

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
March 20, 2017

Call to Order

The Allenstown Select Board Meeting for March 20, 2017 was called to order by Mr. Tardiff at 6:00p.m.

Roll Call

Present on the Board:

Dave Eaton

Ryan Carter

Jason Tardiff

Excused:

Allenstown Staff:

Shaun Mulholland, Town Administrator

Karen Simmons, Finance Director

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Other town officials:

Joanne Dufort, Library

Residents:

Citizens Comments

No citizens' comments were provided.

Nomination and election of Chairperson and Vice- Chairperson of the Board of Selectmen

Mr. Eaton made the motion to nominate Mr. Tardiff as the Chairperson of the Board of Selectmen.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff made the motion to nominate Mr. Eaton as the Vice Chairperson of the Board of Selectmen.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

**Determination of Board of Selectmen committee assignments:
Budget Committee representative**

Mr. Carter made the motion to elect Mr. Eaton as the Ex Officio Budget Committee representative.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Planning Board representative

Mr. Eaton made the motion to elect Mr. Carter as the Ex Officio Planning Board representative.

Mr. Tardiff second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Suncook Village Commission

Mr. Eaton made the motion to elect Mr. Carter as the Ex Officio Suncook Village Commission representative.

Mr. Tardiff second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Old Allenstown Meeting House Committee

Mr. Eaton made the motion to elect Mr. Tardiff as the Ex Officio Old Allenstown Meeting House Committee representative.

Mr. Carter second the motion.

Mr. Eaton asked for all in favor.

Mr. Tardiff: Aye.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Suncook Valley Regional Towns Association

Mr. Carter made the motion to elect Mr. Eaton as the Ex Officio Suncook Valley Regional Town Association representative.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Public Works Facilities Study Committee

Mr. Carter made the motion to elect Mr. Tardiff as the Ex Officio Public Works Facilities Study Committee representative.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Carter: Aye.

Economic Development Committee

Mr. Tardiff made the motion to elect Mr. Carter as the Ex Officio Economic Development Committee representative.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Meet with Library Trustee to go over Capital Improvements Plan submission (non agenda item)

Mrs. Dufort explained that brick work is needed as the chimney is dangerous and could topple at any time which can be costly to the town. She also stated the Library bathroom is not handicap accessible. Mr. Tardiff asked if the Library has any numbers for completing the work. Mrs. Dufort stated there were no numbers yet. She added they are getting estimates for the bricking and she has asked the Librarian to determine the cost for the bathroom. Mr. Mulholland stated there is one estimate for the brick work in the amount of \$26,000 for the whole building. He went on to say that the chimney is the most serious part. Mrs. Dufort reiterated the chimney is very bad and needs to be done right away. Mr. Eaton asked if just the chimney could be done now and do the remainder of the brick work at a later date. Mr. Mulholland stated that is one possibility but may be more costly to do the chimney as a

separate project. Mrs. Dufort went on to explain the bathroom is a real problem as it is so narrow and a wheelchair cannot get in there. Mr. Eaton asked if it would be possible to get a grant. Mrs. Dufort explained that the Library does have a Hunts grant which is requiring a survey be complete. She went on to say that no one is coming up with a surveyor. She added once the survey is complete major renovations would be done. Mr. Mulholland added that the Capital Improvements Plan needs to be finalized during April. Mr. Tardiff requested that Mrs. Dufort get a quote for the Library bathroom work.

Approve budget 2017 adjustments

Mrs. Simmons began the discussion by stating the adjustments requested are:

- Warm Zone Grant for the Fire Department in the amount of \$6,000
- Two Emergency Management Exercise grants - one for \$3,414 and one for \$21,878
- Transfer \$525 from Capital Reserve to transportation

Mr. Eaton made the motion to approve the budget 2017 adjustments as stated in the March 20, 2017 agenda.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Discuss with the Road Agent his proposal to open Lincoln St. for through travel and other options he has proposed

Mr. Pelissier began the discussion by stating that at the top of Lincoln there is no turn around area. He went on to say that the road was open at one time. He explained that there are two options he would like considered. The first option he explained would be to open a through way to Bailey Avenue for highway winter maintenance only. The second option he stated would be to create a turn-around at the top of the road. He went on to say the mission is to be able to plow the road without the current problems of not being able to turn around and having to back down the road, which can be dangerous. Mr. Pelissier stated his preferred option is to add a gate at the end that only the Highway Department would have access to open. He went on to say that will allow any emergency access that might be needed in the area beyond the current end of Lincoln Street. Mr. Pelissier stated that there are people who are against opening the road, but the needs of the Highway Department outweigh the desires of the people. Mr. Eaton asked if this is on the Highway Department Capital Improvement Plan. Mr. Pelissier said no and added that it would not be paved which is why it is not on the CIP. Mr. Eaton stated that there will be costs associated with this project and should be on the CIP. Mr. Pelissier responded by stating the only cost will be labor which is already included in the Highway Department budget like any other project. Mr. Mulholland stated that the road was open at one time and the

property is town owned. Mr. Eaton stated that the Highway Department would have to get a gate and signage. Mr. Pelissier stated the Highway Department has a gate that could be used. Mr. Pelissier indicated current signage indicating Lincoln Street as a dead end will remain in place. Mr. Eaton asked if this situation was the same on Campbell Street. Mr. Pelissier replied that a resident on Campbell Street allows them to turn around in their driveway. Mr. Carter stated his concern that the residents there value the privacy of a dead end street. He added that the gate option would be best to maintain that. Mr. Tardiff stated that Mr. Pelissier needs to decide what exactly he wants to do and relay that to Mr. Mulholland who in turn will relay that to the Select Board.

Boat Launch

Mr. Pelissier began by stating that the State will not be on board with funding another boat launch since there are two others nearby. He went on to say that Mr. Mulholland had a discussion with Mr. Trainque from Hoyle and Tanner who stated the Town may not have to go through the wetland process, rather the Town would have to do a Permit by Notification. Mr. Tardiff asked if repairs need to be made to the ramp that is currently there. He believes there is a chunk missing. Mr. Pelissier responded by stating the ramp itself will not need to be repaired. He went on to say that there were two ramps that could easily be made into one ramp, as only one ramp would be needed. He went on to say Hoyle and Tanner could look at it and make a determination. Mr. Mulholland stated that since the Town won't have to spend money on the wetland process that funds could potentially be used to make repairs. Mr. Mulholland added that if the summer is dry enough the work could be done this summer. Mr. Tardiff asked that the costs will be mainly labor. Mr. Pelissier responded that is likely.

Chipping Service

Mr. Pelissier stated that the Highway Department will have to pull the chipping service currently provided to residents. He elaborated by saying the chipper is aging and should be reserved for emergencies – winter storms and that stuff. Mr. Tardiff asked what is being chipped. Mr. Pelissier stated trees that are cut down or have fallen down at residences. Mr. Tardiff responded that the Highway Department should not be chipping trees that residents have paid someone to cut down. Mr. Pelissier the Highway Department is not doing that. He added that if they see a contractor cutting trees they advise them that the brush cannot be put out to curb for the highway department to pick up. Mr. Tardiff suggested that brush be picked up, but not chipped. He added that guidelines be set to size that can be picked up and a schedule for when brush and leaves will be picked up. He suggested copying what Manchester has set for guidelines. Mr. Pelissier said he will put together a schedule.

1997 Truck Repairs

Mr. Pelissier stated that the '97 truck transmission needs work. He went on to say that the '90 sander is not being used and can be used trade for the repair costs to the transmission. Mr. Tardiff stated he would like to have some sort of warranty on the work performed, and a time frame for when the work will be completed.

Approve the Economic Development Committee resolution

Mr. Eaton made the motion to approve the Economic Development Committee resolution.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

General discussion ensued about soliciting members for the committee.

Accept grant funds in the amount of \$200 from the State of NH LCHIP for the Old Allenstown Meeting House

Mr. Eaton made the motion to accept grant funds in the amount of \$200 from the State of NH LCHIP for the Old Allenstown Meeting House.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Appoint Deputy Town Clerk / Deputy Tax Collector

Mr. Eaton made the motion to appoint Patricia Caruso as Deputy Town Clerk / Deputy Tax Collector, with a term to expire March 13, 2018.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Consent calendar, minutes and manifests

No consent calendar to approve.

No minutes to approve.

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 March 20, 2017 Select Board meeting.

Mr. Tardiff: I second that and asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Abstain.

Mr. Tardiff: Aye.

Town Administrators report

Mr. Mulholland began by stating that Jeff Gryval was scheduled to attend the Disaster Recovery Exercise but is no longer on the board, and stated it will be good if someone else from the Board could attend.

Mr. Mulholland explained that the President's proposed budget eliminates funding for the fuel assistance program, which will directly affect the Town budget program, because that would require the Town to provide fuel assistance. He went on to explain that it is state mandated that the Town provide welfare assistance and it is technically the Select Board's legal obligation to oversee the Town welfare program.

Non-Public minutes

Mr. Eaton: I make the motion to approve the minutes from the non-public session 1 of the March 6, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton: I make the motion to approve the minutes from the non-public session 2 of the March 6, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton: I make the motion to approve the minutes from the non-public session 3 of the March 6, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Abatelements

Mr. Mulholland began by stating that three abatements came in this afternoon and are recommended by the assessor. Mr. Eaton and Mr. Carter stated they have not seen them and took the time to read them. Mr. Mulholland explained that Lagasse LLC owns a number of house lots on Chestnut Drive. Mr. Mulholland explained that the Town's property taxes are so high that the value of the houses are starting to go down. The way it works is if the Select Board does not approve the abatement the land owner could file a tax appeal for which the Town will pay fees. For the Orange Cap property the previous owner had the property listed with it finished above the garage and it wasn't.

Mr. Eaton made the motion to approve the tax abatement for Map 402, Lot 24, Map 402, Lot 35, Map 402, Lot 58, Map 402, Lot 59, Map 402, Lot 60.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the tax abatement for Map 105, Lot 1, Sub 3.

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Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the tax abatement for Map 402, Lot 89.

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Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Mulholland stated the Board has been provided the DRA assessment review and DRA cyclical status monitoring report and requested the Select Board to read and schedule time to meet and discuss that process. Mr. Mulholland also stated that the FEMA Suncook River Study letter, the Northern Pass Tax Projection letter as well as the Bedford Zoning Board of Adjustment agenda and meeting notification have been provided for the Select Board's review.

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

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(e) at 7:12pm.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:13pm.

Mr. Eaton made the motion to enter into the settlement agreement with New England Telephone Operations.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Abstain.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 7:15pm.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:24pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all three board members in favor.

Mr. Tardiff made the motion to seal the non-public meeting minutes as it could adversely affect someone other than a board member.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 7:25pm.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 7:38pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all three board members in favor.

Mr. Tardiff made the motion to seal the non-public meeting minutes as it could adversely affect someone other than a board member.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to adjourn at 7:39pm.

Mr. Tardiff second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.



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

ATTENDANCE LIST

NAME (PLEASE PRINT)		CAPACITY (E.G., RESIDENT, OTHER OFFICE(A))
1.	Matthew Johnson	Town Clerk / Tax Collector
2.	Ronnie Pelham	Highway
3.	Cathy McPherson	President
4.	Jo Anne Buford	Library Trustee
5.		
6.		
7.		
8.		
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

March 20th , 2017

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	05/08/2017 DATE
 DAVID EATON, Member	05/08/2017 DATE
 RYAN CARTER, Member	05/15/2017 DATE

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

Signature Certificate



Document Reference: K2VR4LJ7Z59B5PRYKRUIEW

RightSignature

Easy Online Document Signing



Ryan Carter

Party ID: FPDM7CIWM5T3ASU5AH5J45

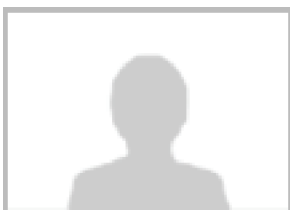
IP Address: 174.192.16.252

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

2a7ecceead75c6b28db663701d4974f0f539977



David Eaton

Party ID: 8CBFUAINP5ACD53TPRPTK2

IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

c170330059c09ab63954ef6b968f2f11302c1384



Jason Tardiff

Party ID: KPFVJTJ8P4KAJAJ8EJ4BSD

IP Address: 64.222.96.214

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

1c7ab2fde877e5f13f4bf7896ab51e7cb3835f08



Timestamp

2017-05-15 18:00:34 -0700

2017-05-15 18:00:34 -0700

2017-05-09 06:23:52 -0700

2017-05-08 18:06:06 -0700

2017-05-08 18:05:44 -0700

2017-05-08 16:40:48 -0700

2017-05-08 16:40:23 -0700

2017-05-08 14:10:38 -0700

Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.192.16.252

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 signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214

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



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