

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
October 16, 2017

Call to Order

The Allenstown Select Board Meeting for October 16, 2017, was called to order by Chair Tardiff at 6:00 p.m.

Chair Tardiff called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton, Jason Tardiff

Allenstown Staff: Shaun Mulholland, Town Administrator; Karen Simmons, Finance Director; Chris Gamache, Tri-Town EMS Director; Ron Pelissier, Road Agent; Paul Paquette, Police Chief; Kathleen Pelissier, Town Clerk/Tax Collector

Others present: Sheryl Pratt and Tyler Paine from Plodzik & Sanderson; Chad Pelissier, Budget, ZBA and Planning; Patricia Caruso, resident

Citizens' Comments

There were no citizens wishing to comment.

Discuss the 2016 Financial Audit with the auditors from Plodzik & Sanderson

Sheryl Pratt, a Director with Plodzik & Sanderson, introduced herself and Tyler Paine, the manager in charge of the Allenstown audit. She began an overview of the audit report. She said that pages one and two are the opinion letter. The Town received an adverse opinion on their governmental activities, business type accounts, and the major proprietary fund (sewer fund) because all of the infrastructure is not recorded in the capital assets listing. She noted that the Town is working toward completing that, at which point the adverse opinion will be removed. Regarding the major general fund, trust funds, and aggregate remaining funds, the Town received an unmodified opinion, which is the best you can receive. The Management Discussion and Analysis report runs from pages three to eleven. This is a GASB (Government Accounting Standards Board) 34 requirement. It describes how management interprets your numbers in the financial statements. Pages 12 and 13 are a statement of the Town's net position and a statement of activities, including government activities funds (general, special revenue and permanent funds) and business activities, which is the sewer department. Pages 14-17 refer to governmental funds – grant funds and other government funds (conservation, DARE, public service revolving and recycling fund). The balance sheet shows assets in the general fund of \$5,083,521, the

biggest asset being cash and equivalents in the amount of \$3.6 million. Property taxes receivable total \$803,000. Liabilities total \$2.5 million, substantially because of the balance due to the school district. This results from the school district being on a fiscal year and the Town being on a calendar year. Another liability is deferred inflows of resources totaling \$231,882 for property taxes. Next is the fund balance of \$2.3 million. GASB 54 requires combining five funds to make up the fund balance for uniformity of reporting. The five categories are non-spendable prepaid items; restricted funds (from external sources); committed funds (expendable trust funds); assigned fund balances (encumbrances); and the unassigned balance of \$1.6 million. Pages 24 through 43 comprise the notes to the financial statement. Pages 48 through 51 compare budgeted to actual amounts. Actual revenue exceeded the budgeted amount by \$34,383, mainly from motor vehicle registrations and income from departments. Appropriations were underspent by \$121,836, creating a total surplus of \$156,219. This is added to the unassigned fund balance, which is what you look at to set the tax rate. The beginning balance was \$1.7 million. Of this total, \$112,000 was used to fund appropriations. The budget surplus is added to the unassigned fund balance, which is also adjusted for any changes in other fund balances. Therefore, \$1,887,053 is the new unassigned fund balance.

Mr. Paine noted that the budget balance shown in Exhibit C-1 on page 14 differs from the balance based on a modified accrual basis. He explained that this is because property taxes which are 60 days past due at the end of the year are considered not available.

Ms. Pratt stated that Allenstown required a single audit for 2016 because more than \$750,000 was received and spent. This required the auditors to test 14 general requirements. Pages 54 and 55 contain opinions on federal compliance; page 57 is a summation of these letters. She repeated that the Town received an unmodified opinion, with no significant deficiencies or material weaknesses, and no non-compliance with the general requirements. Page 58 shows federal funds received and spent totaling \$884,463. Page 59 contains the required notes for page 58. She asked for questions from the Board.

Chair Tardiff asked where the auditors' opinion could be found.

Ms. Pratt directed him to pages one and two.

Chair Tardiff asked about the big items causing the adverse opinion.

Mr. Paine said that the adverse opinion is because the full valuation of the infrastructure has not been completed. He said this is a large undertaking and it was best to allow the time to do it right.

Mr. Mulholland said that the sewer department has hired HTA to do this for their department. It is a major task and the Town needs a plan for getting this done.

Mr. Pelissier said that a lot of work has been done by someone in his office working on it full time. However, much more needs to be done.

2018 Budget Presentation/Overview, Public Works, Tri-Town EMS

Mr. Mulholland presented an overview, saying that this afternoon they received the good news that both property liability insurance and workers' comp premiums are down. Since health insurance rates

are also down, the estimated budget increase has been reduced from 3.36% to 1.89%, which is lower than the CPI of two percent.

Chair Tardiff asked why administrative costs are so high.

Mr. Mulholland explained that this is a catch-all category and is made up of a lot of items. He next presented a chart showing the history of the tax rate and the budget. In 2011, 2012, 2013 and 2014 the budget increase exceeded the CPI. In 2015 the increase was less than the CPI, and in 2016 and 2017 the increase equaled the CPI. The 2018 projection is 1.89%, slightly below the CPI. The long-term goal has been to keep pace with the CPI. He said that the Town doesn't have a tax rate yet because the school district numbers are not ready yet. He continued, saying that revenue estimates are about the same as for 2017; most of the revenue is from property taxes, while motor vehicle registration is another large amount. Mobile home redemptions help keep the tax rate down. Regarding expenses, notable increases are in the fire department and the elections budgets. He said that the assessed value of property in Allenstown went from \$249 million to \$288 million, which is an increase of 16%. This is due more to increases in valuation than to new structures. He said that the municipal portion of the tax rate should go down, but actual property taxes might increase due to increased assessed values from the revaluation. Regarding Tri-Town EMS, their budget has shown a steady reduction in the past few years; however, it will be bad news if the Trump administration removes the requirement that insurance companies provide ambulance coverage, as they are considering. Tri-Town's budget reduces by five percent the taxpayer portion, which has been a long-term goal.

Chair Tardiff asked about collections.

Mr. Gamache, Tri-Town EMS Director, said that since going to ComStar in 2014, collections are much better. Each transport is now tracked.

Mr. Mulholland explained the categories of patients: those with private insurance, those with Medicare and/or Medicaid, and those with no insurance (for whom the collection rate is only six to seven percent). There is a problem when private insurance companies that reimburse the patient directly, and the patient doesn't send that money to Tri-Town.

Chair Tardiff commented that full-time salaries are down and part-time salaries are up.

Mr. Gamache explained that, until recently, they had been scheduling around the availability of per diem employees. This created an unhappy situation because the full-time employees didn't know what their schedules would be. Two employees left because of this. So, a 24 hours on and 72 hours off schedule was instituted so that employees would know their schedules in advance, and it is working very well. This means that employees work 48 hours a week for three weeks and 24 hours a week for one week, reducing the full-time salary amount and increasing the overtime. This was acceptable to the Department of Labor and the New Hampshire Retirement System. Mr. Gamache mentioned that it is advantageous to have a paramedic on the truck at all times.

Mr. Carter observed that insurance costs are down.

Mr. Gamache said that since the service was new in 2013, they had no data to work with and now have a better handle on what they are truly spending and are able to budget more accurately.

Chair Tardiff asked why building maintenance is down.

Mr. Gamache responded that the 2017 had dollars budgeted for furniture replacement, which may not happen. The amount budgeted for 2018 is for cleaning their portion of the Pembroke Public Safety Center.

Mr. Pelissier, Road Agent, said that he had gone over his budget line by line with Mr. Mulholland. They increased the salt line because they went over budget last year by quite a lot. He said that the paving line is down a bit. They plan to pave four roads, two in town which will require infrastructure and two out of town. They won't do the top coat; that will be done next year.

Chair Tardiff asked which roads in town would be done.

Mr. Pelissier responded Webster Street and Whitten Street, with a small portion of Reynolds Avenue. The out of town roads are Summers Avenue and Albin Ave.

Chair Tardiff asked about the sidewalks, as one resident has inquired about them.

Mr. Pelissier confirmed that the work on in-town roads being paved would include the sidewalks.

Chair Tardiff asked about Library Street.

Mr. Pelissier said that most of that has a lot to do with sewer. His department's portion is only 1,200 feet long and will require a minimal expense.

Chair Tardiff asked about the infrastructure inventory project.

Mr. Mulholland explained that, for each road, they must determine the cost at the time the roadwork was done, add to that the CPI for each year thereafter, and then apply straight-line depreciation for each of those years. He said that they would need to hire someone for this project; there is no one on staff who has time to take this on.

Chair Tardiff asked if Public Works had been keeping records.

Mr. Pelissier responded that he has records of every project since he has been here.

Mr. Eaton said they should plan to do the inventory as well as they can and then get quotes for completing the project.

Mr. Mulholland agreed, noting that this is the second year the auditors have given an adverse opinion because of this. He advised against using HTA because they are too expensive. They would have use the QBS process. He said an engineer would only be required for some parts; mostly the project involves taking data and crunching numbers.

Mr. Carter asked how far back the current inventory covers.

Mr. Pelissier said that they have data since 2014 when he came to the position, and some from before that.

Mr. Mulholland said that they would need to go back to 1990, per the GASB requirement.

Mr. Pelissier reported on the Storm Water budget. Part of Allenstown is subject to the EPA's Municipal Storm Water (MS4) permit requirement. The effective date is July 1, 2018. The requirements are extensive and costly. The GPS locations are needed and Public Works doesn't have a GPS for this. He

can get close with his phone, but not close enough. He will be attending a course in November and may be able to borrow the necessary equipment.

Mr. Mulholland addressed the streetlighting budget. It is down \$1,000; the lights are under warranty, but money is budgeted in case repairs are needed. He is planning a warrant article which would establish a capital reserve fund for replacing the lighting in 2025.

Mr. Pelissier reported that they are doing pretty well with solid waste mandatory recycling. They haven't yet had time to knock on doors and speak with those who are not recycling, but plan to do that. They are just tagging now.

Mr. Eaton asked if those not participating can be fined.

Mr. Mulholland responded that they could, but education is a better route. He noted that the tonnage of recycling materials is creeping down. The Town pays by the ton for regular trash but not for the recycling tonnage, so it behooves the Town to encourage recycling.

Consider request to waive taxes assessed to William and Jane Dobe in regards to Riverside Drive

Mr. Mulholland stated that the letter from Mr. and Mrs. Dobe is asking the Town to do something it can't legally do. The Supreme Court has ruled that they own this land, and the abatement process does not apply to this situation.

Chair Tardiff said the BOS can take no action on this letter.

Discussion of Winter Road implementation process

Mr. Carter explained that according to this law, residents could petition for private roads to be maintained from November 15th through April 1st, with the residents paying the highway department for this service. He offered Fanny Drive and Riverside Drive as examples. He said that a petition may be coming, and he just wants the Board to be aware.

Mr. Mulholland said that this would require a road layout, which is costly, and it would be challenging if the residents don't pay. There are at least a dozen private roads; seven in manufactured home parks.

Mr. Eaton asked if the petition process would require a seven-day notice and a notice to abutters.

Mr. Mulholland said that it would. The petitioner would be required to demonstrate that this would be for the public good.

Mr. Carter noted that some residents on private roads have their own equipment for snow removal; others may prefer to contract privately.

Chair Tardiff said that this comes up every year and he is not in favor of it. He said this is a different angle for the same issue.

Mr. Carter stated that those living on private roads are now paying for the maintenance of the public roads through their taxes. He is simply trying to explore options.

Mr. Eaton said that a cost would be needed because this would have to be put in the budget, even if the residents would be billed for the expense.

Mr. Pelissier asked why they don't just hire a private contractor.

Mr. Carter responded that many don't have the resources for that, and it would require creating an organization, like a cooperative.

Mr. Mulholland said that the Town is not liable if there is an accident on a private road, but acknowledged that the situation is difficult. He added that many, especially the manufactured home parks, have a cooperative to deal with maintenance of their private roads.

Mr. Carter said he presented this issue because he wants the Board to be prepared if someone comes with a petition.

Discuss options for the Building Inspector and Health Officer functions

Mr. Mulholland said that Epsom is not able to share a building inspector with Allenstown, so a decision about how to handle this is needed.

Chair Tardiff asked if the positions could be combined.

Mr. Mulholland responded that they could be but it is not required. It is easier if they are combined. The Building Inspector position is part-time, 24 hours per week. It required ICC certification, which the former building inspector, Dana Pendergast, did not have. There is a stipend for the Health Officer. He said it is very difficult to find someone in this category. If nothing is done, they will continue to pay \$65 per hour.

Chair Tardiff said that Mr. Mulholland should advertise it as a combined position.

Consider five-year contract with Axon for equipment for the police department

Mr. Paul Paquette, Police Chief, said that this is five-year contract for Tasers. The quote he received for one Taser was \$1,200. They already have two brand new ones. If they order three via this contract, they will have one for each officer, and they will pay \$600 the first year and \$900 for each of the next four years. They will last longer this way.

Mr. Mulholland reminded the Board members that this is a multi-year agreement.

Mr. Carter asked how long they last.

Chief Paquette said that they have a five-year life span but some last eight years.

Mr. Eaton moved to approve the five-year contract with Axon for the Tasers and to authorize Mr. Mulholland to sign the contract. Mr. Carter seconded the motion, which carried unanimously.

Discuss support/opposition to Senate Bill 121 as it applies to delegation of authority to the NH Dept. of Environmental Services from the US Environmental Protection Agency to regulate NPDES permits (storm water and sewer)

Mr. Mulholland said that this legislation would delegate to the State of NH management of these permits, which are now managed by the EPA. New Hampshire is one of four states that does not manage these permits. Right now, four federal employees in Boston manage all of New England. The bill would create 29 positions and cost \$2 to \$3 million, a cost which the State would probably pass on to the cities and towns. Over time, they might reduce the number of positions but still charge the municipalities the same amount. The State has done this sort of thing in the past. At this point, there is no direct management cost because this is paid via federal tax dollars. This would take five years to implement. The sewer department has not had time yet to weigh in on this.

The Board members directed Mr. Mulholland to take a stand in opposition to SB 121.

Discuss support/opposition to Senate Bill 248 as it applied to the authority of the Moderator to postpone town meetings and town elections

Mr. Mulholland said that he has had no response from the Allenstown moderator on this. He said that the bill would change the law which says that postponement is the decision of the moderator and have that decision made by the governor. The NHMA opposes this bill; the Secretary of State's office recommends it. Mr. Mulholland said that the moderator knows best regarding whether or not the meeting and/or election should be postponed, because of weather or perhaps a gas line break at the polling place.

The Board members directed Mr. Mulholland to take a stand in opposition to SB 248.

Town Administrator's Report

Mr. Mulholland reminded the Board that January 13, 2018 is the date for his personal evaluation.

Mr. Mulholland said that he has prepared a purchase order for the appraisal relative to the highway department property. When it is complete, they can begin negotiations with Allenstown Aggregate.

Mr. Mulholland said he is hopeful they will have a tax rate next week. The DRA was waiting for a couple of school department documents. The later the Town receives the tax rate, the later the tax bills go out, which increases the possibility of a cash flow problem.

Mr. Mulholland said that the new server will be installed Friday. He asked the Board members to drop off their devices, along with their chargers, by Friday morning. They should be labeled. He will create thumb drives on Thursday as a backup.

Consent Calendar, Minutes and Manifests

On motion of Mr. Eaton, duly seconded by Mr. Carter it was voted to approve the consent calendar.

Ms. Simmons, Finance Director, advised the Board that the NHRS contribution is due on the 15th of the month and it was late due to missing signatures, so they will be paying a penalty.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the meeting minutes of August 21, 2017; September 11, 2017; and September 25, 2017.

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

Mr. Carter asked for more information about the library's wish to manage their own accounts payable processing.

Mr. Mulholland explained that they had said that there is an RSA giving them the responsibility for their accounts payable. They have not, however, produced that law. He said that they would have to return the Town credit card that they use and establish their own. He added that they should return any budget surplus at the end of the year. Also, this process would take some time, and there is also the issue of the solar power from the fire station installation which provides power to the library.

Chair Tardiff noted that the Town is ultimately responsible for the budget and if errors occur, they would be accountable.

Mr. Carter stated that the ZBA has no alternate at this time, and that a resident has volunteered to fill the position.

Chair Tardiff and Mr. Eaton said they prefer having no alternate until someone else volunteers.

Non-Public Session 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 enter non-public session in accordance with the provisions of RSA 91-A:3, II(a) at 8:04 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 8:24 p.m.

Mr. Mulholland requested permission to increase the credit limit on Mr. Pelissier's credit card from \$5,000 to \$15,000 because the items he purchases have a high dollar value.

The Board members granted the request to increase Mr. Pelissier's credit card limit to \$15,000.

Mr. Mulholland stated that the third tax-deeded property has been redeemed and asked the Board to sign the quit claim deed.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the quit claim deed for the manufactured home at 9 Emile Drive (107-12-118) and to authorize Mr. Mulholland as the Town Administrator to sign the quit claim deed.

Mr. Mulholland asked the Board to approve assignments of Forestry Fire Warden and Deputy Warden so that they can issue burn permits.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the assignment of Paul St. Germaine as Forestry Fire Warden and Shaun Murray as Forestry Fire Deputy Warden.

Mr. Mulholland asked the Board to approve the quit claim deed for the tax-deeded property at 46 Clement Road because the owner has redeemed the property and has agreed to perform the required clean-up.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the quit claim deed for the property at 46 Clement Road (409-1) and to authorized Mr. Mulholland as the Town Administrator to sign the quit claim deed.

Chair Tardiff expressed concern that an elected official who was receiving applications for an open position at Town Hall had talked with a Town resident about one of the applicants. His concern is that this is confidential information and might cause the applicant to lose his/her current position. It also affects the credibility of the Town.

Mr. Mulholland added that the procedure for accepting employment applications is to receive them electronically. The elected official wanted to accepted some paper applications. He added that since this is an elected official, he has no authority in the situation. The Board is responsible if any action is to be taken.

Mr. Carter asked where it is documented that applications must be received electronically.

Mr. Mulholland said that everything can't be spelled out in detail, that common sense has to be used.

Chair Tardiff said that he would send an email to all employees who handle employment applications, reminding them of the need for confidentiality.

Mr. Carter said that he doesn't agree with this because it is a matter of 'he said/she said' and hasn't been substantiated that the breach occurred.

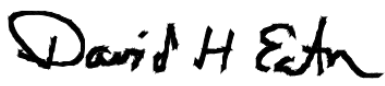
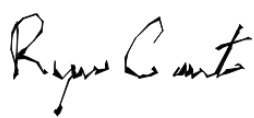
On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the minutes of the September 25, 2017 non-public session.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to adjourn the meeting at 8:55 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 16th, 2017

Signature Page

Original Approval:	
	11/08/2017
JASON TARDIFF, Chair	DATE
	11/03/2017
DAVID EATON, Member	DATE
	11/20/2017
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: WNNAP4IC354UWRYWHG79Y2

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: Z5DRJ4IFL2J75C3I88RNNJ

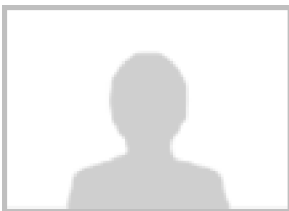
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

Party ID: WV9INAJAU29P73CPKXLTBP

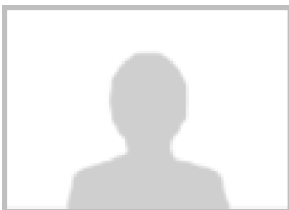
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Jason Tardiff

Party ID: 52YC4GJLF4XMGCXH723XDS

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2017-11-20 13:27:14 -0800

2017-11-20 13:27:14 -0800

2017-11-20 13:24:36 -0800

2017-11-08 06:19:33 -0800

2017-11-06 13:31:13 -0800

2017-11-03 18:41:30 -0700

2017-11-03 18:31:19 -0700

2017-11-02 13:35:10 -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

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

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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