

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
December 4, 2017

**Call to Order**

The Allenstown Select Board Meeting for December 4, 2017, was called to order by Vice Chair Dave Eaton at 6:00 p.m.

Vice Chair Eaton called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Ryan Carter, Dave Eaton

Allenstown staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent

Others present: Sandy McKenney, Michael Frascinella, Chad Pelissier, Trish Caruso, Kathleen Pelissier

**Citizens' Comments**

There were no citizens' comments.

**Meet with members of the Economic Development Committee to discuss the proposed warrant article for adoption of the provisions of RSA 72:81 in regards to property tax exemptions for Industrial and Commercial projects**

Mr. Frasinella, Chair of the Economic Development Committee, stated that the Committee met last Wednesday, November 29<sup>th</sup>, to make the final adjustments to their proposal. He is working with Mr. Mulholland on the warrant article draft. He said that the key fact is that this does not affect taxes on existing businesses. This is strictly for new businesses or existing businesses for modernizing, expanding or updating. The tax exemption applies only to the new or updated portions. The RSA allows an exemption up to 50% for as long as ten years. The goal of the Committee's proposal is to grab the attention of businesses thinking of moving to Allenstown but who are deterred by the property tax structure. Without the enticement of this exemption, they probably wouldn't consider establishing a business in Allenstown. The proposal of the Committee is to allow a 50% exemption for the first two years, 40% for the third and fourth years, 30% for the fifth and sixth years, 20% for the seventh and eighth years, and 10% for the ninth and tenth years. Thereafter, the business would pay the full tax amount. This allows the business to plan for the increased taxes gradually. Mr. Frasinella said that the simple example provided assumes that the tax rate and property values don't change – again, for simplicity. An added benefit is the jobs likely to be created. The next step is the final draft of the warrant article, which will reference the RSA, explain that this is for commercial and industrial only, and be on a sliding scale.

Mr. Eaton asked about the effective date of April 1, 2018.

Mr. Frascinella said that, if the warrant article passes, they can go immediately to the realtors and tell them about the new exemption. He said that he doesn't know of other towns who are taking advantage of this legislation. Allenstown should be the first, or among the first, to be pursuing this. He said that the Town's main attraction now is Bear Brook State Park, from which we get nothing except perhaps people visiting the park purchasing gas or food at local stores.

Mr. Carter, who is also a member of the Economic Development Committee, said that this is a great incentive for new development for businesses who might otherwise look elsewhere. Ideally, the Town would not have to offer a tax break.

Mr. Eaton confirmed that this is not for residential development, which only adds to the tax burden. He said it would be nice to bring businesses to the crossroads of Routes 3 and 28.

Ms. McKenney, who is also a member of the Economic Development Committee, said that they had spoken with Scott Walker, the real estate agent for the Big Jim's property, and he is encouraged about this possibility.

Mr. Eaton said that he likes what he sees, saying that Mr. Mulholland should work with legal counsel on the warrant article. He asked if they needed to have a public hearing.

Mr. Mulholland said that a public hearing is not required but it is a very good idea. It would be an opportunity to explain the proposal and play it up.

Mr. Eaton asked if this is only for the Town and School portion of the tax rate.

Mr. Mulholland confirmed that this is the case, noting that these two portions are by far the largest portion of the rate. The State Education and County portions are very small. He suggested scheduling a public hearing in January. He observed that the current definition of commercial and industrial is very broad, and the Town might consider tweaking it so as to exclude undesirable development such as trash to energy plants, asphalt plants and concrete plants. These might be controversial with residents.

Ms. McKenney said that they can't pick and choose.

Mr. Mulholland responded that they can; this can be defined in the warrant article.

Mr. Frascinella asked who would make these adjustments.

Mr. Mulholland said that the Committee would do that. He suggested crossing out the types of development the Town might not wish to encourage.

Mr. Carter said that the Committee would be meeting next Wednesday and could work on it then.

Mr. Mulholland said that they have until mid-January to change the language. He said that he has heard of only three towns who are looking at this: Gorham, Belmont and Conway. Gorham, being in Coos County, is subject to a different statute for Coos County only, which allows them to offer up to a 90% exemption. Massachusetts allows this already, recognizing that payroll is worth more than property taxes. He suggested that he could start talking with real estate developers now.

Mr. Eaton agreed that Mr. Mulholland should start reaching out to developers. He said that the Committee did a good job on this.

Mr. Frascinella stated that this is the most exciting project he has worked on for the Town.

#### **Discuss the Building Inspector hiring process and next steps**

Mr. Mulholland referred to the pool of applicants for the position of Building Inspector, saying that no one is ICC qualified. He said that one option they have is to hire one of these applicants and train them. There is a cost involved and no guarantee that they won't leave after being trained. He said that a second option is to use a third-party vendor who would do inspections at an hourly rate. He referenced an email he sent to Board members about an individual who has approached him about performing such a service. He is ICC qualified and an architect. Those requiring an inspection would pay the Town and the Town would pay the third-party vendor. They would only use him when needed. He said that if the Planning Board needed inspections for a subdivision, the developers would pay for the inspections from the escrow account. If the Planning Board needed other services, they would pay this vendor just as they would pay a planner.

Mr. Chad Pelissier asked about enforcement.

Mr. Mulholland responded that this vendor does not wish to do enforcement. However, enforcement doesn't require certification and can be done on a stipend or per case basis. The vendor he has been speaking with is leaving a town which has a code enforcer, and they might be willing to share the position. Allenstown is paying MRI \$65 per hour now. Paying on a per case basis means not paying for dead time.

Mr. Carter said that this is the better of the options.

Mr. Chad Pelissier said that a while ago they voted to make the Building Inspector the enforcement piece for gravel pits. He asked if this duty would fall to the code enforcement officer.

Mr. Mulholland said that it would. He added that, unlike the Building Inspector, this is not a statutory position.

#### **Consider proposed 2017 Financial Audit Agreement with Plodzik & Sanderson**

Mr. Mulholland explained that this is the standard agreement.

Mr. Carter asked if there were other proposals.

Mr. Mulholland said there were not. Plodzik & Sanderson have been performing the financial audit for Allenstown for years. He said that switching would be risky.

Mr. Frascinella asked about the cost.

Mr. Mulholland said that the cost is \$13,000; a single audit is an additional \$5,000 but will not be required.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the 2017 Financial Audit Agreement with Plodzik and Sanderson, authorizing Chair Tardiff to sign as the governing signatory.

#### **Hire temporary Highway Department employee for snow removal**

Mr. Ron Pelissier stated that the individual who has been doing snow removal on a temporary basis for the past three years has not been in contact with them, so they would like to hire someone else. Mr. Tom Irzyk, a member of the School Board, has expressed an interest in doing this. He would plow sidewalks and parking lots at the rate of \$15.78 per hour.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to hire Tom Irzyk on a temporary basis for snow removal at Step 1 and an hourly rate of \$15.78. The effective date is December 4, 2017.

**Accept unanticipated grant funds in the amount of \$5,518.32 from the NH Dept. of Safety, Office of Highway Safety for Operation Safe Commute traffic enforcement patrols**

Mr. Mulholland explained that this is a 100% grant to the Police Department, including benefits, so no matching funds are needed.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to accept the grant funds in the amount of \$5,518.32 from the NH Dept. of Safety, Office of Highway Safety for Operation Safe Commute traffic enforcement patrols.

**Accept unanticipated grant funds in the amount of \$3,675 from the NH Dept. of Safety, Office of Highway Safety for DUI enforcement patrols.**

Mr. Mulholland explained that this is a 100% grant to the Police Department, including benefits, so no matching funds are needed.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to accept the grant funds in the amount of \$3,675 from the NH Dept. of Safety, Office of Highway Safety for DUI enforcement patrols.

Mr. Frascinella asked about the difference between officers on regular duty and the DUI enforcement patrols.

Mr. Mulholland said that the DUI enforcement patrol officers were paid overtime to focus just on DUI enforcement.

**Review draft warrant articles and make recommendations on proposed capital reserve fund appropriations**

Mr. Mulholland presented the text for the proposed capital reserve fund appropriations. None of these will impact the tax rate. The first is the Fire Safety Equipment Capital Reserve Fund. This is \$10,000 for the SCBA and should be an adequate amount. This sum will come from the unassigned fund balance. The second is the Library Capital Reserve Fund in the amount of \$6,817. This is the second year that the Library has placed its unassigned fund balance in a capital reserve fund. They are refacing their building and plan to do work on their bathrooms to make them handicapped accessible. The third is the Public Safety Facilities Capital Reserve Fund in the amount of \$50,000. It will be used to repair the foundation crack at the Fire Station and the sum will come from the unassigned fund balance. The fourth is the

Streetlight Capital Reserve Fund in the amount of \$6,500. The streetlights purchased and installed in 2015 will need to be replaced in 2025. This puts money aside each year and will be only for the repair or replacement of existing streetlights. This is part of an effort to get back into a cycle of capital reserve so that large expenses don't impact the tax rate.

Mr. Chad Pelissier asked if this could be used to add more streetlights, perhaps for the Boat Launch area or a new subdivision.

Mr. Mulholland said that the funds could not be used for this purpose – only for replacement and repair of existing streetlights. He added that any new streetlights should be required to be LED. The fifth article is the Landfill Capital Reserve Fund in the amount of \$6,750. This will be used for PFOA and PFOS testing, a new DES requirement, and for regular testing. The sum will come from the unreserved fund balance. Four warrant articles will be required to transfer money from two recycling funds to the General Fund and then into the Highway Equipment Capital Reserve Fund.

Mr. Ron Pelissier explained that a recycling capital reserve fund and a recycling revolving fund were set up prior to the Town contracting with Casella for recycling pick up. The revenue was from metals, etc. collected at the transfer station. The Highway Department was scheduled to purchase two trucks two years from now. Transferring these recycling funds will allow them to move ahead their CIP schedule and purchase one of those vehicles now. The funds total \$43,500 and will allow for a down payment of 60-70% of the purchase price.

Mr. Mulholland concluded, saying that even with these allocations, the Town's unassigned fund balance is still at the maximum recommended by the State.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Fire Safety Equipment Capital Reserve Fund warrant article in the amount of \$10,000.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Library Capital Reserve Fund warrant article in the amount of \$6,817.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Public Safety Facilities Capital Reserve Fund warrant article in the amount of \$50,000.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Streetlight Capital Reserve Fund warrant article in the amount of \$6,500.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Landfill Capital Reserve Fund warrant article in the amount of \$6,750.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Recycling Capital Reserve Fund-Discontinuance warrant article.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Highway Equipment Capital Reserve Fund warrant article in the amount of \$21,500.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Recycling Revolving Fund-Discontinuance warrant article.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Highway Equipment Capital Reserve Fund warrant article in the amount of \$22,000.

### **Town Administrator's Report**

Mr. Mulholland announced that the Pembroke BOS will host a holiday get-together on December 18<sup>th</sup> at 7:30 p.m. It will be held at the Pembroke Town Hall.

Mr. Mulholland said that he has had some viable candidates for the Finance Director position and has begun telephone interviews. The deadline for applications is December 20<sup>th</sup>. He asked if one of the Board members might be willing to sit in on the interviews. They will be held on nights or weekends, and he wants to get this done as soon as possible

Mr. Mulholland said that the NHRS is requiring them to make audit adjustments back to 2011 because of a change in the retirement piece for special details. He said that they could hire Diane Demers on a temporary basis or an account temp. NHRS says this must be done soon or they will be fined.

Mr. Eaton gave his approval to hire Diane Demers on a temporary basis to perform this task.

Mr. Mullholland said that he has to make some adjustments on the 737 because our account codes don't line up with those of the State.

Mr. Mulholland said that the owners of 6 Garden Drive have filed for Chapter 13 bankruptcy, hoping that will help them keep their home. The Town objects because they filed after the tax deeding. This is the last tax deeded property; all others have been redeemed.

Mr. Mulholland said that December 18<sup>th</sup> will be the last BOS meeting of the year. There are no encumbrances except for steps, so they are in good shape.

Mr. Mulholland said that they will be handing out holiday baskets at the Fire Station on December 22<sup>nd</sup> from 7:30 – 11:00 a.m. He and Ms. Caruso will be there and other volunteers are needed.

Mr. Mulholland said that the holiday party for Town employees will be held on December 14<sup>th</sup> at the Fire Station beginning at noon.

Mr. Mulholland reported that most of the grant work has been done for the Ferry Street Boat Launch. He has assigned Mr. Ron Pelissier as the Project Manager. It will take a couple of years to get the money because there is a federal process as well.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Consent Calendar dated December 4, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the November 6, 2017 and November 20, 2017 BOS meetings.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the Accounts Payable Manifests as listed on the December 4, 2017 agenda.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the Non-Public Session (I) of October 16, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the Non-Public Session (I) of November 20, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to approve the minutes of the Non-Public Session (II) of November 20, 2017.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to go into non-public session in accordance with the provisions of RSA 91 – A:3, II(d) at 7:10 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 7:21 p.m. and to seal the minutes of the non-public session, so as to not render the action by the Board ineffective.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to go into non-public session in accordance with the provisions of RSA 91 – A:3, II(a) at 7:22 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 7:34 p.m. and to seal the minutes of the non-public session, as they may adversely affect a member of the public other than a member of the Board.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to go into non-public session in accordance with the provisions of RSA 91 – A:3, II(a) at 7:35 p.m.

On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to return to public session at 8:59 p.m. and to seal the minutes of the non-public session, as they may adversely affect a member of the public other than a member of the Board.

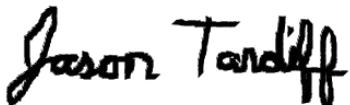
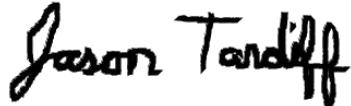
On motion of Mr. Carter, duly seconded by Mr. Eaton, it was voted to adjourn at 9:01 p.m.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

December 4, 2017

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**Signature Page**

<b>Original Approval:</b>	
	12/27/2017
JASON TARDIFF, Chair	DATE
	12/26/2017
DAVID EATON, Member	DATE
	01/03/2018
RYAN CARTER, Member	DATE

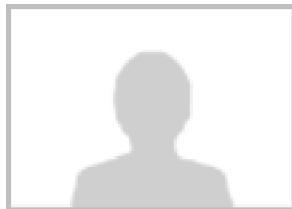
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	RYAN CARTER, Member	DATE



# Signature Certificate

 Document Reference: ZS2LLIINBKCTJ3VRJ5FXMK

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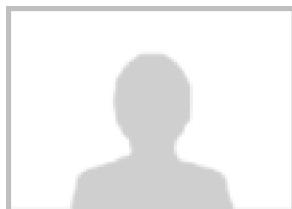
Ryan Carter  
Party ID: S8D5LEISELSS698PLSUGC7  
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allenstownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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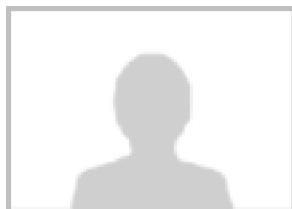
David Eaton  
Party ID: LWLGX6JYPJ34M2UDGMVPS  
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allenstownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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Jason Tardiff  
Party ID: 6FTLK9JFL5LLIKFPI5CRHP  
IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allenstownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

e71657e499a4d7ad8ce341362446bc5dea2c9dd8



## Timestamp

2018-01-03 16:02:00 -0800

## Audit

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

2018-01-03 16:01:59 -0800

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

2018-01-03 16:01:25 -0800

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2017-12-27 05:22:02 -0800

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

2017-12-27 05:21:23 -0800

Document viewed by Jason Tardiff (jtardiff@allenstownnh.gov). - 173.9.43.198

2017-12-26 09:41:09 -0800

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

2017-12-26 07:03:06 -0800

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

2017-12-26 05:42:08 -0800

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



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

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