

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
October 30, 2017

Call to Order

The Allenstown Select Board Meeting for October 30, 2017, was called to order by Chair Jason 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 Mullholland, Town Administrator; Karen Simmons, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector

Others present: Sandy McKenney, resident; Mike Frascinella, resident; Armand Verville, Old Allenstown Meeting House Committee; Trish Caruso, resident; Rich Caruso, resident; Carl Caporale, sewer commission; Norma Caporale, Deputy Town Clerk/Tax Collector; Chad Pelissier, Planning, ZBA, Budget and Sewer; Sheree Westerlund, Suncook Community Action; Beth Heyward, Suncook Community Action; Luke Hurley, Gove Environmental Services

Citizens' Comments

Ms. Sandy McKenney said that the Finance Director called her because the members of the Board of Selectmen wanted to know if she was interested in representing the Town on the Mid State-Regional Coordinating Council for Community Transportation. She confirmed that all three members of the Board were present at the meeting when her name was suggested, and that all three members were in agreement about asking her to serve. She said that the Finance Director suggested that she read the by-laws. Ms. McKenney asked to be on the agenda for this meeting, and the Finance Director said okay. Then, Ms. McKenney received an email from the Town Administrator on Friday, October 27th, saying that it was too late to put this item on the agenda, but that he would be happy to relay her questions to the Board or attempt to answer them for her.

Chair Tardiff said that this was not a comment; it was a rant.

Ms. McKenney asked if they would answer her questions.

Mr. Carter said that he would like to hear her questions.

Chair Tardiff asked her if she wanted the appointment.

Ms. McKenney said that since they did not put her on the agenda, which is her right as a citizen, and since they would not answer her questions, she was declining the position.

Mr. Mike Frascinella stated that Avitar's reassessment was completed in June and virtually all property values went up. They had to wait until late October for the DRA to set the tax rate, and had hoped the rate would be reduced to offset the increased assessed values. He stated that he is demanding that the Board of Selectmen eliminate salary and other budget increases. There are no new businesses in the Town to help with the tax rate, so in the interest of the taxpayers, the Board should reduce the budget to avoid a crushing tax increase.

Consider expedited approval for wetlands application permit for the construction of a driveway on Spring Street at Map 407, Lot 18.

Mr. Luke Hurley, Gove Engineering Corporation, summarized this issue, which was presented in detail at the last meeting. An expedited review takes 30 days versus 75 days if not expedited. Either way, the State will review the project and make the final decision. The driveway area is 1,060 square feet and is designed to have minimal impact to wetlands. A 12-inch diameter, 22-foot long culvert will be installed to keep water levels stable.

Mr. Mulholland advised the members of the Board that they are not approving the permit, just allowing expediting the processing of the application.

On motion of Mr. Eaton, duly seconded by Mr. Carter is was voted to approve expediting the wetlands application.

2018 Budget Presentations – Administrative Budgets

Mr. Mulholland said that the budget spreadsheet has been updated again. First, the police dispatch cost is higher; second, there is a small (2%) increase in the salary of the Deputy Town Clerk/Tax Collector including adjustments for Medicare and social security. He said that for the past three years, they have been using credits for unemployment compensation. The wrong statement was sent to the Town, so now they are waiting for the corrected statement. The Town might be looking at an increase of \$500 to \$1,000. Health insurance costs are down by 10.8%. Eight percent of this is because the Health Trust met its capital reserve amount and the balance was returned to the Town by Health Trust. The remaining 2.8% is due to fewer claims. Mr. Mulholland reported that HRA is down considerably, but he cautioned that this is the time of year when employees are exhausting their deductible amounts, so October, November and December could be higher. He said that the Town is part of the Suncook Valley Region Towns Association, which is comprised of Allenstown and seven other towns, totaling 143 employees. Being part of this group reduces rates by 26%. Mr. Mulholland continued, saying that property liability insurance is down; the Town Clerk budget is higher because there are three elections in 2018. There was only one in 2017. Tri-Town EMS is down five percent; they have continued that trend as planned. However, if federal health insurance regulations change and insurance companies are no longer required to provide ambulance coverage, that will have a serious effect on Tri-Town's finances. Most people who don't have insurance don't pay. There is a reduction in the Finance Department

because the Town will not require a single audit this year since it did not receive more than \$750,000 in federal grants, as it did last year.

Mr. Eaton asked about the reduction in the assessing department.

Mr. Mulholland said that a part-time assessor position has been eliminated and the position has been contracted out at a significantly lower cost.

Mr. Mulholland stated that the executive budget shows an increase because of a multi-phase project which they have been working on for several years to manage and secure documents as a component of the transparency initiative and also MS4 storm water regulations. The Town is required to track its activity with repairs to storm water systems and is not going to be using VUEWorks as discussed before. For the budget overall, this is the fourth year of being below the CPI. Prior to that it ran significantly above the CPI.

Mr. Eaton noted that transcription was now in the executive budget, but does not include transcription of the Planning Board minutes.

Mr. Mulholland said that the Planning Board transcribes its own minutes.

Mr. Mulholland referred to a tax rate history chart, saying that although the tax rate set by the DRA is down to \$32.11, this does not necessarily mean that tax bills will decrease, because the assessed value of Town property increased by about \$40 million as a result of the revaluation. The Town portion of the tax burden actually decreased a bit, while the school portion of the tax burden increased when you compare it to the previous year taking into consideration the previous evaluation of property in the Town.

Chair Tardiff asked why payroll costs are down.

Ms. Simmons responded that the Town is now splitting the cost with the sewer department.

Mr. Mulholland stated that, regarding revenue, there is little change. The Town no longer collects fines from Allenstown Aggregate because they all have been paid. He said that the Town received \$76,000 from the State, its share of the infrastructure fund surplus. Highfield Drive, Clearview Drive and Birchwood Drive were repaired with this money. Property tax revenue for the year is projected at \$9,140,095. Collections are high; they are doing very well.

Chief Tardiff asked about the reduction in the Health Officer line.

Mr. Mulholland responded that there is no one in the position, which pays \$4,000 per year. Of the applicants thus far, no one is qualified. This position will be consolidated with the Building Inspector position.

Mr. Carter asked about the \$11,000 to \$12,000 increase in the Executive IT budget. He asked if this records management program was starting this year.

Mr. Mulholland said that the increase was the Papervision program, and the multi-phase project to manage and secure documents started in 2014. A three-year contract with Seamless Government ends on December 31, 2017, and since their price went up 50%, the contract was not renewed. Papervision will be used instead. Eventually, it will allow citizens to have 24/7 access on the website to public documents. While other municipalities spend a lot of time responding to Right-to-Know requests, Allenstown will be able to refer requestors to the website where they can do research and print whatever they need. Repairs to storm water sites will have to be documented beginning July 1, 2018, per MS4 regulations. Papervision will be used for this; they were going to use VUEWorks but that didn't work and it was more expensive as well.

Mr. Mulholland said that several years ago the Town capped the amount spent for social services. There are requests for increases from the Red Cross and from Claire Dunn. CASA (Court Appointed Special Advocates) has submitted a request also. Their costs have increased and fewer grants are available. He said that he did not put these increases in his budget because of the spending cap. The Board members would have to take that action.

Mr. Carter said that he has a concern with the increase in the executive line. The Board issued guidelines to the department heads, which said no increases except salary and benefits.

Mr. Mulholland said that his proposed budget is less than last year's. He asked if Mr. Carter was adding all of the budgets for which he is responsible. He said that he made cuts elsewhere to absorb the increase in the executive line.

Mr. Mulholland noted that rooms and meals revenue came in higher, but the Town has never gotten the percentage to which the law says it is entitled. The State had instituted a catch-up formula, but that was suspended. Municipalities receive 49%; the law says the municipalities should get 54%. That five percent would decrease the tax rate by three or four cents.

Chair Tardiff asked why vital records revenue was \$125 in 2017 and is projected at \$1,200 for 2018.

Mr. Mulholland responded that requests have increased, and that is just an estimate.

Mr. Mulholland said that the next meeting will be Monday, November 6th and he will have the final recommendations on the budget. The Budget Committee will meet on Thursday, November 9th and will act on the budget recommended by the Board. He will have the warrant articles ready on November 6th as well. He said that \$80,000 is the difference between the unassigned fund balance required and the excess. Last year, \$45,000 was used. He initially developed warrant articles for capital reserve funds for street lighting in anticipation of replacement in 2025. However he will not be moving that forward as funding is not available. He added that there was \$50,000 to repair the foundation crack in the fire station and \$23,000 for SCBA (self-contained breathing apparatus).

Mr. Eaton reminded the Board that the Fire Chief was asked to take another look at his maintenance line.

Chair Tardiff asked Mr. Carter if he has visited the fire station.
Mr. Carter responded that he has not yet but plans to this week.

Ms. Kathleen Pelissier, Town Clerk/Tax Collector, announced her selection of Norma Caporale as the Deputy Town Clerk/Tax Collector.

Mr. Mulholland advised the Board that the correct procedure was followed in the hiring process.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the appointment of Norma Caporale as Deputy Town Clerk/Tax Collector, term expiring March 13, 2018.

Ms. Pelissier introduced Ms. Caporale to the Board members.

Mr. Mulholland talked about federal tax reform, saying that there is a proposal to eliminate the SALT (State and Local Tax) exemptions, which would affect all residents.

Mr. Eaton said that they were getting a lot of push back on this.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the raffle request from Suncook Senior Center.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the raffle request from the Allenstown Police Association.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the slate of candidates for the NH Association of Assessing Officers.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the 2018 rate agreement with Health Trust for health and dental insurance.

Discussion regarding offering the VSP vision plan to employees (no cost to the Town)

Ms. Simmons reported that ten employees was the minimum number for the group, even if some chose one option and others chose the second option. She suggested that the Town only offer the lower-cost option, with new lenses every other year, for simplicity of managing the program.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to have the Town offer this vision program to employees.

Mr. Mulholland gave an update on power outages due to the storm. He said that 38% of the town is still without power, and it will take multiple days to restore power to everyone. Crews are coming from four

other states. He reported on damage from downed power lines resulting in road closures in the area. He coordinated help where citizens needed assistance. He said that a generator was set up at the Community Center in case people needed shelter and so that the Boys & Girls Club would be available if school was cancelled - and it was.

Mr. Frascinella said that Comcast was down all day; service is expected to be returned sometime tonight.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the consent calendar on the October 30, 2017 agenda.

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

Ms. Sheree Westerlund, Suncook Community Action director, presented a request for funding in the amount of \$21,000 for services to low income residents of Allenstown. She reported that Suncook Community Action coordinated the distribution of \$285,101 worth of services to residents of Allenstown last year. They provided fuel assistance to 172 homes (393 persons; \$120,662) and electrical assistance to 177 households (\$80,747.46). They run a food pantry, feeding 690 people; a pet food pantry and a clothes closet. They coordinate all donations.

Ms. Beth Heyward, the new Community Services director, said that she oversees the CAP in the Suncook area. She said that federal funding is declining, as Mr. Mulholland has said, so they need local funds to make up the difference.

Mr. Mulholland said that the work of this organization relieves some of the pressure on the Town's welfare department.

Mr. Mullholland said that he recently emailed the Superintendent of Schools and the Chairman of the School Board about reductions in Adequacy funding for education. Allenstown gets the highest percentage from this fund of any city or town in the State. A 2012 law mandated reductions in Adequacy funding, the amount declines each year and will not be available after 2032. Half of the school budget is state and federal funds, of which 58% comes from this program. As this funding declines and eventually disappears, the effect will be devastating for the Town tax rate. He encouraged the Board members to work with the School Board to educate the residents about the effect this will have. He said the School Board should take the lead.

Chair Tardiff said that he is concerned about the problem and is willing to work with the School Board members.

Mr. Carter asked if Ms. McKenney could ask the Board her questions about the Regional Coordinating Council for Community Transportation.

Chair Tardiff said that she had already declined the appointment. Via email, Mr. Mulholland offered to present her questions to the Board, but she did not send him her questions.

Mr. Carter said that Ms. McKenney was willing to volunteer as an alternate for the ZBA, but the Board voted that down. Now the Board is unwilling to answer her questions.

Chair Tardiff said discussion on this issue is closed.

On motion of Mr. Eaton, duly seconded by Chair Tardiff, it was voted to enter into non-public session in accordance with the provisions of RSA 91-A:3, II(a) at 7:12 p.m. Chief Paquette was unavailable to assist in the completion of his personnel evaluation. The matter as continued until the next meeting.

On motion of Mr. Eaton duly seconded by Mr. Carter, it was voted to return to public session at 7:13 p.m.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to enter into non-public session in accordance with the provisions of RSA 91-A:3, II(a) at 7:13 p.m. The Board discussed the process to review the Town Administrator as his personnel evaluation is due in early January. The Board scheduled this matter for the next meeting.

On motion of Mr. Eaton duly seconded by Mr. Carter, it was voted to return to public session at 7:16 p.m.

Mr. Mulholland reported that Eversource is in favor of SB 121, which is giving it new life. The bill would delegate authority to the NH Dept. of Environmental Services from the US Environmental Protection Agency to regulate NPDES permits (storm water and sewer).

He said the NHMA conference is scheduled for November 15th and 16th. Board members asked him to represent them at the conference.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to adjourn at 7:19 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 30th, 2017

Signature Page

Original Approval:	
	11/08/2017
JASON TARDIFF, Chair	DATE
	11/06/2017
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: SYKZ9RJ6GJIMPE7W2IPWY3

RightSignature
Easy Online Document Signing



Ryan Carter

Party ID: IKHVGTIYZ4EBULJTVED59W

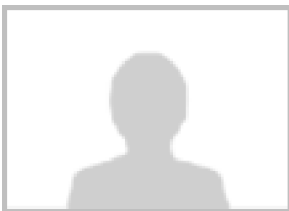
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

e8a8716b6973aad52dd4d8dc8f192d8fe80290a4



David Eaton

Party ID: XCUDLEIDVJSJVB8LMF8IUM

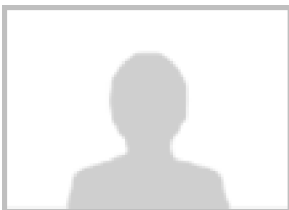
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

1c1756ef154d2b713797fc8336b74133fa569ff8



Jason Tardiff

Party ID: 2IMSKRIZF2KMCDNBHXCXHS

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

e71657e499a4d7ad8ce341362446bc5dea2c9dd8



Timestamp

2017-11-20 13:32:57 -0800

2017-11-20 13:32:57 -0800

2017-11-20 13:29:45 -0800

2017-11-08 06:34:30 -0800

2017-11-08 06:30:53 -0800

2017-11-06 13:06:44 -0800

2017-11-06 12:34:39 -0800

2017-11-06 06:24:37 -0800

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). - 173.9.43.198

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26

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



This signature page provides a record of the online activity executing this contract.