

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
November 6, 2017

Call to Order

The Allenstown Select Board Meeting for November 6, 2017, was called to order by Vice Chair Dave Eaton at 6:03 p.m.

Vice Chair Eaton called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton, Jason Tardiff (arrived a few minutes late)

Allenstown Staff: Shaun Mullholland, Town Administrator; Karen Simmons, Finance Director

Others present: Carl Caporale, Sewer Commissioner; Jeff Backman, Sewer Department Superintendent; Roxanne Chomas, Sewer Department Assistant Superintendent; Ron Pelissier, Highway Department, Shawn Murray, Fire Chief; Chad Pelissier, Sewer Commission, Budget Committee, Planning Board, ZBA & resident; Armand Verville, OAMH

Citizens' Comments

There were no citizens' comments.

2018 Budget Presentations – Sewer Department, Warrant Articles, approval of final budget recommendation to the Budget Committee

Sewer Department:

Mr. Caporale, Sewer Commissioner, said that the budget proposed by the Sewer Department is 2.5% higher than last year's. That's it; nothing flashy. He asked if there were questions.

Chair Tardiff said that the BOS asks the department heads to stay within the CPI increase with their budgets. He asked why the Sewer Department was not able to do that.

Mr. Caporale responded that the increase was due to contract obligations and the cost of chemicals. Payroll is down but other costs are up.

Mr. Backman, Sewer Department Superintendent, added that the cost of sludge disposal is up and freight costs are up. It has been a record year for septage, so the more they have, the more it costs to process.

Mr. Caporale said that this trend will likely continue; 2018 will be a banner year.

Mr. Backman said that some treatment plants in the area have shut down and can't take septage, so they are bringing more to them.

Mr. Eaton asked if they had the capacity for the extra septage.

Mr. Backman said that they did. He explained that there are two types of capacity: solids (haulage) and plant. Solids are what get dewatered, which removes a majority of the waste, and the remainder goes through the plant. Plant capacity is this actual flow through the plant.

Mr. Eaton asked if they expect revenues to go up.

Mr. Caporale said that they expect more business. He hopes revenue goes up.

Mr. Backman said that the rate is set at the beginning of the year. He noted that in the past five years, their rate has gone down three cents. There was no increase last year.

Ms. Roxanne Chomas, Sewer Department Assistant Superintendent, asked Mr. Carter if he had visited their facility yet and assured him that he was welcome.

Mr. Carter responded that he has not visited but wants to.

Mr. Backman said they are planning a tour for the Budget Committee. He will email Mr. Carter the date. He said they did this tour last year and it was a good thing.

Mr. Eaton verified that the Sewer Department has a separate warrant and that the budget proposed for 2018 is lower than the default budget.

Mr. Backman noted that their budget doesn't affect the tax rate because they are funded by sewer rents.

Mr. Eaton asked for the status on the pump station project.

Mr. Caporale said that they are on track with the engineering phase.

Mr. Backman added that HTA will be meeting with the owners.

Mr. Caporale said that when they get into winter, they will be full speed ahead with this project.

Chair Tardiff asked about Pembroke being more than Allentown.

Mr. Backman responded that that is always the case.

On motion of Mr. Eaton, duly seconded by Mr. Carter is was voted unanimously to recommend to the Budget Committee \$2,246,561 for the Sewer Department 2018 budget.

Warrant Articles:

Mr. Mulholland said that he made some changes today. These changes don't increase the budget; they just move some amounts around. Engine 4 was taken out of service, which reduces the number of pieces of SCBA (Self-Contained Breathing Apparatus) they will need to purchase. He said he had originally put \$23,000 into the Fire Safety Equipment Capital Reserve Fund. He reduced this amount to \$10,000. They will have the \$135,000 needed for SCBA by 2020. He brought back two warrant articles for which they did not have money and used the \$13,000 he originally planned for the Fire Safety Equipment Capital Reserve Fund to fund these two warrant articles. The first is \$6,500 to be put into a capital reserve fund for replacement of LED street lights in 2025. The second is \$6,750 to be put into the

Landfill Capital Reserve Fund for required testing of PFOS and PFOA at the landfill. He said he doesn't know how often the testing will need to be done. It will depend upon the results of the initial tests. The testing is mandated by NH DES.

Chair Tardiff asked who does the testing.

Mr. Mulholland responded that Nobis Engineering is contracted to do the work.

Mr. Ron Pelissier said that it is good that Mr. Mulholland is able to set aside money for the replacement of street lights.

Mr. Mulholland continued, saying that he assumes the Board will continue the practice of putting the surplus in the previous year's Library budget a capital reserve account. Last year that amount was \$6,817. He put \$50,000 in the Public Facilities Capital Reserve Fund for repair of the foundation crack at the fire station. He said they will wait to repair the cracks on the floor of the meeting room until the foundation has been fixed.

Mr. Eaton asked if they should vote on the warrant articles.

Mr. Mulholland responded that they did not need to vote tonight. Petition warrants are still coming in. He said that he added to the unassigned fund balance approximately \$9,500 from the sale of the rescue vehicle and approximately \$6,000 from the sale of the ladder truck. If they sell Engine 4, those proceeds will be added to the unassigned fund balance. He said that the path they plotted a couple of years ago is working well. By using reserve funds, they have spread the costs of large purchases over a number of years. They recently bought a new ambulance with cash. He also referred to the tax rate setting documents, showing that 17% has been reserved, which is at the high end of the percentage recommended by the GFOA. There is about \$80,000 excess above this, which puts the Town in an excellent financial situation.

Mr. Eaton asked Mr. Mulholland if he had received a response regarding the unemployment compensation item.

Mr. Mulholland said that he hasn't had a response yet and that it would be a very small adjustment – perhaps a few hundred dollars. Allenstown has had a credit balance because excess funds collected from Allenstown had been returned from the pool which they are part of. Also, the amount required for unemployment compensation has gone down. He said that this credit will no longer be available in 2019.

Mr. Eaton confirmed that the budget increase was in line with the CPI increase of 2%.

Mr. Mulholland said that it was, as it has been for the past few years. Prior to that, the Town's increase had sometimes been twice the amount of the CPI increase.

Mr. Eaton asked about the boat ramp project.

Mr. Mulholland responded that the Town has three years to do that; they do not need to account for that in the 2018 budget.

Mr. Eaton asked about the fire department budget, which is 16% over last year's budget.

Chair Tardiff said that they had looked at the defibrillators, but since they only cost \$600 each, they don't impact the budget very much. He said he recognized that the budget is high but he is okay with it. The new chief has lots to clean up.

Mr. Carter asked Chief Murray if there was any movement on building maintenance.

Chief Murray responded that he went over the figures again. He also verified with the Finance Director that the numbers they were working with didn't take into account all of the expenses at year end, so the comparisons are misleading.

Mr. Eaton asked how many vehicles the fire department has now.

Chief Murray responded that they have two engines, two forestries, a command vehicle, and a new mini-pump which should be delivered in February or March.

Mr. Eaton asked if he has enough people to respond.

Chief Murray said that he does, with the elimination of Engine 4. He has a roster of 20 and gets 10 as an average response.

Mr. Carter asked if there was any movement on that.

Chief Murray responded that he is working to remove from the roster those who are too far to respond. With that change, he hopes to bring in two more people. He added that he just got back from his sixth run today, including one second floor cardiac arrest.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was unanimously voted to recommend to the Budget Committee \$4,003,181 for the Town's 2018 budget.

Town Administrator's Report

Mr. Mulholland said that they have been asked to submit an application for the boat landing project, which is good news. The application is a multi-page document which is due January 12, 2018. There is a training session next week. There is a 50% grant match for this, so Allenstown's share will be about \$30,000. He said there is \$10,000 now in the Recreation Capital Reserve Fund. He emphasized that they must go through with this because they already left one grant on the table and don't want that to happen again. He said that he and Mr. R. Pelissier have discussed getting a less expensive engineering firm to do the work. They have three years to complete the project from the time of approval. State approval would happen in April or May; Federal approval will happen in September. He said that Mr. R. Pelissier can do some of the soft cost parts of the project.

Mr. Ron Pelissier said that they lost the first Fish & Game option, so this is their last chance.

Mr. Mulholland said that Engine 4 was taken out of service because of an oil leak and pump problems. The estimated repair cost is about \$20,000; the vehicle is 27 years old, so it probably would not be wise to put that much money into repairs.

Chief Murray said that department tooling is moving more toward EMS, although they still go to fires.

On motion of Mr. Carter, duly seconded by Mr. Eaton it was voted unanimously to put Engine 4 up for sale.

Mr. Mulholland said that he has an application for an abatement for the damage done to the property at 7 Fullam Circle. He said that the meeting minutes are caught up and they will be ready for Board approval at the next meeting. He said that the Budget Committee will meet on Thursday, November 9, 2017.

Consent Calendar, Minutes and Manifests

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted unanimously to approve the consent calendar for the November 6, 2017 meeting.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted unanimously to approve the payroll and accounts payable manifests listed on the November 6, 2017 meeting agenda.

Mr. Ron Pelissier said that he would like to get a defibulator for his department because a lot of elderly folks stop in there.

Chief Murray offered to help him get on a State grant program.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to enter non-public session in accordance with the provisions of RSA 91-A:3, II(a) at 6:46 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 6:58 p.m.

Mr. Carter said that the Economic Development Committee has been looking at House Bill 316, which was passed in August and allows municipalities to offer property tax incentives for commercial and industrial development – new buildings, additions, and renovations. The EDC is drafting for the BOS their recommendations for various ways to implement a plan to take advantage of this opportunity. They will have their recommendations for the parameters and rationale, along with a cost/benefit analysis in a couple of weeks.

Mr. Eaton asked if this would require a warrant article.

Mr. Carter responded that it would.

Mr. Eaton said it would be good to get ahead of other towns on this way to incentivize businesses.

Mr. Carter said that it would make Allentown more competitive.

Chair Tardiff said they have had a few people look at different properties. He asked Mr. Mulholland if they had the same or different reasons for not proceeding, and if there is something they could work on or fix to make the parcels more desirable.

Mr. Mulholland said that Allentown is between two large communities, which makes it challenging. Also, there is not a lot of viable land. He said that the Plourde pit would be good but there is a lot of rock that would have to be removed. Colliers was looking at the property at the corner of Dodge Road and River Road but it would need water, sewer and three-phase power, and it's too expensive to bring services out there. He said that maybe they could do something with Concord Warehouse. He has

heard they are completely full. He said it would be good to do something with the Old Mill property, which only pays \$80,000 per year in property taxes. Perhaps the tax incentives from House Bill 316 will make development of that property feasible.

Chief Murray asked if they could do something comparable to a job fair to attract businesses.

Mr. Mulholland said that what they need to do is recruit companies to come to the Town.

Mr. Carter said that he spoke with a realtor from Premier Properties, who said that traffic counts are great in the morning and evening but not during the day. He is hopeful that the implementation of the tax incentive program will help.

Mr. Mulholland said that they do not now have the population base to support a store like Hannaford's.

On motion of Mr. Eaton duly seconded by Mr. Carter, it was voted to adjourn the meeting at 7:05 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 6, 2017

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	12/11/2017 DATE
 DAVID EATON, Member	11/20/2017 DATE
 RYAN CARTER, Member	11/20/2017 DATE

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

Signature Certificate



Document Reference: NS8U9TJLWL9CT324U9J96R

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Easy Online Document Signing



Ryan Carter

Party ID: KLBA3GIK3JCISJ3JWH4CA2

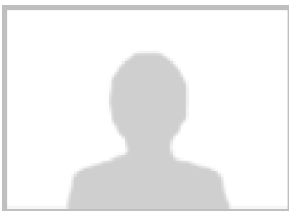
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

Party ID: 8XL56XJ5I2JGKI6VVZN7SE

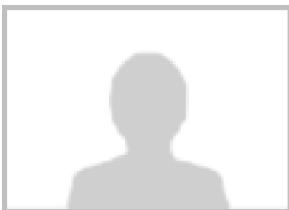
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Jason Tardiff

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Digital Fingerprint Checksum

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Timestamp

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2017-11-20 07:03:54 -0800

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. - 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. - 76.119.194.141

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

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



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