

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
November 19, 2018

**Call to Order**

The Allenstown Select Board Meeting of November 19, 2018 was called to order by Chairman Ryan Carter at 6:01 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; Ronnie Pelissier, Road Agent; Lt. Stark, Police Department

Others present: Michael Frascinella, Chad Pelissier, George Tousignant, Elaine Tousignant, Ed Fay, Scott Knight, Margara Parmenter

**Citizens' Comments**

Mr. Frascinella said that he is writing an article explaining to the residents how the tax rate is determined. He noted that the Unassigned Fund Balance of \$1.9 million is almost 20% of expenses. The DRA recommends a balance between five percent and seventeen percent. He asked why the Board is only using \$56,000 to reduce the tax rate.

Ms. Bender responded that the Unassigned Fund Balance is used carefully and has not been used often in recent years to lower the tax rate. She added that the funding of the Capital Reserve Funds, the subjects of warrant articles, comes from the Unassigned Fund Balance and does not affect the tax rate. The Unassigned Fund Balance will be reduced to the extent that warrant articles requesting Capital Reserve Funds are approved by the voters.

Chair Carter said that the goal is to avoid significant swings in the tax rate from year to year.

Mr. Goodine added that this is done for cash flow purposes as well; it reduces or precludes the need to borrow money.

Mr. Knight, 26 Riverside Drive, said that Riverside Drive, a private road, is all chopped up and there are lots of potholes. He wants to dump dirt and spread it at his leisure, and would like permission to drop the dirt on town-owned land.

Mr. Goodine said that he only heard about this today, and the Town Attorney advises being careful about allowing any dumping on town-owned land without discussing it first.

Mr. Eaton suggested that this item be placed on the agenda for the December 3<sup>rd</sup> meeting.

## **Public Hearing**

- **The Public Hearing will be on the following question: “Shall the following ‘Temporary Parking Regulations’ be adopted into the Town’s Code of Ordinances as Section CO 210-11.”**

Lt. Stark stated that the reason for this ordinance is to give temporary parking restrictions the force of law so that officers can write tickets.

Chair Carter read the proposed Ordinance.

### **CO 210-11 Temporary Parking Regulations**

This ordinance authorizes the Chief of Police or Road Agent to temporarily post or cause to be temporarily posted streets “No Parking” on which construction, deliveries, or other temporary impediments may be occurring and when the allowed parking areas would cause further traffic problems. Vehicles parked within these prohibited areas are in violation and subject to fines in accordance with this chapter. This ordinance only applies for a specific time frame and the signs will be in place no more than 30 days without the approval of the Board of Selectmen. Temporary signs may be used to enforce this ordinance. This ordinance is enacted in accordance with the authority of RSA 41:11.

### **CO 210-11:1 Exceptions**

Notwithstanding any other exception outlined by law, the exceptions listed below shall be the only exceptions recognized under this section. This section shall not apply to any vehicle:

- A. while actually engaged in loading or unloading of merchandise or property, or
- B. when done so at the direction of a police officer or official traffic control device.

### **CO 210-11:2 Penalty**

Any motor vehicle found in violation of the above chapter, will be ticketed and an initial fine will be imposed upon the registered owner of twenty (\$20.00) dollars for each offense. Said fine must be paid within five (5) working days from the date of issue. If the fine is not paid within the prescribed period, the penalty will automatically increase to fifty (\$50.00) dollars and a warning letter will be sent to the registered owner demanding payment of that amount. If the fine is not paid within five (5) working days of the date of the first warning letter, then a second warning letter will be sent advising that the penalty has automatically increased to one hundred (\$100.00) dollars. That fine must then be paid within five (5) working days of the date of the second warning letter.

Failure to pay the fine within the above-referenced timeframe shall constitute a violation, as specified in N.H. Rev. Stat. Ann. § 651:2, and may be punishable by a fine of not more than \$1,000.00 for each offense and subject to prosecution under existing New Hampshire laws.

Chair Carter opened the public hearing at 6:17 pm.

Mr. Fay, 48 Riverside Drive, asked if the five working days might be extended to seven or ten days.

Lt. Stark explained that this is the time allowed for paying any fines.

Mr. Knight observed that this is the same process with all fines; they get steeper at each level.

Chair Carter closed the public hearing at 6:19 pm.

### **Regular Agenda**

- **Action on: “Shall the following ‘Temporary Parking Regulations’ be adopted into the Town’s Code of Ordinances as Section CO 210-11.”**

Ms. McKenney moved to approve the ‘Temporary Parking Regulations’ ordinance. The motion was duly seconded by Mr. Eaton. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

- **Riverside Drive Request for Declaration as an Emergency Lane**

Mr. Fay stated that the Board of Selectmen took away the designation of Riverside Drive as an Emergency Lane a couple of years ago. He said that during winter snow and ice storms, this is a problem. Children waiting at the bus stop are in danger because drivers may lose control of vehicles. He said this is only a concern during bad weather. He said they want to avoid the more complicated process of Winter Road Hardship because the Town would have to lay out a plan.

Ms. McKenney asked if the Post Office delivers mail to them.

Mr. Fay responded that they do if the road is passable.

Mr. Eaton said that, according to Ordinance 231.59, the Board can declare an Emergency Lane following a public hearing and written findings that public welfare is an issue. He said that letters had to be sent ten days prior to the hearing to anyone with a legal interest. He said that the Town Attorney did research on this in 2016.

Ms. McKenney and Chair Carter said they would like to schedule a public hearing for the December 3<sup>rd</sup> meeting. Mr. Eaton said he was not in favor.

Mr. Eaton said that the Town Attorney should be present.

Mr. Ronnie Pelissier said that they were plowing that road until two years ago.

- **Recycling Issues of Contamination in Roadside Bins**

Mr. Goodine reported that 47.58% of recycling loads are contaminated and therefore must be disposed of at a cost of \$70 per ton. Recycling for Allenstown is done at no cost by Casella, according to a contract which will expire in 2024. Residents are placing clothes, small appliances, grass, sticks, greasy pizza boxes and hard plastic in the recycle bins. He suggested that education and a mass mailing might help to solve the problem. He added that the Highway Department could look through bags and try to pinpoint where the problem is concentrated. Notes could be left for those not recycling properly. He said that the trash containers are large, so that is not an excuse. He told the Board members that Casella has good materials for reeducation, including a video which could be put on the Town website. Children can be educated at school regarding recycling, and hopefully they would talk with their parents. Alternatively, the recycle bins of those abusing their usage could be taken away and they would have to bring their recycling to the transfer station.

Chair Carter said that education is important.

Ms. McKenney said it has been a long time since any educational material has been sent out. She suggested including in the Town Report information about recycling.

Mr. Chad Pelissier said that people should be told that items like fans can be brought to the transfer station.

Mr. Frascinella asked from where the samples are taken – all from one area or a random sampling. He said that residents need to be educated as to what they should not recycle.

Mr. Goodine stated that he disagrees; it is easier to tell them what can be recycled because it is a shorter list.

- **2018 Equalization of Assessment Data Paperwork**

Mr. Goodine explained that the equalization rate is the ratio of the Town's assessed value to the market value. If properties are assessed for more than market value, the ratio is over 100%; if they are assessed for less than the market rate, the ratio is under 100%. Allenstown's ratio is 93.4%, indicating that properties are selling for more than their assessed values. The analysis does not include the following transactions: short sales, landlord/tenant sales, multi-parcel sales and sales to abutters.

Mr. Eaton made a motion to approve the Equalization Ratio of 93.4%. Ms. McKenney duly seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

- **Nobis Engineering Results of PFAS Testing Update**

Mr. Goodine reported that six properties received letters from the DES. Follow-up letters will be going out as well. One property owner responded, the property was tested, and the results were negative. The results were sent to the DES.

- **Avitar Four-Year Agreement for Assessing Services Proposal**

Mr. Goodine presented Avitar's proposal to provide Assessing Services to Allenstown for four years at a cost of \$32,820 per year. In addition, Avitar will complete the next revaluation in 2022 for \$67,200, including utilities. A proposed warrant article will request that \$16,800 be placed in a Capital Reserve Fund for the revaluation expense. If this is done each of the next four years, the revaluation cost will be covered. The money for the Capital Reserve Fund is from the Unassigned Fund Balance and therefore will not affect the tax rate.

Mr. Eaton made a motion to approve the four-year agreement with Avitar for Assessing Services. Ms. McKenney duly seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

### **Budget Related Agenda**

- **Budget Committee Update**

Mr. Goodine stated that the Budget Committee has completed reviews of the proposed Fire Department, Police Department, Highway Department (including Storm Water, Solid Waste, and Street

Lights), Town Clerk, Tax Collector, Finance Department, and Assessing budgets. It has also reviewed some of the Administration budget. It will review the proposed budget of the School on November 29<sup>th</sup> and the Sewer Department on December 6<sup>th</sup>. It will also finish its review of the Administration's proposed budget on December 6<sup>th</sup>.

▪ **2019 Non-Property Tax Revenue Budget, Reserve Accounts, Budget Overview and Approval**

Mr. Goodine stated that the increase in expenses over the 2018 default budget of \$21,000 is more than offset by a \$37,288 increase in projected non-property tax revenue. Motor Vehicle registration fees are projected to increase from \$1,140,112 to \$1,177,400.

Ms. McKenney asked about vital records.

Ms. Pelissier said that because of the State-wide database, which has grown steadily over the last several years, most birth, death, marriage and divorce certificates can be obtained at any city or town clerk's office in the State. Some older records are only available by going to the community where they were issued. Vital records from other states are not available in New Hampshire.

Mr. Frascinella asked if the logging which the State is doing on Deerfield Road will result in Timber Tax payments.

Mr. Goodine responded that it would.

Lt. Stark noted that pistol permit revenue is down because a permit is no longer required in New Hampshire. Some people still obtain them for reciprocity with other states.

Mr. Eaton made a motion to recommend the operating budget amount of \$3,984,023. The motion was duly seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

▪ **Discussion of Warrant Articles and Town Meeting Warrant**

Mr. Goodine reported that the Budget Committee's Public Hearing is scheduled for January 12, 2019, with a make-up date of January 14, 2019. He said that the Deliberative Session is scheduled for February 2, 2019, with a make-up date of February 9, 2019.

Mr. Eaton asked if the default budget had been prepared.

Mr. Goodine responded that Ms. Bender is close to completing that.

Mr. Goodine began a discussion of the possible warrant articles for the March ballot, saying that the Library amount is unknown until the end of the fiscal year. \$50,000 is proposed for the Public Safety Facilities Capital Reserve Fund. He said that the Budget Committee had a discussion at their last meeting about the possibility of combining the Fire and Police departments into one facility at the Fire Department.

Ms. McKenney said that it makes sense.

Mr. Chad Pelissier said that the Police Department is now in a \$700,000 property which is not on the property tax roll.

Mr. Goodine continued, saying that \$6,500 is proposed for the Streetlights Capital Reserve Fund, as it was last year. \$40,000 is proposed for the Capital Reserve Fund for Highway Equipment and \$10,000 for the Town Building Maintenance Capital Reserve fund. He said that they are looking at some efficiency grants for Town Hall.

Chair Carter asked Ms. Pelissier if she has looked into taking down the temporary wall in her office.

Ms. Pelissier responded that she has not done that yet. She said that removal of the windows is more important.

Mr. Ronnie Pelissier stated that the contract for recycling with Casella, which involves no cost to the town, will expire in 2024, and the next contract will not be so favorable because the market for recyclables is not good. He suggested that the Highway Department could purchase a packer and take over the responsibility.

Mr. Chad Pelissier said that an automatic packer would cost about \$200,000 and the non-automatic one would be about \$60,000 less. He added that a pay-as-you-throw system, though not popular, might be a way to go.

Chair Carter said that they should delay establishing a Solid Waste Capital Reserve Fund until they have a more specific plan.

Ms. McKenney suggested splitting the Public Safety fund, perhaps putting \$30,000 aside for a packer and leaving \$20,000 for other needs.

Chair Carter asked Lt. Stark about the cost of replacing two boilers at the Police Department.

Lt. Stark responded that they would cost about \$8,000 each.

Mr. Ronnie Pelissier said that he might not purchase a large truck next year and asked if the amount in the Capital Outlay line could be used for the Public Safety warrant article.

Ms. Bender said that Capital Outlay is in the operating budget and therefore could not be moved to a warrant article.

Mr. Goodine noted that \$15,000 is being proposed for a new capital reserve fund for the Economic Development Committee. He said that this committee has a lot of great ideas for spurring growth in Allenstown, such as new welcome signs at the town borders.

Ms. Bender said that she would make the changes discussed for the proposed warrant articles.

Mr. Goodine stated that they are proposing a new capital reserve fund for the 2022 revaluation. The warrant article amount would be \$16,800. If this amount is set aside for four years, the next revaluation will be paid for. Next, he said, is \$30,000 for the MS4 Storm Water Asset Management Plan. He said he is still working on a Keno warrant article.

Ms. Pelissier said that this would need a public hearing.

Mr. Chad Pelissier stated that the VUEWorks software used by the Sewer Department is not user-friendly. One employee has been working with it full-time for over two years. The program monitors everything remotely.

Mr. Ronnie Pelissier said that he budgeted \$8,000 for this and the Sewer Department did not hold up its end of the plan. He said he did not get what he asked for, and he has copies of the email exchanges regarding changes needed for the Highway Department. He said they were not granted access to attributes needed.

Mr. Goodine said he did not think the town was required to use Hoyle Tanner.

Mr. Ronnie Pelissier said that they want the Highway Department to use the software for institutional memory, to keep track of trucks, but they only have six trucks and they have all of the necessary data; they keep good records.

Chair Carter next referenced the proposed warrant article regarding a five-member Board of Selectmen. He expressed concern about filling the ticket.

Mr. Eaton said they would have to hold their meetings at a larger facility, probably the Community Center.

Ms. Pelissier stated that there have been changes regarding veterans. First, the Purple Heart license plate, for which the State portion is waived, can now be waived for the local portion as well, if Allenstown wishes to pursue that. She said that there are about six or seven residents with Purple Heart plates. Also, if the Town wishes, all veterans could be eligible for the property tax credit for veterans. She said that Mr. Roberge told her that other towns have done this without a significant impact on revenue.

Chair Carter said he would like to see a warrant article for this because veterans deserve this.

Mr. Goodine added that Reserve members on active duty deserve a break as well.

Mr. Chad Pelissier said he would like the Board to consider a warrant article allowing a town vote on the sale of large parcels of town-owned land. Currently, the BOS votes on all sales of town-owned land. The sale of large parcels, he said, has a huge impact on residents and changes the face of the town.

Chair Carter questioned whether the residents would be informed well enough to make this decision.

Ms. McKenney said it would be good for them to weigh in. She asked if the previous decision would have to be rescinded.

Chair Carter noted that Allenstown wants to attract, not discourage, development.

Mr. Goodine expressed concern that a developer would not risk the time and expense of engineering work without knowing how the people might vote.

Mr. Ronnie Pelissier said this might discourage people from speaking about these issues during the Citizens' Comments.

### **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 the November 19, 2018 meeting.

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 November 19, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney it was voted unanimously to approve the minutes of the October 29, 2018 and November 5, 2018 BOS meetings.

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

Mr. Goodine reported that they received the response to Eversource from the Town of Bennington regarding the consolidation of lawsuits.

Mr. Goodine noted that the County Commission has named Ross Cunningham as the new Administrator. Mr. Cunningham is also the Corrections Superintendent.

Mr. Goodine reported that the rescue truck has been taken in for service because of vibration of the wheels.

Mr. Goodine said that open enrollment is today for health insurance.

Ms. Pelissier asked Mr. Goodine if he is looking into the College of America.

Mr. Goodine responded that he is and that he received an email just today.

Mr. Goodine told the Board that the water cooler at Town Hall has been replaced and the jugs of water are \$2.50 as opposed to \$6 for the previous arrangement.

Mr. Goodine said that the irrigation system at the Community Center has been shut off and the fertilizer is down.

### **Non-Public Agenda Items**

Mr. Eaton moved to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 8:26 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to return to public session at 9:02 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to seal the minutes of the non-public session as they might affect someone not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Goodine expressed concern that they did not reach the pool of available applicants for the position under discussion because the ad with a higher rate of pay offered was not placed. He said he will check with Marc Boisvert.

Mr. Eaton moved to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 9:11 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to return to public session at 9:17 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.



Mr. Eaton moved to seal the minutes of the non-public session as they might affect someone not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to enter non-public session in accordance with the provisions of RSA 91-A:3, II (I) at 9:18 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to return to public session at 9:27 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to seal the minutes of the non-public session as they might affect someone not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to enter non-public session in accordance with the provisions of RSA 91-A:3, II (e) at 9:28 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to return to public session at 9:31 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 9:33 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to return to public session at 9:45 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to seal the minutes of the non-public session as they might affect someone not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

Mr. Eaton moved to accept Gary J. Roberge's proposed option #3 for NNETC 407-26-81. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Mr. Eaton, aye; Chair Carter, aye. The motion carried.

On a motion by Mr. Eaton, duly seconded by Ms. McKenney it was voted unanimously to adjourn at 9:46 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

November 19, 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



Document Reference: 28GKPYI384U27UJ698J98C

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**David Eaton**

Party ID: B935PSI36LVR4R25TITUPI

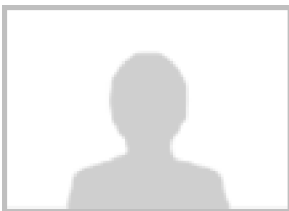
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

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Digital Fingerprint Checksum

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**Sandra McKenney**

Party ID: I6DWZHINE48BZPY7XMPVCH

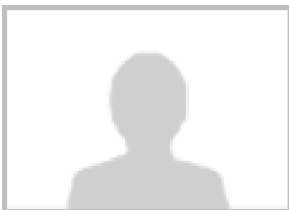
IP Address: 64.222.227.183

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Multi-Factor  
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**Ryan Carter**

Party ID: JTDCT7JV44HURW3VV2KS3S

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VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

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2018-12-10 13:29:41 -0800

2018-12-10 13:26:22 -0800

2018-12-05 18:57:09 -0800

2018-12-05 18:56:45 -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

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.62.156.240

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 64.222.227.183

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.222.227.183

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