

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
September 9, 2019

**Call to Order**

The Allenstown Selectboard Meeting of September 9, 2019 was called to order by Vice Chair Sandy McKenney at 6:05 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham

Ryan Carter was excused.

Allenstown staff: Derik Goodine, Town Administrator; Deb Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector

Others present: Armand Verville, Mike Frascinella, Police Chief Michael Stark, State Senator John Reagan, Philip Bryce, Director of the NH Division of Parks & Recreation; Shawn Richard, Representing Jeanne B. Descoteaux Trust; Carl Caporale, Allenstown Sewer Commission; Robert Richards, Coop for Bear View Crossing

**Citizens' Comments**

Mr. Frascinella said that one of the town welcome signs was pushed about 15 degrees, probably from mowing in the area. It made need to be cemented in more firmly. He reported that he met with Charlies Morgan, who said he is renting space to three businesses: Granite State Shuttle, Records Management and Vault Storage.

Mr. Goodine said that the damage to the town welcome sign was no doubt caused by a mowing crew and more cement should fix the problem.

**Regular Agenda**

- **State Park Passes Revisited – with Senator Reagan and Phil Bryce of the Department of Natural and Cultural Resources**

Mr. Verville said that Senator Reagan and the Commissioner are with us here.

Mr. Bryce stated that he has been the Director of the Parks & Rec Division for eight years. The State Parks are self-funded. Fees are collected at one-half of the parks and of these, only one-half make money. For 2018, Bear Brook State Park had a \$124,000 profit. By contrast, Franconia Notch had a profit of \$3.1 million. He said they are vigilant about collecting fees. They have been working on a lot of

deferred maintenance, including the renovation of the 4H camp at Bear Brook, which they think will be a great success. He said that some towns deeded land with restrictions, prior to being self-funded in 1991 or 1992. They avoid offering free or reduced rates, although most of the day-use parks are free. He mentioned the availability of the State Park license plate, which is \$85, the family season pass for \$105, and the individual season pass for \$60. There has been a recent change to the library pass because people were taking them and not returning them. The passes are now processed electronically and will terminate at a set time, obviating the need to return them. He noted that these passes cost the libraries \$105, while museum passes sold to the libraries often cost a lot more because the museums anticipate that they will be used a lot. He mentioned that the new town signs are cool, and he sent a picture of them to his superiors. He said that if they start granting free or reduced passes, there will be repercussions because others will want them. We would like it to be viewed as a community asset to have a park in your town, he said.

Ms. McKenney said that many residents don't use the park because they think they should be able to enter free of charge.

Mr. Bryce said there has been no increase in the rate since 2012.

Ms. Pelissier said that many Allenstown residents live below the poverty level. As the Town Clerk, she said, she sells very few State Park plates.

Mr. Frascinella noted that Bear Brook is a mountain bike mecca, and there is no one to collect the fee.

Mr. Bryce said they simply can't get help; they can't hire people to collect the fee.

Mr. Frascinella said he spends a lot of time at the park, getting in free because he is a senior. Most of the visitors are from Manchester, other New Hampshire towns, and Massachusetts. Residents have a negative feeling toward the park. He said that the new welcome signs, with "Home of Bear Brook State Park" and the carved bears on the signs, are intended to have the psychological effect of changing the negative impression that Allenstown residents have of the park.

Mr. Bryce said that the communities which are growing have recreational opportunities.

#### ▪ **Involuntary Merger Lot Separation – Court Street**

Mr. Richard, representing the Jeanne B. Descoteaux Trust, explained that someone, at some point, decided to merge three lots because they were adjacent and had the same owner. This was an involuntary merger. Now they want to sell two of the lots, and in fact have a P & S agreement. This is to provide care for Jeanne B. Descoteaux, who has dementia.

Ms. Pelissier said that they had the same situation with an involuntary merger a few years ago, and that the Town Assessor fixed it rather quickly.

Mr. Goodine said that was on Cross Street and was done recently. He added that the Town Assessor determined that this did not have to go before the Planning Board.

Ms. Higham noted that it is important that the owner did not want the merger.

Mr. Richard said they need the lots separated because they need to know the tax amount for each parcel.

Ms. Higham said that if the lots were transferred to the trust after the involuntary merger, that creates a different scenario, because that may constitute an implied acceptance of the merger. She said a legal opinion is needed.

Mr. Goodine said he would contact the Town Attorney tomorrow for a legal opinion.

Ms. McKenney said the issue is whether or not what the owner did in creating the trust is acceptance of what the town did in involuntarily merging the lots.

Chief Stark said that the issue with Cross Street and this one is the same situation.

Ms. Higham said that what the owner did was okay, but she questions whether the Board can take action because placing the merged property in a trust, and thus voluntarily accepted the merger, complicates the issue, and a legal opinion is needed.

- **Library Street Project, CWSRF Project Schedule and Related Matters**

Mr. Goodine said that he met with Marc Boisvert, Mike Trainque, and Jeff Backman about the Library Street road-widening project. He said the road is not very wide, with lawns and some steps coming right to the edge of the street. The plan was to widen the street to 24 feet, and this has been complicated by the fact that they cannot find the right-of-way lines. He said that former Road Agent Ron Pelissier contemplated taking out the jog in the road to make it straighter. However, he said, this might cause speeding. He suggested having a public hearing regarding straightening the road.

Ms. McKenney said perhaps they could post a 'NO THRU TRAFFIC' sign.

Mr. Goodine said this could create an enforcement challenge. He added that Road Agent Marc Boisvert will talk with the homeowners along the street this week. He said that the completion date agreement with DES needs to be adjusted to December 2, 2019.

Ms. Higham made a motion to allow the Town Administrator to sign the project modification papers adjusting the completion date to December 2, 2020 in the agreement with DES. Ms. McKenney seconded the motion, which carried unanimously.

- **Approve Special Town Meeting Warrant which is for Zone Change and 79E Tax Program**

Ms. Pelissier said she had not been able to reach the Town Moderator to confirm the hours for the election, but she feels confident that he will agree that 8:00 am until 7:00 pm is fine. Shortening the hours might give the impression that this election is not as important as others. It also might cause voters to think that all elections going forward will start at the later time.

Ms. Higham made a motion to approve the Town Meeting Warrant for the Special Town Meeting for Zone Change and the 79E Tax Program to be held on Tuesday, October 22nd, 2019, between 8:00 am and 7:00 pm at the St. John the Baptist Parish Hall, located at 10 School Street in Allentown, NH, to vote on the special warrant article by official ballot. Ms. McKenney seconded the motion, which carried unanimously.

- **Tax Deed Discussion**

Mr. Goodine reported that Bear View Crossing said they do not sign agreements ahead of time and will not sign the document stating that the town will not pay park rent until after the deeding occurs.

Mr. Richards, representing the Bear View Crossing cooperative, explained the schedule for demolition and abatement regarding one unit.

Mr. Goodine asked that this item be placed on the September 23<sup>rd</sup> agenda.

- **Police Vehicle Lease Paperwork**

Chief Stark presented the paperwork for the police vehicle lease presented at the last Board meeting. He reported a total cost of \$44,222.10, which is more than usual because they are switching from a sedan to an SUV and thus equipment has to be re-fitted. They will receive the vehicle on November 15, 2019, and the annual cost will be \$14,740.70. This lease amount, he said, is in the Police Department budget.

Ms. Higham made a motion to approve a lease agreement and resolution outlined in Exhibit E of the lease agreement with Tax Exempt Leasing Corp. in that we have a need for a 2020 Ford Police Interceptor SUV for the total amount of \$44,222.10, with an annual lease payment of \$14,740.70, and further moved to authorize Police Chief Michael Stark to sign the paperwork for approval and payment request. Ms. McKenney seconded the motion, which carried unanimously.

- **New Loader Push Box Purchase**

Mr. Goodine stated that this item will be moved to the September 23<sup>rd</sup> agenda, per the request of Marc Boisvert of the Highway Department.

- **Calendars**

Ms. McKenney noted that Marc Boisvert showed her his calendar recently. Police Chief Stark, she said, has an impressive one. Fire Chief St. Germain has one also.

Mr. Goodine said he shares with the Fire Department.

Ms. McKenney noted that Mr. Boisvert's calendar is on paper, not electronic. She said this is not a problem, since the Highway Department people don't go anywhere anyway.

- **Rail Trail Properties**

Mr. Goodine said that he had a call and an email from Betty Fifield on Friday regarding three properties which are part of the Lucille Ladd Revocable Trust. These, he said, are important cogs in the rail trail future development. This is the old rail line behind the school, not the trolley line. He said we might not be interested in one of the lots, #42, but Ms. Fifield wanted to know if the Town is interested in purchasing these parcels. He noted that Hooksett is building its trail toward this area. The Trust is closing on the estate and selling the parcels. He said it is a good idea.

Ms. McKenney asked if the town would want all three parcels.

Mr. Goodine responded that they might not want #42. He said the goal is to connect to Manchester, across Sewer Department property to the Mill property. The Central NH Regional Planning Commission has engaged the services of an engineer to determine how to cross the river. This, he said, is an opportunity the town should not let go by. He believes the price will be about \$6,000 per lot. This amount is available in the Recreation Capital Reserve Fund and the BOS has the power to authorize the purchase.

Mr. Frascinella said the sellers should be asked to donate the parcels as a civic contribution. He said to tell them we will put their name on a brass plaque if they do.

Ms. Pelissier noted that recreational opportunities are helping communities grow more so than businesses, since so much business is conducted on line.

Mr. Goodine said that from Head Trail to Pleasant Street to Main Street could be connected also, to help with completing the connection to Hooksett.

- **Bartlett Street Wall**

Mr. Goodine referred to his draft letter on the Bartlett Street wall issue, looking for Board approval to send it to the homeowners.

Ms. Higham suggested softening the verbiage and removing exclamation points. She said she would work on it tomorrow.

### **EDC Capital Reserve Transfer for Fall Concert Expenses**

Mr. Frascinella stated that the EDC has \$262 left in its budget, and needs \$650 for its Fall Concert, which is scheduled for Sunday, October 6<sup>th</sup>. He said he is hoping money can be transferred from the Parks & Recreation capital reserve fund. He would like to save the balance remaining in the EDC budget for transcribing of minutes. He said they have booked a band for the concert, which will play for up to three hours for \$350. One portable toilet will cost \$175. In addition, they want to order lawn signs to give publicity to the event. He has located a company called ***Dirt Cheap Signs***, which will make 50 signs for \$130. They were going to buy wire stakes, but Scott MacDonald has 40 that he will donate and others have some stakes to donate as well. No wire stakes will have to be purchased. The signs are constructed of corrugated plastic and are reusable. The Library has agreed to provide activities for the children and the Student Council of ADS wants to have a table to sell spirit shop items. The Fire Department will have a table with information about Fire Safety Awareness, and Jeffrey Venegas's mother wants to make stuffed bears to sell, perhaps as a raffle event.

Ms. Pelissier said the raffle permit process is simple and can be done at her office.

Mr. Goodine stated that the terms of the Parks & Rec capital reserve fund would not allow these funds to be used for the concert. He said they could simply authorize the spending, thus allowing the EDC to exceed its budget for the year.

Ms. McKenney raised the issue of what the raffle proceeds would be used for, noting that the non-profit process is too complex.

Mr. Goodine offered to provide funds for the signs from his budget, and he will meet with Mr. Frascinella to create and order the signs on line. He said the EDC has great projects and he wants more money allocated to this committee in the next budget.

Ms. Higham made a motion to authorize funding in the amount of \$650 for the Fall Concert sponsored by the EDC. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Right of Way Ordinance Template Project Participation**

Mr. Goodine stated that lots of towns have expressed interest in this project and perhaps Allentown should be involved, since there have been lawsuits. He said the town is expected to respond by September 14, 2019.

Ms. McKenney reported the consensus of the Board is to not participate at this time, due to the cost.

**Town Administrator's Report**

Mr. Goodine first mentioned the popularity of the new Town Welcome Signs.

Ms. McKenney said she has received lots of compliments on the signs.

Mr. Frascinella said that there is a man who makes banners, at a cost of \$200 each, for families of veterans who wish to honor them. The EDC would like to display these, along with the banners they are having made for display. The banners feature a picture of the veteran, the name, branch of service and years of service. Included in the \$200 is a commitment to put the banners up, take them down, and store them for three years. They would be displayed from Memorial Day to Veterans Day. He said he would like to have one street designated for these banners and to have them under street lights. The EDC would also like to have American flags under street lights mixed with the welcome banners they have ordered. Since Allentown does not have an Honor Roll, he asked for suggestions on how to locate veterans living in town. He added that the man making the banners for veterans' families would be willing to attend a Board meeting to make a presentation and answer questions.

Ms. McKenney said it is a great idea and suggested having his flyers at the concert.

Mr. Goodine said that the Department of Labor penalty, initially \$400, has been reduced to \$100, as reported today by Ms. Bender.

Mr. Goodine said that the Fire Chief is not available to present his budget on September 30<sup>th</sup> and would like to present on October 15<sup>th</sup> instead. He said that Mr. Boisvert might be able to present on September 30<sup>th</sup> instead.

**Consent Calendar, Minutes and Manifests**

Ms. Higham made a motion to ratify the Consent Calendar of the September 9, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 29, 2019 public meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 26, 2019 non-public session I. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 26, 2019 non-public session II. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 26, 2019 non-public session III. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable manifests listed on the September 9, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney asked if there would be a site walk for 4NH Homes. She said that doing a site walk is good because it gives those making decisions a visual of the situation.

Ms. Higham made a motion to adjourn at 8:45 pm. Ms. McKenney seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

SEPTEMBER 9, 2019

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**Signature Page**

| Original Approval:          |            |
|-----------------------------|------------|
|                             |            |
| RYAN CARTER, Chair          | DATE       |
| <i>Sandra McKenney</i>      | 10/16/2019 |
| SANDRA MCKENNEY, Vice Chair | DATE       |
| <i>Maureen Higham</i>       | 10/14/2019 |
| MAUREEN HIGHAM, Member      | DATE       |

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



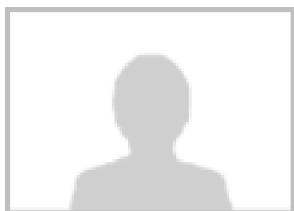
# Signature Certificate



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## RightSignature

Easy Online Document Signing



**Maureen Highham**

Party ID: 4JHVE5JAP3Y3F8IMTIVMFJ

IP Address: 64.222.96.214

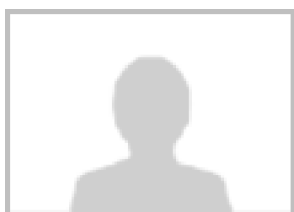
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

*Maureen Highham*

Multi-Factor  
Digital Fingerprint Checksum

2fdc5cd546f516afa91db719af6dba51e50268cd



**Sandra McKenney**

Party ID: VCW9LLJX356UWAVD6ZJXJF

IP Address: 72.65.124.228

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

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### Timestamp

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2019-10-16 05:53:47 -0700

2019-10-14 15:20:34 -0700

2019-10-10 07:09:50 -0700

2019-10-09 15:49:41 -0700

### Audit

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

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.65.124.228

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.65.124.228

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

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



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