

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
November 5, 2018

Call to Order

The Allenstown Select Board Meeting of November 5, 2018 was called to order by Chairman Ryan Carter at 6:02 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

Others present: Michael Frascinella, Carl Caporale, Jeff Backman, Michael O'Meara, Valerie Merrill, Chad Pelissier, Jim Rodger

Citizens' Comments

Ms. Merrill stated that she has a serious problem with the Police Department. She asked when she would be on the agenda.

Chair Carter said that she should fill out a complaint form at the Police Department so that this matter could be scheduled for a non-public session.

Ms. Merrill said that the police aren't listening to her and she was hesitant to leave the complaint form with them.

Chair Carter said she could bring the form to the BOS instead.

Regular Agenda

Central NH Regional Planning Commission Biennial Update of NHDOT Ten Year Transportation Improvement Plan for Fiscal Years 2021 – 2030

This item was tabled.

Budget Related Agenda

2019 Fire Department Budget Update

Ms. Bender stated that the Fire Department Sewer line issue has been resolved and the amount is back to \$500. Their total budget request is \$323,200, and it was presented to the Budget Committee last Thursday.

2019 Sewer Budget

Mr. Caporale stated that the Allenstown Sewer Commission (ASC) proposed 2019 budget has an increase of 1.5% over last year. Health Insurance has a 12.8% increase.

Ms. McKenney asked how often they had pay increases.

Mr. Backman responded that they are on an annual basis.

Mr. Caporale said that they are on a merit basis now, but they are looking into COLA's for next year. The payroll increase is three percent.

Mr. Eaton asked if their budget would be a separate warrant article.

Mr. Backman responded that they would prefer that.

Mr. Eaton agreed.

Chair Carter asked about the General Supplies increase from \$18,000 to \$45,000.

Mr. Backman said that this is a 'catch-all' line – nuts and bolts.

Ms. McKenney asked if their vehicles are in good shape.

Mr. Backman stated that their oldest vehicle is a 2005. It has been well maintained and they hope to get one more year out of it.

Ms. McKenney asked about the Construction/Reconstruction amount of \$15,000 because the amount in 2018 was zero.

Mr. Backman responded that this is an Allenstown line for sewer maintenance which is done during road maintenance.

Mr. Caporale said this doesn't mean that nothing was done in 2018.

Ms. McKenney asked about the increase in the Contractors Collection System line from \$20,000 to \$61,000.

Mr. Backman said that this is for repairs to the infrastructure, which was installed in the 1970's. He said they try to coordinate these repairs with the town's paving schedule.

Ms. McKenney asked about the Library Street project.

Mr. Backman said that they are in the process of obtaining easements and may have to use the eminent domain process for four or five of them.

Mr. Pelissier said that some of the easements are temporary and some permanent. They expected people would be more willing to work with them.

Ms. McKenney stated that they could lose quite a bit of land.

Mr. Pelissier said that most of the easement is in the 15-foot setback.

Mr. Eaton added that it is all underground.

Ms. McKenney noted that Collection System Insurance is way down.

Mr. Backman stated that they are paying the same amount but have changed the way it is budgeted. It is allocated based on percentage of total assets for the three divisions: Allentown, Plant and Hauled Waste.

Mr. Frascinella stated that the total budget for expenses is \$2.28 million. He asked about revenue.

Mr. Backman responded that revenue comes from sewer rents and septic hauling – mostly septic hauling. They are not funded by property taxes.

Mr. Eaton asked if hauled waste had increased.

Mr. Backman responded that it did increase last year but has been level this year.

Mr. Goodine asked for a synopsis of how the last page relates to the other figures.

Mr. Backman said that page two is Allentown totals (down 14.6%), page three is Plant and page four is Septage.

Ms. McKenney asked about the Computer Equipment line's increase of \$12,000, wondering if this is for new equipment.

Mr. Caporale said that they are upgrading all of the time.

Mr. Backman added that they have made a lot of improvements, using new software in order to run the plant more efficiently and to automate the process as much as possible. A lot of special software is needed.

Ms. McKenney asked about the Freight – Plant line.

Mr. Backman explained that Freight costs are being tracked separately now.

Chair Carter asked about the reason for this.

Mr. Backman said that it made more sense to know actual freight costs.

Ms. McKenney asked about the Miscellaneous Plant line increase from \$4,000 to \$12,000.

Mr. Backman said they plan to get a new copier and are undecided about whether to buy or lease.

Ms. McKenney asked about Insurance – Haulers.

Mr. Backman responded that this is for the septic building, just as Allentown is allocated the cost of insurance for the pump station.

Ms. McKenney said that they did a good job.

Mr. Eaton and Chair Carter indicated that they were all set.

Mr. Caporale asked if the Board would be making a decision tonight as they have in years past.

Chair Carter said they would be making a decision on November 19th, after going through all of the budgets. He asked if they had any updates on their activities.

Mr. Caporale said they are constructing new office space, two doors down in a building which used to be for storage. It is being repurposed. The grand opening is planned for December 1st and the Select Board members will be invited.

Mr. Eaton asked if the pump station delay is due to the problem of acquiring easements.

Mr. Backman responded that it is; the design is done.

Mr. Pelissier said that they have to have the easements to get funding.

Mr. Eaton asked if the BOS would be involved with the eminent domain procedure.

Mr. Backman responded that Allenstown might be involved.

Ms. McKenney asked about traffic issues during construction of the pump station.

Mr. Backman said there would have to be some lane closures, but people need to be able to get in and out.

2019 Administration Budgets (continued), including Planning Board, ZBA and Building Inspection

Mr. Goodine said that they pulled some money from Minutes Transcription and left amounts for the ones that don't stand alone. Office Supplies are flat budgeted. Postage is down \$200. The Computer Equipment line has been increased by \$75 to \$2,450. He said that Ms. Bender has made adjustments so that the spreadsheet follows the narrative for ease of understanding. He said that they just learned that the Health Insurance line will increase 12.8%; Dental is up only 2.3%; Health Reimbursement is level; Group Life Insurance is down by \$1,600; Social Security is up because of step increases; Medicare is reduced slightly; Employee Retirement is down for all departments. Unemployment has a large enough balance that no contribution is needed. Workers' Comp is based on a complicated formula. HRA is down because it was brought into the NH Municipal Employees Health Trust.

Mr. O'Meara reported that the Planning Board budget request is the same as for 2018, which they did not get because of the default budget. The Planning Board is historically underfunded. The major change is the addition of \$3,000 for a new CIP. The existing one is over six years old, and because the Board is looking at charging impact fees for applications, current Master Plans and CIP's are needed. The Master Plan is current. Impact fees allow the recovery of some fees based on the impact of development on the Town. Article 21 of the ZBA ordinances allows this.

Ms. McKenney asked if there were grants available for CIP development.

Mr. O'Meara said he would look into that. Without the extra funding for the updated CIP, the budget increase is 8.6% over the default amount; with the \$3,000 for the CIP, the increase is 39.2%.

Ms. McKenney stated that this needs to be done. You have to spend money to make money.

Mr. Goodine reported that the ZBA budget is down because they expect fewer meetings. The Postage and Advertising lines have been reduced. Legal Advice is budgeted at \$2,000 and Dues & Training is \$400. Continuing with the Administration budget, he said that the Custodial Salary line of \$5,900 is for 29 hours of cleaning – 20 for the Community Center and nine for Town Hall. Sewer and Water are level-funded. Heat & Gas is still at \$5,000. Electricity is down \$500. The Cemetery line is a place-holder.

Property Insurance is up a bit and the Ambulance information has been provided. The Building Inspector line of \$25,000 is a contracted service at the rate of \$50 per hour.

Ms. McKenney asked Mr. Goodine to forward to the Board the invoices from the Building Inspector.

Mr. Goodine said that the Administrative Assistant salary, which was split 50/50 with the Fire Department, is now an 80/20 split. The Software line is for the Avitar program. Dues and Subscriptions, as well as Seminars & Training are level amounts. The Health Officer receives a stipend and has other expenses, including IT services, cell phone, dues, training and mileage. Turning to Welfare, five percent of Patricia Caruso's salary is allocated here. Some overtime is budgeted for emergencies.

Ms. Caruso said that GAP software is used to determine eligibility and to document each case. This is a state-wide program which deters double dipping.

Mr. Goodine noted that money is allocated for Dues, Training and Postage. The Miscellaneous line covers any expense which is not rent, food, heat, electricity, medical or burial. This includes cell phones for clients who need them for job searching and car repairs in order to get to work.

Ms. McKenney stated that cell phones and car repairs should not be included.

Ms. Caruso said that we want these people to get back to work. Some communities have hotel expenses, which Allenstown does not have, for months and even a year. For some clients, getting back on their feet can be a seven-year process.

Chair Carter asked if she has seen successes.

Ms. Caruso responded that she has.

Ms. Bender added that these are not new items; this is just more transparent.

Mr. Goodine said that costs for rent is down; food is up. Electricity is the same and heat is down. When people need emergency fuel, it is very expensive and he advises clients not to let it happen twice. Allenstown had three funerals for paupers this year.

Ms. Caruso added that Allenstown is an aging, poor population.

Mr. Goodine stated that donations for three social services agencies are as follows: Community Action Program (CAP) - \$3,500; Court Appointed Special Advocates (CASA)- \$500; Child & Family Services - \$18,210. Continuing, Mr. Goodine addressed the Parks & Rec budget. \$16,000 is for the Boys & Girls Club. Community Center Maintenance, Sewer & Water and Repairs are level funded. Heat is budgeted at \$6,500, which is a guess because they have been working with a default budget this year and have no prior history. Electricity is \$13,000. Now that the daycare facility operates at the Community Center, there has been a sort of 'clash of cultures' between the children and the seniors, especially regarding cleaning. He said that more space for the Seniors is being looked at for the coming years because of the number of activities they have. Perhaps they can use business credits or a Community Development Block Grant (CDBG). He said that the lawn needs to be fertilized and the irrigation lines blown out. Since the Conservation Commission is defunct, that is zero budgeted. The Old Allenstown Meetinghouse is flat funded; a lot of fundraising has been done for projects there. New this year is a budget for the Economic Development Committee (EDC) in the amount of \$100 for postage and \$800 for transcription of minutes.

2019 Capital Improvements

Ms. Bender addressed the Capital Budget. She said that a loader and a truck for the Highway Department were paid off this year. A 2019 F-550 truck costing \$27,000 will require a payment in 2019, and they will purchase an International at a cost of \$40,000. For the Fire Department rescue truck, the second of three payments will be made in 2019. The Police Department is on a regular plan and will probably get a new Ford Explorer next year, according to Lt. Stark. The Computer line is for CCS; money is being put away each year for computer replacement, four or five each year based on an established rotation. For separate articles, there is a placeholder; \$123,000 was last year's amount. Ms. Bender proposed putting money aside each year for the next revaluation to be done in 2023. The cost of the revaluation just completed was \$70,000. She also proposed putting \$15,000 into an EDC fund because they have some great ideas they would like to pursue. This would require two warrant articles: one to create the fund and another for a deposit into the fund. She said that there are about six capital reserve funds which are not being used which she would like to remove. The balance in all of them combined is less than \$100. Ms. Bender stated that three budgets have been combined to make two – eliminating the Municipal Agent section. The bottom line is the same. Cities use the separate Municipal Agent budget but there is no need for that here because the Tax Collector is responsible for car registrations.

Ms. McKenney said that this doesn't explain where the dollars are.

Mr. Pelissier said that the narrative is what the Budget Committee looks for.

Mr. Frascinella said that it is confusing because items that were separate in the past are bunched together, making it difficult to make comparisons.

Ms. Bender said that they could be changed, but she put them together according to who is responsible for them.

Mr. Frascinella asked if there could be subtotals, the way that the Sewer Department did.

Ms. Bender said that she could do that.

Mr. Pelissier said that what Mr. Goodine has is what the Budget Committee likes.

Ms. Bender said that the Budget Committee liked her spreadsheet better, but that she can do the subtotals.

Mr. Goodine noted that consolidation causes confusion during the transition.

Chair Carter said that subtotals would be helpful, and that next year will be easier.

2019 Town Clerk Budget

Ms. Bender referred to the Town Clerk's budget, saying that the Dues & Conferences line has increased.

Ms. Pelissier explained that her deputy is participating in a four-year certification program and has completed one year. There is a Town Clerk/Tax Collector conference in the spring which provides valuable information and legislative updates. She attends these, but would like her deputy to be able to attend as well because there is an overall benefit.

Ms. Bender said that the Supplies line is up because of dog tags and the special paper needed to print the licenses.

Ms. Pelissier said that there has been an increase in dog ownership, or people who already have dogs are just starting to license them!

Ms. Bender continued, saying that the budgets for the Checklist Supervisors, Voting Machines, Ballot Clerks, Moderator Salary and Advertising are level-funded. Even though election costs vary greatly, depending upon the number of elections in a year, they are attempting to reduce the swings, thus being under budget some years and over in others.

Ms. Pelissier said that she is looking at some new voting booth styles which are circular, as opposed to the linear ones they now have. She has samples which she would like to set up and study, but will wait until after this election. The current supplier of the traditional booths is going out of business and is offering some special prices for remaining inventory.

2019 Finance and Tax Collector Budget

Ms. Bender next discussed the Finance and Tax Collector budget. She said there will be no contracted services (MRI) this year; there were expenses in the previous budget because of the vacancy in the Finance Director position. Software and Dues are the same. Payroll Processing is a bit lower. She said that she added a line for Bank Fees at \$100 because they do have some. Postage has been separated and is now just for Finance. She said she has not received the Audit contract yet but is budgeting \$20,000 and is hoping it will be less.

Chair Carter noted that it was more than \$20,000 for the past few years.

Ms. Bender explained that this was because a single audit was required because of federal grants for the Community Center and because they did not have to do bookkeeping entries as they have in past years.

Ms. Pelissier said that the Mortgage Research line is for the extensive research which must be done by a title search company in conjunction with the placing and releasing of liens, as well as for the deeding process. Thorough research reduces the risk of expensive litigation.

Ms. Bender said that the cost for the Avitar Tax Collection software did not change much. Dues & Subscriptions is level-funded; Supplies are up a bit; Postage is mainly for property tax bills. The Treasurer's Salary is the same at \$3,600. Assessing has some changes. There is no longer a Salary amount. The contract with Avitar for 2018 included the cost of the revaluation, so for 2019 it is only \$32,900. Computer Software is the combination of two lines – the Municipal Agent and the Tax Collector. Dues & Subscriptions has been taken out because Avitar will pay for its own expenses for this.

Ms. Pelissier said that Mr. Roberge, although he only works on Mondays, has done an excellent job and is always available via email. He goes above and beyond.

Ms. Bender added that Mr. Roberge was very good working with DRA. She said that she would rework the items causing confusion because of account changes.

Mr. Frascinella suggested a glossary explaining all of the acronyms.

Ms. Bender addressed the minor change in the Library budget, which is level-funded. \$300 was moved from the Dues & Subscriptions line to Books & DVD's.

Ms. McKenney stated that it would help if the date modified was included so they would know which version they were looking at.

Mr. Frascinella added that every public document should have a date.

Town Administrator's Report

Mr. Goodine first referenced an email he sent to the Board members regarding a surprise party. He said they now have an updated budget schedule, which Mr. Klawes has been asking for. It includes the directive calling for salary adjustments no more than 2.5% and for all other expenses to be level-funded. He noted that the franchise fee came in. He referenced the Public Hearing scheduled for November 19, 2018 at 6:00 p.m. for the amendment to the Town Municipal Code of Ordinances, Section CO 200 Public Works and Highways, regarding 'Temporary Parking Regulations.' Ms. Pelissier's new computer is being installed. The Fire Department presented its budget at the last Budget Committee meeting, and the new Fire Chief did a good job. Mr. Goodine reported that he will make a call to have the dumpster removed from Town property on Riverside Drive, and also on Riverside Drive, he said he is dealing with a teepee (tent) and a 10 X 10 platform on town-owned land.

Ms. McKenney asked about a bus that is parked there.

Chair Carter said that it is registered, so it is fine. He added that the potholes on that road are going to be a big problem when snow needs to be plowed.

Mr. Goodine reported on a possible warrant article for \$30,000 for a forgivable grant to purchase asset management software to be used by the Highway Department regarding roads. It will facilitate the preparation of the MS-4 documents; the Sewer Department is using it now. The challenge is related to the time it will take to input the data. He reported that he installed a Town Hall security system at a cost of \$400, saving the town \$2,000 on labor. He said that the Suncook Village Commission met on October 30, 2018 and will be scheduling public hearings on some issues regarding the R2 and R1 zones. Since Pembroke has closed the elementary school, they want this area included in the Suncook Village area. He, along with Mr. Ronnie Pelissier, repaired a leak in the maintenance room at the Community Center with a new \$73 faucet from Lowes, after an unsuccessful attempt to locate a replacement for a faulty cartridge. He said that he also resolved the hot water issue with the toilets.

Mr. Eaton made a motion to approve an Intent to Cut request from Timberwolf Logging. They want to cut timber on Map 408, Lot 1, in the area of Bear Brook. The request came from the Assessing Department. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Eaton made a motion to approve the corrected payroll form for Paul Paquette. Ms. McKenney seconded the motion, which carried unanimously.

Consent Calendar, Minutes and Manifests

Mr. Eaton made a motion to approve the non-public minutes of October 29, 2018. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Eaton made a motion to ratify the Consent Calendar of the November 5, 2018 BOS meeting. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifests listed on the November 5, 2018 meeting agenda. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Eaton made a motion to approve the minutes of the October 24, 2018 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Eaton made a motion to adjourn at 8:31 p.m. Ms. McKenney seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 5, 2018

Signature Page

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

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

Signature Certificate



Document Reference: RZ8WERIBY2KK26Y8KW3EHZ

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David Eaton

Party ID: FXYRGPIIAI6V7XCWGF845R

IP Address: 76.119.194.141

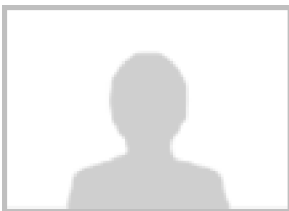
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

Party ID: GY9ZDGJXLLPS8XPJ36SYJN

IP Address: 64.222.227.183

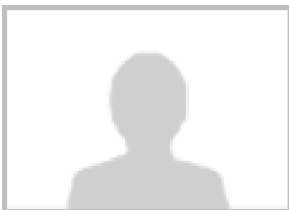
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

Party ID: X6VDMCJW44GJFLHXEGMDAE

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2018-12-10 15:37:59 -0800

2018-12-10 15:37:59 -0800

2018-12-10 15:36:38 -0800

2018-12-10 13:33:04 -0800

2018-12-10 13:30:07 -0800

2018-12-05 18:53:38 -0800

2018-12-05 18:53:20 -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

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 76.119.194.141

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