

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
February 27, 2017

**Call to Order**

The Allenstown Select Board Meeting for February 27, 2017 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call**

Present on the Board:

Jeff Gryval  
Dave Eaton

Excused:

Jason Tardiff, Select Board

Allenstown Staff:

Shaun Mulholland, Town Administrator – via conference call  
Karen Simmons, Finance Director  
Kathleen Pelissier, Town Clerk  
Ronnie Pelissier, Road Agent  
Paul Paquette, Police Chief  
Dana Pendergast, Fire Chief

Others:

Mike Frascinella, Budget Committee  
Chad Pelissier, Planning and Budget Committees

Residents:

Sam Hatem

**Citizens Comments**

Mr. Hatem introduced himself as a resident of the Town for over 20 years, who is now selling his home in Allenstown. He went on to speak about the sale of property to the Hynes Group. He expressed concern over the increased number of manufactured homes that will come into town and the impact on the tax base, and asked that the Select Board reconsider the sale of property to the Hynes Group. He asked that the board review both the short term and long term effects, 5, 10,15 years from now of having more manufactured homes. Mr. Hatem also expressed concern over the disparate difference between the sales amount of the property for \$302,000 and the over \$1million dollar costs the town will incur supporting an expanded mobile home park. He asked that the Board not sell the Town short.

Mr. Gryval responded by asking if Mr. Hatem had a chance to look at the information on the Town website. Mr. Hatem stated that the information provided by the Hynes Group is short and sweet. He

expressed that the Hynes Group is coming \$1 million short. He also expressed the sewer hookup fees are a short term gain, while the ongoing sewer service are an ongoing expense. Mr. Hatem also stated that Allenstown schools will be burdened by any additional students that may move in, as well as the Fire and Police Departments will be burdened by the need to service additional homes and residents.

Mr. Gryval went on to explain that the Hynes Group did their own projection of costs and revenue, and the Town selected an independent group to review the project costs and revenue, for which the Hynes Group paid. Mr. Hatem responded by stating he did not believe the analysis given in the reports were a complete picture and costs were under projected and revenue was over projected. Mr. Hatem stated he is frightened at how this will affect the Town. Mr. Gryval responded by encouraging Mr. Hatem to review all the information on line and to feel free to contact the Select Board at any time with questions or concerns. Mr. Hatem replied by stating that he has tried to gather more information by contacting the Town Assessor's office for the past 3 Mondays and have found the office to be closed, while Monday is supposed to be their only day open for business. His inability to connect with the assessor's office and the research he has done on his own has made Mr. Hatem frightened for the town. He added that the impending increase in taxes compounded by the sale of Town property for the purposes of adding additional mobile homes has him frightened and he stated it is getting expensive to live in Allenstown.

Mr. Gryval restated that Mr. Hatem could contact the Board with any questions or concerns he may have at any time, and that they do not want him to be frightened.

Mr. Frascinella then spoke on the same topic of the sale of the Town property to the Hynes Group. He stated that in reviewing the information regarding the sale he began to question why there is a net loss of 720 residents in town since 2010. He questioned if there are vacant properties in town. Mr. Gryval responded by stating there are some vacant properties. He added that the Town Clerk could best respond to this question, but did add that some of the decrease in population is due to children growing up and moving out, population growth is down, rental properties are not being filled, the mobile home parks have expanded lots when people move out to provide larger lots for the people who remain in the parks, the Town has purchased properties that were affected by flooding, all of which factors in.

Mrs. Pelissier stated that Mr. Gryval answered the question well.

Mr. Frascinella asked why the Town needs more houses. Mr. Gryval explained it is not a need for more houses, but rather an answer to a market need. Mr. Gryval explained that the demographic of 55 and older is growing and is looking for more housing.

Mr. Frascinella asked what kind of progress the board has made to bring businesses and jobs into town, He stated he would like to see Shaw's or Walmart or a company of that size purchase property in Allenstown. He also inquired about who is looking to buy commercial lots such as where Big Jim's had been located. Mr. Gryval stated they have been very active in bring business suitors into town who may be interested in being in Allenstown, but for one reason or another it has not worked out yet. He went on to explain that large corporations such as Shaw's looking to purchase commercial property in Allenstown do not want to make it known that they are considering buying there as that may draw interest from their competitors and make it a bidding making it more costly to purchase. He added that town representatives cannot dictate who buys commercial property owned by others. Mr. Frascinella stated that the right negotiator could make it happen. Mr. Gryval added maybe we could get Trump to help out. (General laughter.) Mr. Gryval added that the Town is looking to get companies to market and build their brands in Allenstown.

Mr. Chad Pelissier joined the conversation regarding the sale of property to the Hynes Group by asking if anyone had asked the Allenstown school. Mr. Gryval stated that no one had asked the school. Mr. Pelissier stated that was his belief since the School Board members nearly fell out of their seats when Mr. Mulholland mentioned the sale at the last meeting. Mr. Gryval asked why that was. Mr. Pelissier explained the school board is concerned by the number of children it will add. Mr. Gryval asked how many children does the school board think will be added. Mr. Pelissier answered anywhere between 1-15 children. Mrs. Simmons stated the analysis says up to 15 children and the outside party analysis stated that is on the high side. Mr. Chad Pelissier explained that this project concerns that school because additional children will adversely affect the school. He added that if the School Board is concerned about this then he is also concerned.

Mr. Chad Pelissier then asked at what point is this project no longer a net gain to the Town for the tax base. He explained that Loren from Avatar and Donna Severance from the assessor's office informed him that the assessed value of the average mobile home in Holiday Acres has gone down 40% over the last 10 years. For example, he went on to say, 2 Stark Drive was assessed at \$60,200 in 2006 and in 2017 it was assessed at \$38,700. He expressed that at some point they are going to use more resources from the Town then they will be paying in taxes. He added if you look at tax poor towns, they have a large mobile home population whose values have gone down. Mr. Gryval explained that the modular homes being used for this project depreciate at a slower rate than the type of mobile homes previously used (double wides). Mr. Pelissier responded that the assessors he spoke with informed him that per state mandates assessed values of mobile homes must be depreciated by 2.5 or 5% a year after the first year.

Mrs. Simmons stated that economic analysis indicates the Town will have at least \$500,000 net gain in revenue after municipal and school costs. Mr. Mulholland stated that Loren at Avatar informed him that the new style manufactured homes depreciate at about the same rate of stick built homes. Mr. Mulholland went on to explain that currently that style home is appreciating in value because they are built better and there is a need for affordable senior housing, and these type of homes are selling very quickly. Mr. Pelissier agreed but stated that this type of housing is a one generation housing in which after the 'baby boomers' are gone the need for all the senior housing is dead because the need won't be there as the growth in the U.S. is at 1.6%. Mr. Gryval responded by stating that the Hynes Group is aware of this and will be accountable to it based on the agreement they are entering in purchasing this property. Mr. Pelissier replied the Hynes Group will come to the Town then and ask to open the senior housing to everyone then, and that is why there is an issue with getting senior housing because across the state towns are looking at this and projecting out and saying no to this type of project. He added communities are shying away because they are forecasting out past 20 years and in 20 years from now senior housing will not be needed the town will be burdened with a lot of empty homes. Mr. Gryval responded by stating that in 20 years the Town Select Board and Town of Allenstown will have the ultimate authority to address such a need should that happen. In addition, he stated, typically with a large scale build such as this, communities look to get additional school space and additional resources at the beginning of the project.

Mrs. Pelissier added that 31% of the taxable properties in Allenstown are mobile homes, but they only pay 13% of the taxes. With this additional project the number of mobile homes will increase to 40% with very little increase to the tax paying base.

Mr. Gryval responded that at the time the existing mobile parks were put in Allenstown the Town did not have the zoning ordinances that we have today. He added Mr. Chad Pelissier was part of the Planning Board when we put stringent regulations in and anything the new park will do will have to go before the Planning Board any way.

**Meet with the Fire Chief to discuss the status of the corrective action plan as a result of the MRI risk assessment conducted in 2016.**

Mr. Gryval opened the conversation by asking the Fire Chief where the Fire Department is with the MRI risk assessment corrective action plan. Mr. Pendergast responded by stating the Fire Department has made great strides, some components are begun, some components scheduled for a few years out are already complete, as well as others on time. He added the diesel exhaust system materials are at the fire house and will be installed shortly. He explained that he applied for a grant for the diesel exhaust system as well as the breathing compressor. If the funds for those come through the money intended for the diesel system will be moved to another need. Mr. Gryval asked if there are any areas of concerns, goals that may not be met. Mr. Pendergast replied there are no areas of concern and that they are on target. He then went through the list of items that the fire department has been addressing. The first item the department has implemented is a communications program that allows the department to text responders, so they are informed and they in turn can enter when they are available, and they can accept calls and get GPS directions to the scene. He went on to state the fire department is training for and will soon implement the 2 In 2 Out requirement, which requires that 2 responders go into a fire/situation and 2 others remain outside. He explained the department is reviewing/revising/implementing department policies to bring them up to date. The department is now using Facebook to provide information to the community. New doors have been installed at the apparatus room, and painting is being done as well throughout the building. The addition of the doors was slated for 2018 but jumped ahead due to additional funding and negotiating a good deal. Mr. Pendergast is looking at purchasing Surface Pro laptops next year to support fire department software. He added the department is in the process of notifying residents that the department will be removing municipal alarm boxes located throughout town.

**Meet with the Police Chief to discuss the status of the corrective action plan as a result of the MRI risk assessment conducted in 2015.**

Mr. Gryval opened the conversation by asking the Police Chief where the Police Department is with the MRI risk assessment corrective action plan. Mr. Paquette responded that the department has been reviewing/revising/implementing policies, which they routinely do. Management training is in progress. He added that required equipment has been added to the department vehicles and are routinely checked and maintained. He addressed the concern that prisoners are left unattended and stated that is not so and added that officers never leave a prisoner unattended when bringing them somewhere, additionally they are monitored on video at all times at the police station. Mr. Paquette stated that IT upgrade/implementation is close to completion. He added that supervisors are formally meeting with officers every shift and the officers are responding well. Mr. Gryval inquired if the department foresees any difficulties with implementing the action plan. Mr. Paquette stated there are no expected issues.

**Accept grant funds in the amount of \$6,000 from the NH Dept. of Safety for EMS Warm Zone Equipment for the fire department**

Mrs. Simmons stated that grant paperwork has come in and the Board has to motion to accept the grant. Mr. Pendergast stated that the NH Dept. of Safety is providing grants to towns over the next few years for towns to practice Warm Zone procedures and purchase equipment. He added Warm Zone practices is an area the Allenstown Fire Department is not practiced in and the equipment will help them in this area.

Mr. Eaton made the motion to accept grant funds in the amount of \$6,000 from the NH Dept. of Safety for EMS Warm Zone Equipment for the fire department.

Mr. Gryval: I second the motion. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Discuss proposed Capital Improvements Plan and review proposed applications for projects. Focus will be on police & highway department projects**

Mrs. Simmons stated that the goal for the evening is to not make a decision, but to get further information from the department heads.

Mr. Ron Pelissier stated that he has been reviewing their proposal with the Town Administrator and has changed the schedule for attaining equipment sooner than originally requested.

Mrs. Simmons stated that the projections now go out further, to 2025, and therefore street lights have been added to the request. Mr. Mulholland added that the lights have a ten year lifespan and will be 10 years old in 2025.

Mr. Paquette stated that he has also met with the Town Administrator and nothing has changed with the Police Department CIP requests.

**Consider Primex 3 year premium cap agreement for Workers Compensation insurance coverage**

Mrs. Simmons stated that Primex has agreed to cap the increase in premium at 10% each year. Mr. Gryval asked Mr. Mulholland if he was okay with signing the agreement if the Select Board approves it. Mr. Mulholland replied yes.

Mr. Eaton made the motion to approve the Primex 3 year premium cap agreement for Workers Compensation insurance coverage and have the Town Administrator sign the agreement.

Mr. Gryval: I second the motion. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Approve adjustment to the 2016 Library Budget in the amount of \$4,865 for a grant to replace windows at the Library**

Mrs. Simmons stated this is the second half of the grant funds that the Library received.

Mr. Eaton made the motion to approve adjustment to the 2016 Library Budget in the amount of \$4,865 for a grant to replace windows at the Library.

Mr. Gryval: I second the motion. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Approve Suncook Village Commission Resolution**

Mr. Eaton asked if there was any feedback from the Town of Pembroke regarding this commission. Mrs. Simmons stated they wanted to modify the resolution so that they don't have to have 2 Planning Committee members, rather they would have 1 from their Planning Board and another member. Mr. Gryval stated that Allenstown would have 2 Planning Board members and an ex officio from the Select Board and Pembroke would also have an ex officio, as well as 1 Planning Board member and another person from their community.

Mr. Gryval made the motion to approve Suncook Village Commission Resolution.

Mr. Eaton second the motion.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Items on the agenda not discussed**

**Consider proposed changes to the Personnel Policy Revision 10.  
Consider proposed changes to the Payroll Policy 2009-003**

Mr. Gryval opened the discussion by stating that Mr. Tardiff would like to be present for this discussion and asked that this topic be tabled until the next meeting providing there is no hindrance to the expected timeline.

**Discuss personnel evaluation system**

Mr. Gryval stated that this item is tabled until the next meeting for Mr. Tardiff to be present.

**Review and approve purchase and sales agreement with the Hynes Group for the sale of town owned lots Map 410 Lot 29 and 31, Map 411 Lot 4 and 5**

Mr. Gryval stated this is tabled until the Select Board has the time needed to review all of the information.

### **Town Administrators report**

Mrs. Simmons began the report by stating that the DRA equalization ratio compares Allenstown's assessed value of its property values as against all the other towns in the state. Allenstown came out to 89.1% which is below the acceptable rate, so based on the results the Town has elected to conduct a revaluation of the Town's properties. Mr. Mulholland added that the process for the revaluation was approved last year and has already started and will end in 2018.

### **Consent calendar, minutes and manifests**

Mr. Eaton: I make the motion to ratify the Consent Calendar for February 27, 2017.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton made the motion to accept CAI Technologies contract and authorize the Town Administrator to sign the contract.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Eaton: I make the motion to approve the minutes from the February 13, 2017 Select Board meeting.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

### **Approve Payroll and Accounts Payable Manifests:**

Mr. Eaton: I make the motion to approve the Payroll and Accounts Payable Manifests as listed on the agenda for the February 27, 2017 Select Board meeting.

Mr. Gryval: I second that. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Non-Public Session in accordance with the provisions of RSA 91-A:3,II(d)**

Mr. Gryval made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(d).

Mr. Eaton second the motion.

Mr. Gryval: All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

Mr. Gryval made the motion to leave the Non-Public Session in accordance with the provisions of RSA 91-A:3,II(d) at 7:29pm. Second by Mr. Eaton.

Mr. Gryval stated that it is not in the Town's best interest to move forward with the proposal from Northeast Granite as they did not meet the Town's requirements. Mr. Eaton agrees.

Mr. Eaton made the motion to sell the following properties by sealed bid;

Parcel 1 being Map 410, lot 23

Parcel 2 being Map 410, lot 25

Parcel 3 being Map 410, lot 32

Parcel 4 being Map , Lot 35

Parcel 5 being Map , Lot 36

Mr. Gryval second the motion. All in favor?

Mr. Eaton: Aye.

Mr. Gryval: Aye.

**Ongoing absence of Select Board Member**

Mr. Mulholland asked at what point will the Select Board address the ongoing decision not to act on various proposals due to the absence of Select Board member Jason Tardiff. He added that the Town is operating outside its own Payroll policy at this point if it is not addressed. Mr. Gryval stated that is on the agenda for next week.



Mr. Eaton made the motion to adjourn at 7:32pm to which Mr. Gryval agreed.



TOWN OF ALLENSTOWN  
OFFICE OF THE SELECT BOARD  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4276

SDS 2/27/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Kristin Pelissier	Town Clerk / Tax Collector
2.	Michael Frascinella	Budget Comm.
3.	Sam Hatem	384 Dean Field Rd
4.	Ron Pelissier	Highway
5.	Chad Pelissier	Planning / Budget
6.	Paul Papay	Police
7.	Dana Pendergast	Fire / Building
8.		
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

February 27th , 2017

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	05/08/2017 DATE
 DAVID EATON, Member	04/25/2017 DATE
 RYAN CARTER, Member	04/26/2017 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	RYAN CARTER, Member	DATE



# Signature Certificate



Document Reference: J5ERA8IPELTAZ7H7N867BP

## RightSignature

Easy Online Document Signing



**Ryan Carter**

Party ID: PU2K5IINBLD48M6A2H3G2K

IP Address: 174.192.5.83

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

eeffdad585eda2c5ca419e5605cd625917b49456



**David Eaton**

Party ID: 3ETK4EJK83SY58BJXXFXNN

IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

c170330059c09ab63954ef6b968f2f11302c1384



**Jason Tardiff**

Party ID: 6KF7XPJCJJTG3UXC7YUBFJ

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

4fd76fe834a43943731ea4b3f0799beb382a9143



### Timestamp

2017-05-08 09:11:09 -0700

2017-05-08 09:11:09 -0700

2017-05-08 09:09:22 -0700

2017-04-26 19:50:55 -0700

2017-04-26 19:48:03 -0700

2017-04-25 17:08:35 -0700

2017-04-25 16:56:23 -0700

2017-04-25 09:55:24 -0700

### Audit

All parties have signed document. Signed copies sent to: Ryan Carter, David Eaton, Jason Tardiff, and Shaun Mulholland.

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 74.92.23.190

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 74.92.23.190

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 174.192.5.83

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.192.5.83

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

Document viewed by David Eaton (deaton@allentownnh.gov). - 76.119.194.141

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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