

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
October 29, 2018

**Call to Order**

The Allenstown Select Board Meeting of October 29, 2018 was called to order by Chairman Ryan Carter at 6:00 p.m. Chair Carter called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Dave Eaton, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Trish Caruso, Human Resources Clerk; Paul St. Germain, Deputy Fire Chief

Others present: Michael Frascinella, Ted Gatsas

**Citizens' Comments**

Mr. Ted Gatsas from Manchester introduced himself and stated that he is a candidate for the Executive Council, and if he wins, he will be back with his phone number and email in case anyone wishes to contact him about an issue with which he might be of help.

**Regular Agenda**

▪ **Swearing in of the new Fire Chief, Paul St. Germain**

Chair Carter stated that it was a pleasure to confirm the appointment of Paul St. Germain as the new Fire Chief. He has been the Deputy Fire Chief for 32 years.

Mr. St. Germain thanked the Board for this opportunity and said he would try his best to work with the community and town departments to keep the town the nice place it is to be. He also recognized family members in attendance.

Mr. Eaton made a motion to approve the appointment of Paul St. Germain as Fire Chief for the Town of Allenstown, with a term expiring October 29, 2021. The motion was seconded by Ms. McKenney, and the vote for approval was unanimous.

Chief St. Germain was sworn in by Town Clerk Kathleen Pelissier.

▪ **Parking Ordinance Provisions Changes – Set Public Hearing**

Mr. Goodine said that he would confirm the language for this item and post it on line with a notice of the public hearing.

Chair Carter said that their November 19<sup>th</sup> meeting would be a good date for the public hearing.



- **Fire Department Live-in Student**

Mr. Goodine reported that this item has been indefinitely tabled.

- **Central NH Regional Planning Commission (CNHRPC) Town Representatives Appointment**

Ms. Pelissier stated that Michael O'Meara has been representing Allenstown at the meetings but has not been officially appointed.

Mr. Eaton made a motion to appoint Diane Adinolfo and Michael O'Meara as Allenstown's representatives on the CNHRPC. Ms. McKenney seconded the motion and it carried unanimously.

- **CNHRPC Biennial Update of NHDOT Ten Year Transportation Improvement Plan for Fiscal Years 2021 – 2030**

Mr. Goodine stated that he is providing this for the Board's review and to see if there is anything they wish to add. He has spoken with Mr. Ronnie Pelissier, the Road Agent, who said that the State roads are in good condition. Mr. Pelissier will get more details and confirm the due date of November 30, 2018.

Mr. Ronnie Pelissier stated that he has talked with DOT and they will be working on Route 28 in about two years. He said he just got the report today, and he will be checking with Matt Monahan of the CNHRPC because he has never seen this report before. He said he would get back to the Board on this.

Mr. Frascinella stated that if they are working on Route 28, the Town should tell them that we want a full-length turning lane. He mentioned the DOT's 'disappointing behavior' when they wanted the developer with plans for a convenience store to put in a turning lane at his own cost. He said that this put the kibosh on the project. This type of requirement stifles community development. Mr. Frascinella added that this can be done without widening the road; the breakdown lane could be used.

- **Setting FY 2018 Tax Rate**

Mr. Goodine stated that the mil rate for 2018 is 30.15, down from 32.11 last year. This is a 1.96 drop in the tax rate. He said that the full warrant is in the folders of the Board members. There are 1,985 parcels.

Mr. Eaton made a motion to approve the Tax Collector's Warrant Property Tax Levy of \$30.15 per thousand dollars of assessed value. Ms. McKenney seconded the motion, which was approved unanimously.

### **Budget Related Agenda**

Mr. Goodine said that the Library budget is the same amount as discussed previously. The only change is that \$300 has been moved from one place to another. He said that Ms. Bender might have more to say on this later in the meeting. For the Administrative budgets, Mr. Goodine said that the Selectmen Salaries line is increased by \$200 because it has been running over by that amount in recent years. He said he does not know why, but might have to do with timing.

Ms. McKenney stated that the costs for transcription of meeting minutes should be allocated to the committees and boards, not combined as one line.

Mr. Eaton said that they are all under Administration.



Mr. Goodine said that they were consolidated last year but he doesn't know the reason; they could be separated again. He said that the Economic Development Committee has its own budget this year: \$800 for minutes and \$100 for postage.

Ms. McKenney asked why the Tri-Town minutes are in this line.

Mr. Goodine responded that Pembroke holds the meetings and handles personnel; Allenstown's responsibility is the recording and transcribing of minutes.

Mr. Chad Pelissier said that he thought the Planning Board did its own minutes.

Mr. Goodine explained that Mr. O'Meara now has Kathie Donnelly doing them.

Chair Carter said they should know where the dollars are actually spent.

Ms. Bender said that Kathie Donnelly, who transcribes virtually all of the meeting minutes, has a spreadsheet recording her time spent on each meeting, so there is an accurate record since January 2018.

Mr. Goodine said that the proposed budget for minutes for 2018 was \$4,644 and the default amount was \$1,500. He continued, saying that the chairman of the Trustees of the Trust Fund has a stipend of \$500. This group meets quarterly.

Ms. McKenney observed that they spent only \$262.

Mr. Goodine said that the executive salaries line is his salary and 35 hours of Ms. Caruso's time. Five of her hours are designated to Welfare. The line includes the 2.5% step increase.

Ms. McKenney asked about the overtime expense.

Ms. Caruso said she tries to keep that to a minimum but sometimes it can't be avoided.

Mr. Goodine stated that the line for preparation of the Town Report allows for the printing of as many reports as the budgeted amount covers. The School Department pays a prorated amount for its section.

Ms. McKenney asked if they had shopped around for this service.

Ms. Pelissier said that the increased cost probably reflects the added cost for preparing the report digitally.

Mr. Goodine said that the copier lease has expired, and the copier has been somewhat troublesome. He said that he and Ms. Bender had four proposals to review. They are looking at leasing a copier with color printing capabilities. The cost is not much more, and the color feature would not be used often. He continued, saying that he expects the internet line to go up. He said that he uses a pay-as-you-go cell phone for \$35 per month; he could spend \$1,000 on this but he is saving the town \$400. Based on historical numbers, the advertising line has been reduced to \$500. The amount is always a guess and is used for public notices. Moving on to memberships and dues, he said that this includes his membership in the International City/County Management Association (IMCA) and the town's payment for membership in the New Hampshire Municipal Association. The mileage reimbursement line is for when employees use their own vehicles for town business. This was lowered a bit.



Chair Carter observed that the amount for office supplies is less than the historical average.

Mr. Goodine said that they have a good supply now.

Ms. Bender noted that office furniture may have been thrown into this line in the past.

Mr. Goodine said that postage is going up three cents this year, but they are using postage less and less because of electronic communications – email, etc. Regarding training, he said that some of this line would be for him to attend an ICMA conference or something similar. He said he is committed to the proper training of his staff because it saves the town money in the long run and shows we care.

Ms. Pelissier provided information about the College for American, which is available to individuals at no cost to the town.

Chair Carter asked if there was a cost for the classes.

Ms. Pelissier said that the cost is greatly reduced. It is an online program with lots of flexibility. Students can complete courses at their own pace.

Mr. Goodine added that they would be making a presentation on this program to the BOS within the next couple of meetings. He said they are adding programs all of the time and there is the possibility of using interns from the program. Moving on to the IT line, Mr. Goodine said that both he and the Town Clerk have been having computer problems and the IT people will be in tomorrow to do some troubleshooting. The plan is to provide Ms. Pelissier with a new computer and use her old one as a server.

Ms. McKenney asked about the substantial increase in 2016-2017.

Mr. Goodine speculated that this might be due to the Document Management Program which had an initial cost of \$11,250 and a \$6,500 annual cost for the license.

Chair Carter said that he understood the Document Management Program to be a three-phase program.

Ms. Bender offered to do some research and get back to the Board on this program. She noted that for the website design and maintenance line, duplicate accounts had been created and she plans to delete the duplicate.

Mr. Goodine said that the amount for the Budget Committee would be for minutes, workshops and office supplies. Regarding legal services, he said that this is flat at \$50,000.

Ms. McKenney observed that only \$18,000 has been spent in 2018.

Chair Carter said that the case with PSNH and other matters might be coming up, so it is best not to lower that line.

Ms. Bender reported on the personnel lines, saying that health insurance will be going up between 11.3% and 12.8%. She said she is using 12.8%. Dental rates are going up 2.3%.

Mr. Goodine said that they should be getting money back from the Health Reimbursement Plan.

Ms. Bender said that life insurance is down a bit. Social Security and Medicare are each up a bit. Employee retirement is down a bit. There is still a credit for unemployment, so there is no cost for that



this year. Workers Comp is up a bit. She said there is a duplicate for the Fee line, and she will remove the extra one. This is from when everyone was not part of the HRA plan, which is no longer the situation.

Ms. McKenney observed that these are costs over which they have no control.

Mr. Goodine said that custodial services was budgeted at \$5,900 and sewer and water are at \$250 each.

Chair Carter asked about the repairs and maintenance line, which as budgeted at \$10,000 and has \$7,500 left.

Mr. Goodine responded that money might have been budgeted for LED lighting. He said they were looking into it, but want to wait for a grant.

Ms. Caruso said that Eversource has an incentive program for LED lighting.

Mr. Goodine said that it will be expensive to change over the whole system, which has a ten-year return on investment.

Ms. McKenney asked if there was anything else.

Ms. Pelissier said there was the door lock and some video items.

Ms. Caruso said that the price for moving the automatic buzzer from the inside to the outside is \$357.

Ms. Pelissier said that she was told it was cheaper to move the buzzer than to replace it.

Ms. Bender said she was told the opposite!

Ms. Pelissier said she still can't hear through the glass.

Ms. McKenney asked about having Ms. Caruso use the small room in the back to meet with Welfare customers.

Ms. Pelissier said that, for safety reasons, Ms. Caruso should not be alone there with customers because there are no windows and no way to escape.

Chair Carter cautioned that they should not cut this line too short.

Mr. Goodine said that he has hired KPMB from Bow to fix the controller on the furnace downstairs.

Mr. Ronnie Pelissier said that G & O offers a seven-year parts and labor guarantee.

Mr. Goodine continued, saying that custodial supplies are budgeted at \$500.

Ms. McKenney asked if this is just for Town Hall.

Mr. Goodine said yes.

Ms. Pelissier said that the floors are not getting done; they seem to just do the trash.

Chair Carter asked about heating the second floor.

Mr. Chad Pelissier said that they insulated the third floor recently, which has reduced heat loss.



Chair Carter said that the heating line should be \$5,000 in case they have a cold winter. He said electric should be \$6,000.

Ms. Bender said that the property insurance is split with Allenstown Sewer; the town's portion is \$56,620.

Mr. Eaton explained that ARA is a population-based amount related to advertising in conjunction with the CNHRPC.

Chair Carter asked Mr. Ronnie Pelissier about speed traffic controls for Whitten Street. He said he is concerned about the danger to children. He asked about a speed table.

Mr. Ronnie Pelissier said he could ask the Police Department to post someone there for a couple of days. This happens whenever a street is newly paved. They could consider a two-way stop. He suggested holding a public hearing.

Mr. Goodine noted that the Health Officer receives a \$5,000 stipend and his budget includes an amount for training. He said that the new Health Officer is very proactive.

Ms. Bender said she would do some research to ensure that expenses are allocated to the correct accounts. She plans to redo the chart of accounts.

Mr. Goodine asked the Board if they would like to hold the line on social services. There are three organizations to which the town donates.

Chair Carter and Mr. Eaton responded yes.

Mr. Goodine said that the Boys and Girls Club budget is \$13,700.

Ms. McKenney asked if their expenses have increased because of the daycare.

Mr. Goodine said that they really have not because they have to light and heat the building anyway. He added that they have been having problems regulating the heat in that building.

Ms. Bender said that she plans to check the details for the building repair and maintenance and the equipment repair and maintenance lines to make sure that expenses are properly allocated.

Ms. McKenney asked Mr. Goodine if he was doing the scheduling for Volunteers Park, because Parks & Rec used to do it.

Ms. Caruso said that those wishing to use the facility fill out a form and there have been no conflicts.

Mr. Goodine said that he will talk with the department heads to firm up the four capital improvement items.

Ms. Bender reported that the Meetinghouse line is unchanged and has been moved to its own tab. She stated that she attended the recent meeting of the Library Trustees and they have agreed to have the town do their payroll accounting. The new library treasurer has been working on descriptions for budget lines, which the town can use as a guide in order to know what they are spending.

Chair Carter asked Mr. Goodine and Ms. Bender to work to avoid budget swings.



Ms. Bender suggested the option of having a contingency line.

Chair Carter said that some contingency is built into each line, but if used properly, he would be okay with it.

Mr. Eaton asked about the non-check manifests.

Ms. Caruso explained that Eversource has a credit card cash account, and June, July and August deductions were accidentally overlooked, so they are now updating the ledger. She said that the cover page summarizes these expenses.

Ms. Bender said that the Fire Department budget has been reduced by \$10,000 since their presentation. Regarding their sewer line, she said that the meter has been wrong for two years and is back to what it was.

Ms. McKenney asked about the fire boxes.

Mr. Goodine said he had nothing new to report.

Chair Carter said he is working on appointing someone to cover the election for the hours when he can't personally be there.

### **Consent Calendar, Minutes and Manifests**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to ratify the Consent Calendar of October 29, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the Payroll and Accounts Payable Manifests listed on the October 29, 2018 BOS agenda.

Mr. Eaton made a motion to approve the minutes of the September 24, 2018, October 1, 2018 and October 15, 2018 meetings. Ms. McKenney seconded the motion, which carried, with the abstention of Chair Carter.

### **Town Administrator's Report**

Mr. Goodine called attention to a correspondence regarding New Hampshire law changes and updates. He said the Board members could review it to see if they want to change any credits or exemptions. He noted a new credit of \$50 to \$500 for National Guard and Reserve members in combat.

Mr. Goodine reported that the Suncook Village Commission will be meeting in Pembroke this Thursday at 6:00, and the Budget Committee is also meeting on Thursday. They will also be meeting on November 8<sup>th</sup>, 15<sup>th</sup>, and 29<sup>th</sup>, and in December on the 6<sup>th</sup> and 13<sup>th</sup>. He, Ms. Bender and Ms. Caruso will be attending the NHMA conference November 14<sup>th</sup> and 15<sup>th</sup>.

Mr. Goodine reported that he had a productive meeting with former Town Administrator Shaun Mulholland last week and they went over several things.

### **Non-Public Sessions**

Mr. Goodine said that they would not need the first non-public session, RSA 91-A:3 regarding an employee due for a review and a raise who is not going to be here.



On motion of Mr. Eaton, duly seconded by Ms. McKenney, the Board voted unanimously by roll call to enter non-public session in accordance with the provisions of RSA 91-A:3, II (I) at 8:27 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, the Board voted unanimously by roll call to return to public session at 8:35 p.m.

Mr. Eaton made a motion to authorize the Town Administrator to have discussions with Gary Roberge and the Assessor to work on a settlement as discussed. Ms. McKenney seconded the motion, which passed unanimously by roll call.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to adjourn at 8:37 p.m.

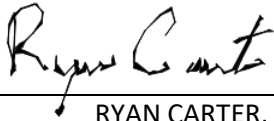




TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 29, 2018

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**Signature Page**

Original Approval:	
 RYAN CARTER, Chair	12/10/2018 DATE
 SANDRA MCKENNEY, Vice Chair	12/10/2018 DATE
 DAVID EATON, Member	12/05/2018 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	DAVID EATON, Member	DATE



# Signature Certificate



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**David Eaton**

Party ID: U7BPYYJMCKBFWYXXHR4YE3

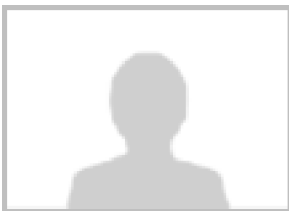
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

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**Sandra McKenney**

Party ID: 985NKSJ8R25I2TDBXYKT4Y

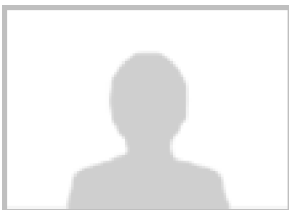
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**Ryan Carter**

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## Timestamp

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2018-12-05 18:52:01 -0800

2018-12-05 18:51:32 -0800

## Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.62.156.240

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