

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 11, 2017

Call to Order

The Allenstown Select Board Meeting for September 11, 2017, was called to order by Mr. Eaton at 6:02 p.m.

Mr. Eaton called for the Pledge of Allegiance and a moment of silence for September 11th.

Roll Call

Present on the Board: Ryan Carter and Dave Eaton

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Road Agent; Chad Pelissier, Budget Committee, Sewer Commission, Planning Board; Paul St. Germain, Deputy Fire Chief

Residents: Sandy McKenney, Michael Frascinella, William Dobe, Jane Dobe

Mr. Mulholland said that he had a call from Jason Tardiff saying that he could not be at the meeting this evening.

Mr. Mulholland stated that he wants to thank Donna Duval for purchasing lunch today for the first responders in memory of September 11th. She has done this for several years and her effort is appreciated.

Citizens Comments

Mr. William Dobe explained that he and his wife bought property on Riverside Drive, Lot 000-43 in the 1960's with plans to open a craft shop. Subsequently, Romeo Plourde developed the land all around their lot with deeded rights of way. Lots taken by the town were also given rights of way. It became a busy road. He and his wife gave their strip of land to the Town 30 years ago. After paying no taxes on the lot for 48 years, they received a tax bill last year for \$200. The lot which they believed they no longer owned had been re-designated as lot 000-34 and assessed at an arbitrary amount of \$4,600. He said the lot has no value and can't be sold. He said they recently learned of a 1984 Superior Court decision which implied that he and his wife owned the parcel.

Mrs. Jane Dobe said that they always pay the taxes on their home in town and this was the first time they received a tax bill for the strip of land they gave to the Town 30 years ago.

Mr. Eaton said that no decision would be made tonight; they would wait until the next meeting when there would be a full board.

Mr. Mulholland explained that the lot on Riverside Drive had been a taxable lot for some time. The court decision made that clear. It was when Mr. Fay threatened to sue the Town a couple of years ago for not maintaining the road that a review of Superior Court and the Supreme Court decisions established that this is a taxable lot belonging to the Dobes.

Mr. Carter asked if an abatement would be possible.

Mr. Mulholland said that there is no statutory authority for an abatement. He said that there are options such as a road layout. He said that this issue could be addressed again at the October 2, 2017 meeting.

Review proposal from NH Solar Gardens to install solar panels on the Community Center roof

Mr. Mulholland stated that this is a proposal to install solar panels on the Community Center roof similar to those at the Fire Station. The panels would provide 60% of the energy needs of the Community Center. He said that this installation won't provide as much savings as the one at the Fire Station because it is not a south-facing roof. This proposal is the result of the Legislature removing the limits on the number of solar projects which can be proposed each year.

Mr. Eaton and Mr. Carter authorized Mr. Mulholland to negotiate with NH Solar Gardens on this project.

Consider Memorandum of Understanding to participate in the Mid-State Regional Coordinating Council for Community Transportation

Mr. Mulholland explained that as more communities participate by signing an MOU, the Mid-State Regional Coordinating Council for Community Transportation is eligible for more grant funding because of its increased service area.

Ms. Sandy McKenney asked if this could go forward in a short period of time if approved.

Mr. Carter responded that it is currently in place.

Mr. Mulholland said that Allenstown can send someone to the Board of Directors if someone is available.

Ms. McKenney said that she has spoken to some seniors about their difficulties with transportation and they want to know the ground rules. For example, if they get a ride to an appointment, can they be sure of a ride home?

Mr. Mulholland assured her that no one would be stranded; if there was a commitment by the driver for transportation, it would include a ride home.

Mr. Carter said that it doesn't hurt the Town to be part of this.

Mr. Eaton said that if it helps the organization get grants, that is a good thing.

Ms. McKenney asked about the cost to the Town, besides the one dollar charge each way for the transportation.

Mr. Mulholland replied that there is no other cost. The Town can choose to contribute but is not required to do so.

Mr. Eaton said that they would wait until the next meeting to act on this, when there would be a full board.

Approve Cyber Security Policy

Mr. Eaton said that this is a good thing.

Mr. Carter said that the policy is thorough and definitely needed.

Mr. Mulholland said that Allentown's cyber system is robust, but the weak link is the employees.

Mr. Michael Frascinella asked if this was top secret or available to the public.

Mr. Carter said that publicizing the details could open vulnerabilities.

Mr. Frascinella asked if the public could have an executive summary because it would be good to let the Town know about it.

Mr. Mulholland said there was a training component. Employees will be trained about creating and changing passwords, and about responding to a cyber security attack. The training is scheduled for October 17, 2017.

Mrs. Pelissier asked if the members of boards and committees would be trained.

Mr. Mulholland stated that the system is secure and that board and committee members do not interface with the system. He said he would be glad to provide appropriate information and training to these groups.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Cyber Security Policy.

Discuss options for the fire chief, building inspector and health officer functions

Mr. Mulholland said that he has contacted every jurisdiction bordering Allentown and none are interested in sharing the fire chief position, for a number of reasons. Epsom might be interested in the building inspector piece. Mr. Mulholland has met with their Select Board and will run some numbers

and present a proposal. He continued, saying that we are paying MRI for interim Fire Chief Shawn Murray at \$80 per hour as the acting fire chief. Mr. Mulholland asked MRI to waive the non-solicitation agreement and they have agreed to do so. As of October 1st, Allenstown will pay Mr. Murray directly and thus reduce the hourly rate of pay. He will work 28 hours per week and the department will fill in with part time and per diem employees to avoid providing benefits for Mr. Murray. Mr. Mulholland explained that the hiring process would take several months; Mr. Murray has agreed to the current arrangement for eight to twelve months.

Mr. Eaton stated that Epsom does not have a building inspector.

Mr. Mulholland said that they do not have a building code. There are State life safety codes they are required to follow. They are interested in sharing a building inspector. He will have a proposal for the next meeting.

Mr. Frascinella asked about the cost savings in relation to the fire chief position.

Mr. Mulholland said that they would no longer have the \$80 per hour wage rate, and the Town would not be providing benefits.

Mr. Frascinella asked if they would have a full time or part time fire chief.

Mr. Eaton responded that they would be discussing that at future meetings. For the short term, 28 hours would be good.

Consider tax deed

Mr. Mulholland stated that this is the last tax deed. The property is a double-wide mobile home at 6 Garden Drive. It is Map 407, Lot 12, Parcel 2. An agreement has been made with the park owner.

Mr. Eaton asked Ms. Kathleen Pelissier, Town Clerk/Tax Collector, if she wished to speak.

Ms. Pelissier responded that she had nothing to add and thanked Mr. Eaton for asking her.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to accept the tax deed for the mobile home identified as Map 407, Lot 12, Parcel 2.

Mr. Mulholland explained that if the owner doesn't redeem the property, the park owner will pay the taxes owed and related expenses. He said that the deed will be recorded at the registry of deeds. A letter of redemption and an eviction notice will be sent to the homeowners, who then have 30 days to notify the Town that they wish to redeem the property and another 30 days to raise the money to do so. He noted that the owners of the other three properties tax deeded this year all have been in to see him about redeeming their properties.

Discuss the rail trail project

Mr. Mulholland explained that the Rail Trail project is part of the charrette. He has reached out to the land trust that owns the railroad bed that is comprised of two lots running from Ferry Street to the Hooksett line. He asked about an easement but learned that the trust wants to sell the land for its assessed value. Allenstown does not have the money for that. He consulted with Craig Tufts of Central NH Planning about funding via grants and/or non-profit organizations. He explained that grants would be on a 50/50 basis, requiring tax dollars or non-profit contributions for the Town's share. He mentioned that they are still waiting to hear about the grant for the Ferry Street boat landing, which is also on the charrette list. The deadline for that grant has passed.

Mr. Eaton said that he doesn't see Allenstown purchasing the land.

Mr. Mulholland noted that ownership would entail maintenance responsibilities and extra tasks for the highway department. He also said that a small trestle is missing and would need to be replaced. He said that the trail now extends from Concord to Lebanon and another place further north, as well as south to Salem. The only gaps are Allenstown, Pembroke and a small section of Hooksett. He mentioned that the Snow Slickers, a non-profit snowmobile group, might be willing to help with the project. Mr. Mulholland said that it might be possible to acquire a 20-year lease in exchange for exemption from property taxes.

Mr. Ronnie Pelissier said that possibly volunteers could be enlisted to help with the trail.

Mr. Frascinella asked about the width of the property and the purchase price.

Mr. Mulholland directed him to a map on the website to view the dimensions and said that the tax card would have the assessed value.

Approve contract for AC unit at the Community Center

Mr. Mulholland reported that a split unit air conditioning unit was needed for the mechanical room on the first floor of the Community Center building. It can't be vented outside and the room is very hot. The cost is \$4,900. The work would be done by the electricians and plumbers with whom the Town has a three-year contract.

Mr. Carter said that he would like to try to find another option for cooling the room.

Mr. Mulholland said that for \$3,900 they could tie into the main HVAC system, but it would work harder and be less efficient. There would be a risk of cooking the electronics and having to replace them.

Mr. Eaton asked if approval of the Select Board was needed.

Mr. Mulholland responded that, although he is authorized to approve amounts up to \$5,000, the amount is not in their budget and therefore needs Board approval.

Ms. McKenney asked if other options were explored and if the members of the Select Board had looked at the room. She asked about cooling trays for keeping electronics cool.

Mr. Carter said he had not yet looked at the room and that he is not a plumber or an HVAC technician.

Ms. McKenney asked how much time was left on the three-year electrician/plumber contract.

Mr. Mulholland said there are two years left on the current contract.

Mr. Eaton asked how they became aware of the problem.

Mr. Mulholland responded that the Comcast router failed. It was only one year old and under warranty. If other components fail, that would not be the case.

Mr. Carter commented that the building is one year old. He asked if the stuff could be moved or re-wired.

Mr. Mulholland said that would not be practical.

Mr. Carter said that he wanted to look at other options.

Mr. Eaton said they would put this item on the agenda for the next meeting.

Discuss the provisions of HB 316 as it applies to tax exemptions for commercial and industrial property

Mr. Mulholland said that HB 316 was introduced at the request of the Town of Conway and became law the last week of August. It provides an interesting opportunity to offer tax exemptions for commercial and/or industrial properties. Since New Hampshire is not a home rule state, municipalities can only do things specifically authorized by law. Given that businesses are reluctant to come to Allenstown because of the high tax rate, this law provides a unique opportunity to encourage development via tax exemptions. Mr. Mulholland suggested that the Economic Development Committee could look at this.

Mr. Carter said that the EDC plans to meet next Wednesday and this item can be put on the agenda.

Mr. Mulholland confirmed that he sent a copy of the bill to Mr. Carter. He said that other communities haven't pursued this opportunity yet, so Allenstown is in a good spot if it wants to take the lead. Responding to Mr. Carter, he said this would affect the local and school portions of the tax rate – not the country or the state education portions. It would require a warrant article to give voters options. The Town can use the definitions provided in the bill or create its own. Industrial and commercial entities could be treated differently, and the number of years the exemption would be granted could be determined, as well as the percentage of the exemption. Charts can be developed, outlining scenarios and impacts of various proposals.

Mr. Eaton asked if the EDC could do this.

Mr. Carter responded that the EDC could come up with recommendations.

Mr. Eaton asked when they would have to have the warrant article ready.

Mr. Mulholland suggested having it ready by the first week of December, saying it would be good to get it out there so people will be informed.

Report of Town Administrator

Mr. Mulholland reported that the employee cyber security training was scheduled for October 17th. Next, he said that the limousine service on Granite Street is the first Allenstown business to receive a break on the business profits tax because of the 162-N zone, the Economic Revitalization Zone. He suggested that the Planning Board might want to expand the zone as a tool for attracting businesses to Town.

Mr. Mulholland reported on HB 565, relative to tax deeding of mobile homes. He and Ms. Pelissier have been working with Representative Gauthier and the Municipal and County Government Committee where HB 565 was sent for study. Allenstown's policy of working with mobile home park owners and gaining their cooperation is held up as a model for other municipalities and is referred to as the "Allenstown Doctrine." A proposal which would require municipalities to establish and monitor separate escrow accounts for each mobile home owner is strongly opposed by the Tax Collector's legislative committee, of which Ms. Pelissier is a member. It would impose a tremendous burden on the tax collector's staffs. Mr. Mulholland said that more regulation is not necessarily the answer; it is better to work together to get things done. Forcing park owners and cooperatives to take on property tax liabilities is not the answer; neither is forcing towns to tax deed mobile homes. A government mandate is not needed.

Mr. Mulholland stated that an additional Select Board meeting has been scheduled for October 2, 2017. He will present the applicant selected as the new administrative assistant, a position for which they received over 300 applications.

Mr. Mulholland reported that the ladder truck has been taken out of service. The estimate for the repair of the chase is \$9,800; the estimate for the ladder has not yet been received. Allenstown does not have the money for this. They recently spent a lot on Engine 3, which was an unanticipated expense. He will have the final cost estimate by the end of the week. He said that Allenstown can rely on mutual aid, which is available both from the north and the south. Every town does not need a \$1.4 million ladder truck.

Mr. Eaton and Mr. Carter agreed.

Mr. Mulholland said that a rescue vehicle which they bought for \$6,000 was recently sold for \$9,900; he noted that most vehicles do not appreciate in value.

Mr. Mulholland reported that the Town Hall has been re-keyed and the people have their keys.

Mr. Mulholland stated that the Fire Department has formulated an interim personnel policy regarding the pay rate for call outs. The current policy pays by the quarter hour. The proposed interim policy would pay a one hour minimum for call outs between 8:00 a.m. and 11:00 p.m., and a two-hour minimum between the hours of 11:00 p.m. and 8:00 a.m. This provides more incentive for those called out. He said that this is not ready to be signed; it will be ready for the September 25th meeting.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to ratify the Consent Calendar of September 11, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the July 10, 2017 and July 24, 2017 meetings.

Mr. Carter said that he has not had a chance to review the August 3, 2017 minutes.

Mr. Mulholland noted that there is no statutory requirement to approve minutes.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the payroll and accounts payable manifests as listed on the BOS agenda for this meeting,

Mr. Mulholland mentioned the Comcast channel change. He also said that the Big Truck Coalition wants the Town to sign on to their campaign. This would be a decision of the Select Board.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the August 21, 2017 non-public session II.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the August 21, 2017 non-public session I.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the August 21, 2017 non-public session III.

Ms. McKenney asked if she was going to be appointed to the ZBA tonight.

Mr. Eaton said he prefers to wait until they have a full board.

Mr. Carter moved to appoint Ms. Sandy McKenney as an alternate to the ZBA. The motion was seconded by Mr. Eaton.

Mr. Carter voted aye; Mr. Eaton voted nay. The motion failed.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the notice for a property lien for Map 409, Lot 033, Parcel 058.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to enter into a non-public session at 7:45 p.m. in accordance with the provisions of RSA 91-A:3, II(a).

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 7:52 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to enter into a non-public session at 7:52 p.m. in accordance with the provisions of RSA 91-A:3, II(c).

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 8:07 p.m.

Mr. Mulholland referred to Mr. and Mrs. Dobe, saying that the Select Board needs to determine where they want to go with this; Mr. and Mrs. Dobe need to provide something to act on.

Mr. Carter mentioned the winter road status for Riverside Drive and other private roads, saying that perhaps all of the abutters can be assessed for winter clean up. He has an interest in one of these private roads and questioned whether or not he should recuse himself when this issue comes up.

Mr. Mulholland explained that Mr. Carter could recuse himself if he wished but he only needs to inform the Board of his interest and let the other members decide if he should sit on the board or in the audience during the discussion of this issue.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to adjourn at 8:13 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 11th , 2017

Signature Page

Original Approval:	
	10/16/2017
JASON TARDIFF, Chair	DATE
	10/12/2017
DAVID EATON, Member	DATE
	10/30/2017
RYAN CARTER, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:

	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	RYAN CARTER, Member	DATE

Signature Certificate



Document Reference: CWZINNI2WKJJ5PYRRR8YNL

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: HG7CBLJ7EIPBL8L6YYZ28M

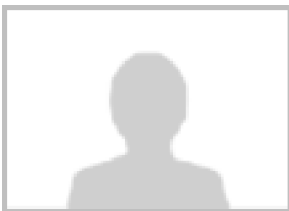
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

Party ID: D5V3SUI5G27BWGPRVKFMFD

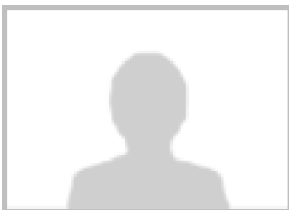
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

9135e934b0529a31906ebf7a5a9ac6078eb9184b



Jason Tardiff

Party ID: 38X3KBJFXLDEWBSKJR8I38

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2017-10-30 14:42:02 -0700

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2017-10-30 14:40:32 -0700

2017-10-16 05:14:13 -0700

2017-10-16 05:12:12 -0700

2017-10-12 04:48:30 -0700

2017-10-12 04:37:39 -0700

2017-10-11 11:40:19 -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). - 64.222.96.214

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

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