processing.

Mr. Allen stated that recycling is the business of making paper.

Mr. Frascinella said he recalls hearing about a Japanese invention – a furnace which could make wood from bottles.

Mr. Allen said some of those ideas don't work well on a large scale, usually because of cost.

Ms. McKenney said she recently visited the Allenstown transfer station and learned that they do not want shredded paper. She said this information is not in the flyer.

Mr. Allen said that anything smaller than two inches falls through. He suggested watching the video link on the town website for more details.

Ms. Bender asked is there is any place which aggregates shredded paper.

Mr. Allen said there is a facility just for that; for a price, they will pick up shredded paper and process it for recycling. He added that a material is not recycled until it is used to make something else.

Ms. McKenney said she also learned that heat sensitive register tape cannot be recycled.

Mr. Bergeron said that there is a lot that can't be processed. Mechanical separation doesn't work.

Mr. Allen said that the more Casella can sell recycled materials for, the more they can offset the towns' costs. He said that only certain thing can be accepted for curbside recycling. They need quality materials at the curb. Anything which slows the system doubles the cost.

Ms. McKenney said that education is vital.

Mr. Allen encouraged everyone to get involved with House Bill 617 for two reasons: 1) More than just the recycling market must be the focus. Disposal is important also. 2) The State needs to control its own destiny by having its own capacity.

Ms. Pelissier asked if Casella speaks publicly on these issues.

Mr. Allen said that they speak to anyone who will listen. He said that with discussion, the math is obvious. He thanked the Board for the opportunity to speak.

- **Tax Deed Discussion**

Mr. Goodine said he sent the last batch today. He said he has to contact one commercial property and another coop tomorrow. He said there are 18 mobile homes. Many communities are holding deeded properties for three years because of the redemption process and bankruptcies. He said they could revisit the payment plans when the deeding process is complete. He added that there are parcels of land they could sell off to pay the taxes.

Ms. Higham noted that redemptions are costly.

- **Bartlett Street**

Mr. Goodine said that the town will have to remove the blocks which are in the right of way on a Bartlett Street property if the owners do not. He said he will work with Mr. Boisvert on this.

- **Budget Schedule**

Mr. Goodine stated that Ms. McKenney has suggested meeting once a week to get through the various budgets quickly.

Chair Carter said that every other week, they could work on only the budget.

Mr. Goodine said that the due date for the department budgets is September 12, 2019. The review process would begin on September 23rd and be completed by October 28th.

Ms. Bender suggested having one all-day session – a Friday or a Saturday.

Chair Carter said he is not opposed to that.

Ms. McKenney said she just wanted to make it easier for everyone and avoid dragging it out. She added that the members of the Budget Committee are volunteers.

Chair Carter said they could meet on September 30th from about 5:00 to 10:00 pm to review the Tri-Town EMS, Library, Fire and Police budgets. Then, on October 28th, they could review the budgets for

Public Works, Administration, and Sewer. The regular meetings in October would be on the 7th and the 21st; October 14th is a holiday.

Chair Ryan asked Mr. Goodine to inform the department heads of the plan.

▪ **Personnel Policy Changes Approval**

Ms. Bender said that the Policy is 99% accurate. She said she has provided a cheat sheet for the changes.

Chair Carter referred to page 28 #4, asking about the expiration of accumulated sick time.

Ms. Bender explained that sick time is never paid out. She presented more information regarding employees with more than 300 hours of vacation time available. Only two employees have more than 300 hours of vacation time available; the next highest is 134 hours. She said that one of the two with more than 300 hours plans to take two weeks of vacation time in November. The other should be encouraged to take vacation time in order not to lose it, or the Board can pay out the 45 hours.

Chair Carter noted that, although the revised Personnel Policy will go into effect upon approval, those sections relating to accumulated vacation time should take effect January 1, 2020.

Ms. Higham made a motion to approve the Personnel Policy Revision 12, as of August 12, 2019, with page 26 #10 and page 28 #4 having an effective date of January 1, 2020. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Town-Wide Yard Sale**

Ms. Pelissier said that she would like the Board to consider holding a town-wide yard sale. Many people have asked about it. The permit fee could be waived for one day, and it could be a community building activity. She said perhaps the Economic Development Committee would like to be involved.

Chair Carter said this should be put on a meeting agenda.

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

Mr. Goodine reported that some of the language has been fixed in the ordinance to address various issues such as the height of the building and the square footage of apartments and commercial enterprises. The goal is to make it work for the mill but also be consistent with other ordinances. Section 2307, he said, is specific for the mill and related conditional use issues. The Planning Board will hold a public hearing on the proposed ordinance changes on August 21st. The Town Meeting will be held in October.

Ms. Pelissier said the timeline would have to allow time to prepare and send absentee ballots. Pembroke has a supply of table top voting booths which they will lend to Allenstown. This will reduce the number of booths which will have to be set up.

Town Administrator's Report

Mr. Goodine reported on a letter from the Old Town Homeowners Coop requesting a variance for the replacement of a septic system at 21 Edgewood Drive. The existing system was installed before the current septic codes were instituted, so it doesn't meet all setbacks. The system has not been expanded

since it was built in the 1960's. In fact, some of the land was taken by eminent domain by the State for Bear Brook State Park. The consensus is that the variance should be approved.

Ms. Higham made a motion to approve the letter granting a variance for the septic system at 21 Edgewood Drive and to authorize the Town Administrator to sign the letter on behalf of the Board. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine presented a Memorandum of Agreement (MOA) with the State Department of Public Safety to participate in a Radio Reprogramming Grant to allow Allenstown's radios to operate in the interoperability zone of the State mutual aid area to contact other fire departments.

Ms. Higham made a motion to approve the MOA and to authorize the Town Administrator to sign the MOA between the Pembroke and Allenstown Fire Departments/Tri-Town EMS and the State's Public Safety Department. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine presented a contract for a monitoring system for the Highway Garage at 161 Granite Highway.

Ms. Higham made a motion to approve the monitoring system of Capital Alarm Systems for the Highway Garage. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine reported that there will be no fliers, pamphlets or business cards allowed at the Old Home Day Parade. They just get thrown on the ground.

Ms. McKenney said that Pembroke doesn't clean up.

Mr. Goodine reported that the Planning Board will conduct a site walk at the property of Allenstown Aggregate on Thursday, August 15, 2019. The company agreed to remove all coal slag/ash by August 31, 2019, under penalty of deferred fines or other actions.

Mr. Goodine reported that today trash trucks were getting hung up on electric lines where the road was recently paved, adding 1.5 inches of pavement. It has been determined that the wires are sagging, so this is an Eversource issue.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to approve the non-public minutes of July 30, 2019. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to ratify the Consent Calendar of August 12, 2019. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the public sessions of July 29, 2019 and July 30, 2019. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the Payroll and Accounts Payable manifests listed on the August 12, 2019 agenda. Ms. Higham seconded the motion, which carried unanimously.

Non-Public Agenda Items

Ms. Higham made a motion to enter a non-public session at 8:23 pm in accordance with the provisions of RSA 91-A:3, II (a). 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 return to public session at 8:58 pm. Ms. Higham 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. Higham made a motion to increase the Town Administrator to Grade 18, Step 8 at \$39.96 per hour. The motion was seconded by Ms. McKenney and carried unanimously.

Ms. Higham made a motion to enter a non-public session at 9:01 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. McKenney made a motion to return to public session at 9:37 pm. Ms. Higham 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. Higham made a motion to enter a non-public session at 9:39 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.

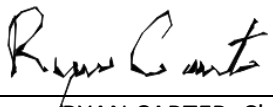
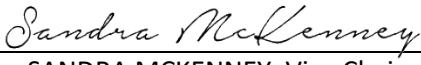

Ms. McKenney made a motion to return to public session at 9:45 pm. Ms. Higham seconded the motion. A roll call vote was taken. Ms. Higham-aye; Ms. McKenney-aye; Mr. Carter – aye.

Chair Carter made a motion to adjourn at 9:47 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

AUGUST 12, 2019

Signature Page

Original Approval:	
	09/11/2019
RYAN CARTER, Chair	DATE
	09/08/2019
SANDRA MCKENNEY, Vice Chair	DATE
	09/06/2019
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: BUFWBYI6NJ48FTCFMSYHR5

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Maureen Highham

Party ID: S9JDUEIAB3AFP8SSNMC4W4

IP Address: 64.222.96.214

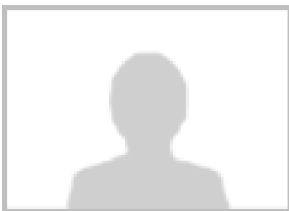
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

Party ID: ELID2GJUC452EE62755PRT

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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

833cd8ffd229b5a7ef25991a0c23d3d5301ef75a



Timestamp

2019-09-11 04:42:21 -0700

2019-09-11 04:42:21 -0700

2019-09-11 04:41:32 -0700

2019-09-08 10:31:45 -0700

2019-09-08 10:27:11 -0700

2019-09-06 08:42:47 -0700

2019-09-06 08:34:33 -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. - 24.218.45.242

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

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.71.194.104

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.71.194.104

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

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