

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
March 25, 2019

Call to Order

The Allenstown Select Board Meeting of March 25, 2019 was called to order by Chair Ryan Carter at 6:04 pm.

Chair Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Road Agent (via telephone); Police Chief Michael Stark

Others present: Joanne Dufort, Armand Verville, Claudette Verville

Chair Carter welcomed newly-elected Select Board member Maureen Higham.

Citizens' Comments

Mr. Frascinella presented a preview of the new town welcome sign. He said that the Economic Development Committee is close to a final decision on the sign. Three vendors submitted prices and the Committee plans to go with the one with the best quality and price. This one, he said, is a double-sided, high-density urethane (HDU) sign with an estimated life of ten years. Another vendor offered a vinyl on aluminum sign with an expected life of five to seven years. Details will be presented at the next meeting.

Chair Carter asked about the posts.

Mr. Frascinella said that they are four-by-four pressure treated wood with vinyl sleeves.

Ms. McKenney said that she saw the product on Saturday and it is really nice.

Choose New Chair and Vice Chair

Ms. McKenney nominated Ryan Carter as Chairman. Ms. Higham seconded the nomination. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye. The motion carried unanimously.

Chair Carter nominated Ms. McKenney as Vice-Chair. Ms. Higham seconded the nomination. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye. The motion carried unanimously.

Regular Agenda

Ms. McKenney said that she would like to have ex-officio alternates for all committees to ensure representation by the Board at all meetings.

Ms. Pelissier agreed to check on the rules governing the Budget Committee and the Planning Board concerning alternates.

- **Determination of Select Board Committee Assignments**

Ms. McKenney nominated Ms. Higham as the Select Board ex-officio member of the Budget Committee and Chair Carter as the alternate. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine told Ms. Higham that she would be responsible for the State of the Town report.

Chair Carter nominated Ms. McKenney as the Select Board ex-officio member of the Planning Board and Ms. Higham as the alternate. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney nominated Chair Carter as the Select Board ex-officio member of the Old Allenstown Meetinghouse Committee and the two other Select Board members as alternates. Ms. Higham seconded the motion, which carried unanimously.

Mr. Verville said that this committee usually meets only once a year, but might be meeting a few more times this year because of plans at Bear Brook State Park to redevelop the former family picnic area on Deerfield Road as an eight-site camping area to serve campers who have horses.

Ms. McKenney nominated Chair Carter as the Select Board ex-officio member of the Suncook Village Commission and the two other Select Board members as alternates. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney nominated Chair Carter as the Select Board ex-officio member of the Public Works Facilities Committee and the two other Select Board members as alternates. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney nominated Chair Carter as the Select Board ex-officio member of the Economic Development Committee and the two other Select Board members as alternates. Ms. Higham seconded the motion, which carried unanimously.

- **Appointment of Library Trustee Alternate**

Ms. McKenney made a motion to appoint Joanne Dufort as a Library Trustee alternate, term expiring June 1, 2010. Ms. Higham seconded the motion, which carried unanimously.

- **Community Center Maintenance Person**
- **Public Works Staffing**

Mr. Goodine stated that they would be discussing Community Center Maintenance and Public Works staffing with Mr. Ronnie Pelissier via a telephone conversation. He said that a person is needed, not for custodial work, but for troubleshooting, both at the Community Center and at Town Hall.

Chair Carter asked Mr. Pelissier if he needs extra staffing.

Mr. Pelissier said that he is grossly understaffed. His department gets maintenance calls from the Community Center, Town Hall, the Police Department and the Fire Department. He said he is behind in crack sealing and roadside work, claiming that repaving without maintenance is wasted money. He said one employee left in October and another is needed. Mr. Pelissier said that he would like to make Ian Lansel, a permanent employee. As a temporary worker, he has done a really good job on sidewalks and other tasks, according to Mark Boisvert. He is young and has no CDL, but he is working on getting that license. He has no equipment experience either. As a temporary worker, he is making \$13.50 per hour.

Ms. Bender said that, as a new employee, Mr. Lansel would be making between \$15.00 and \$16.00 per hour.

Mr. Pelissier said he would also like to keep Mr. Irzyk for plowing, if he is willing.

Chair Carter asked if an additional employee would be needed for maintenance at other locations.

Mr. Pelissier said no, that they could fit maintenance jobs into their schedule.

Chair Carter asked Mr. Pelissier what he is looking for.

Mr. Pelissier said he wanted to hire Mr. Lansel as a permanent employee at the entry level and a CDL driver with a minimum of three years of plowing experience as well as equipment experience. Bonus skills would be drainage and pipework experience.

Chair Carter asked if he had the money in his budget for this.

Mr. Pelissier said that he could use some encumbered paving funds and then would need an additional \$30,000 to \$40,000 in his bottom line.

Ms. McKenney noted that they would be using paving funds for salaries.

Mr. Goodine said that he is an advocate of crack sealing and proper ditching.

Mr. Pelissier said that drainage in town is okay; it is the rural roads which need work. Without proper drainage, the edges of the roads get broken up. He added that the prisoners are used for flagging.

Ms. McKenney asked about the salary range for someone with a CDL and experience.

Ms. Bender said it would be between \$21 and \$25 per hour, depending upon experience.

Ms. Pelissier said that Mr. Lansel would be given an additional couple of dollars an hour if and when he obtains his CDL. It would be a few years before he would be an experienced CDL driver. He continued, saying that he could eliminate contract plowing if these staff additions are made. The contractors do a great job, but our own guys do better, he said.

Chair Carter asked about the cost of contract plowing.

Ms. Bender said it was approximately \$13,000 this winter, which was mild.

Mr. Pelissier noted that the market is up, which means offering higher salaries to obtain experienced workers. He said that his current employees are not happy if a new employee starts at or near their salaries, which is unfortunate, but these current employees have the option of seeking other employment. He continued, saying that he needs to get going on the issues with trash and recycling.

Ms. McKenney said that people need to be educated about recycling.

Mr. Pelissier said that some people simply don't care, so they need warnings and then to have their recycling containers pulled. China, the major market for recycled materials, has reduced from fifteen percent to one percent the allowed level of contamination.

Mr. Goodine said that the companies sorting recycling need to hire more employees and slow the machines down.

Ms. Bender said that she will be preparing a forecast of the Public Works budget through the end of the year.

Ms. McKenney said she is in favor of hiring Mr. Lansel but is not sure about the CDL driver.

Chair Carter said that the town has gotten ahead on paving, so it might be appropriate to use paving funds for salaries.

Mr. Pelissier said that they have done really well with their CIP, being one year ahead on the plan. Some of their road work is on hold until the water and sewer departments are able to get their work done.

- **Public Works Truck (F550) Lease/Purchase**

Mr. Pelissier stated that they are one year ahead on their Capital Outlay schedule. The purchase of this truck would entail three annual payments.

Mr. Goodine asked about a plan for outfitting the truck.

Mr. Pelissier said that he is working on that. They want a flatbed with tool boxes. They can use a plow from another truck, and the sander fits on the truck as well.

Mr. Goodine said that April 5, 2019 is the last day to get the 40-gallon gas tank, which is what they want.

Chair Carter said he would like to see the total price.

Mr. Pelissier said it would be about \$90,000 with the sander and plow. The next time they will need a new truck will be in four years, when they will need a big one. He said he would like to put their name in for a cab and chassis for \$44,395. He added that Mr. Goodine can do this.

Ms. McKenney made a motion to approve the purchase of a cab and chassis in the amount of \$44,395 and to authorize Mr. Goodine to work on a lease agreement with Irwin Motor Group. Ms. Higham seconded the motion, which carried unanimously.

Chair Carter told Mr. Pelissier, on behalf of the Board, that he could go forward with the hiring of Mr. Lansel. He said that the request for an experienced CDL driver would be on the agenda for the next meeting so that more research could be done.

- **Police Department Lieutenant Opening**

Chief Stark asked for permission to post internally the position for a Lieutenant. He said the candidates would take a State test scheduled for May 23, 2019 and that would be followed by oral boards.

Chair Carter gave Chief Stark permission, on behalf of the Board, to proceed with filling the position of Lieutenant.

▪ **Code Enforcement Officer and Building Inspector**

Ms. McKenney said that the Police Department should not be responsible for code enforcement. She suggested a per diem or part-time person should be hired for this.

Chair Carter said that someone working on code enforcement two days a week would be beneficial. He noted, however that when they tried previously, it was difficult to find someone for this responsibility. He said that the current Building Inspector is working well for the town.

Ms. Higham asked about the procedure for becoming qualified as a code enforcement officer.

Mr. Goodine said that it involved testing at the State level. He added that they should remain flexible, depending upon who applies.

Ms. Pelissier said that Ms. Baxter would have valuable input regarding this situation.

▪ **Town Office Upstairs Floor Work**

Chair Carter gave Board approval to proceed with the plan to have Mr. Sandless of Epsom deep clean and refinish the floor in the town offices on the second floor for the price of \$979, noting that \$199 will be saved by having Highway Department workers remove the furniture the day before the work is to be done.

▪ **Community Center Rain Gutter**

Mr. Goodine explained that, because of cracks in the wall, water has leaked through the expansion joints into the kitchen and bathroom at the Community Center. Flex Seal was used to seal the leaks, but it has not solved the problem. Highway Department personnel will install a rubber barrier to help with the situation but they want to employ DAN LECLERC HOME IMPROVEMENTS to install rain gutters to get the water away from the edge of the building at a cost of \$1,645. He added that Bob Carter is now running the Boys & Girls Club.

Chair Carter approved this project on behalf of the Board.

Copier(s) Purchase

Mr. Goodine stated that, after a lot of research, they would like authorization to buy two copiers from Ryan Business Systems – one for the Town Hall and one for the Police Department. He said they have checked with others who have purchased copiers from Ryan Business Systems and all of them are satisfied with their copiers. In addition, he said they took a trip to inspect the copiers. One desired feature of the new copiers is a single feed on the scanner. There are two trays for paper and a storage area at the bottom. The Police Department needs the capability to feed various weights of paper, and they are still investigating this. If this machine cannot meet their needs, they will have to purchase a copier from another company. Town Hall currently has a Ricoh, which could have met their requirements, but Ricoh's copiers are more expensive. Color is an option on both machines, with black and white as the default setting.

Ms. Bender said that Mr. Goodine did thorough research on this purchase.

Mr. Goodine said that this is a three-year lease at \$90 per month for the Town Hall copier and \$104 per month for the Police Department copier, which has a FAX option.

Ms. McKenney made a motion to authorize the purchase of two copiers from Ryan Business Systems at a cost of \$90 per month for the Town Hall copier and \$104 per month for the Police Department copier, with the caveat that the Police Department will pursue another option if it is determined that this copier cannot handle a variety of paper weights. Ms. Higham seconded the motion, which carried unanimously.

▪ **April 8, 2019 Meeting/School Board Meeting Conflict and Scheduling Another Meeting in April**

Mr. Goodine reported that the School Board will be going over the Harriman Report at their April 8, 2019 meeting. The BOS has a meeting that night as well, but since the possible need for a new school building would have a significant effect on the tax rate, he suggests that BOS members attend the School Board meeting. He will prepare a quorum notice for that. He said that Ms. Raymond, the School Board Chair, told him that the report says ARD will no longer be useful after three years. Mr. Goodine said that is not exactly what the report says. It indicates that the building will not be useful long term. The School Department would need 20 acres for the construction of a new building. One option is to place the students in a Pembroke school. Mr. Goodine said that this report puts Allenstown near the top of the list with the State for school funds. The April 8th meeting will be at AES beginning at 6:00 pm. They will also be meeting on May 13, 2019, which is not a conflict with the BOS meeting schedule.

Chair Carter suggested holding a Special BOS meeting on April 15, 2019 to deal with Planning Board MS-4 issues of the Illicit Discharge and Post Construction ordinances. He also suggested conducting a performance review of the Police Chief on April 15th and of the Fire Chief on April 22nd.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine presented the Performance Evaluation form to be used for the upcoming reviews.

Mr. Goodine stated that BOS approval was needed for the 2019 MS-232 "Report of Appropriations Actually Voted."

Mr. Goodine stated that repairs were needed on the door of the big truck which was damaged in an accident. The estimated repair cost is \$1,700 and has been presented to the insurance company.

Mr. Goodine reported that Mr. Ronnie Pelissier would be working about 15 hours per week and had the use of a laptop computer.

Mr. Goodine said that an active shooter exercise is planned for Town Hall employees on May 8, 2019. Pizza will be provided for lunch.

Mr. Goodine said that he is excited to announce that the real owners of China Mill have reached out to a developer who will plan a redevelopment of the property as a commercial and residential mix. He would like to assemble a team to meet with the owners and the developer to answer questions about such factors as incentives and variances. He would like the team to include representatives of the Planning Board, the ZBA, the BOS, the Sewer Commission, and possibly the Police Department. He will attend and would also like to include Mike Frascinella, Chair of the Economic Development Committee, and Matt Monahan of the Central NH Regional Planning Commission.

Ms. McKenney made a motion to approve the 2019 MS-232 “Report of Appropriations Actually Voted.” Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Debbie Pelissier to the Welfare Hearing Board, term expiring June 1, 2020. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Robert Lee as a Planning Board alternate, term expiring June 1, 2020. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Scott McDonald to the Economic Development Committee, term expiring June 1, 2020. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine stated that Bear Brook State Park has plans to redevelop the former family picnic area on Deerfield Road as an eight-site camping area to serve campers who have horses, as reported earlier in the meeting by Mr. Verville.

Mr. Goodine reported that a letter from the EPA dated March 18, 2019 states that the town’s NOI for the MS-4 General Permit and been reviewed and appears to be complete, so the town is authorized to discharge stormwater from our MS-4 in accordance with the terms and conditions of the General Permit. This authorization expires at midnight on June 20, 2023.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ms. McKenney made a motion to ratify the Consent Calendar of the March 25, 2019 BOS meeting agenda. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the ACH, Check, and Non-Check Manifests listed on the March 25, 2019 BOS agenda. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the March 11, 2019 public session. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the March 11, 2019 non-public session. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney stated that Mr. Irzyk apologized to her for how he spoke to her at the February 25, 2019 BOS meeting during the discussion about Riverside Drive. She said she appreciated the apology.

Non-Public Agenda Items

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:31 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye. Police Chief Stark attended the non-public session as well.

Ms. McKenney made a motion to return to public session at 8:38 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session as they could affect the reputation of someone other than a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (e) at 8:39 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye.

Ms. McKenney made a motion to return to public session at 8:54 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye.



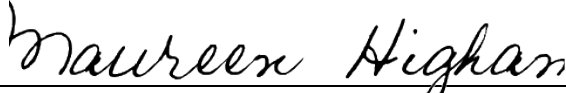
Ms. McKenney made a motion to seal the minutes of the non-public session as they would likely render the proposed action ineffective. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Chair Carter, aye.

Ms. McKenney made a motion to adjourn at 8:56 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

MARCH 25, 2019

Signature Page

Original Approval:	
 RYAN CARTER, Chair	04/18/2019 DATE
 SANDRA MCKENNEY, Vice Chair	04/18/2019 DATE
 MAUREEN HIGHAM, Member	04/18/2019 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE

Signature Certificate



Document Reference: L3E56EJR8I538YN7L63EE2

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Maureen Highham

Party ID: CHBV2BIX5IGEAPFZS4E76B

IP Address: 64.222.96.214

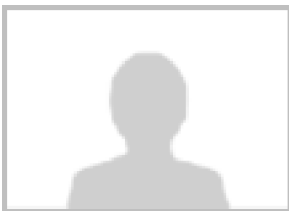
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

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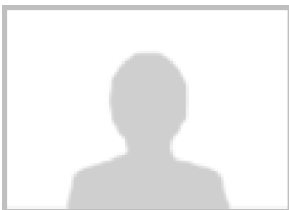
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Timestamp

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2019-04-18 14:36:11 -0700

2019-04-18 10:17:02 -0700

2019-04-18 10:16:27 -0700

2019-04-18 04:20:00 -0700

Audit

All parties have signed document. Signed copies sent to: Maureen Highham, Sandra McKenney, Ryan Carter, and Derik Goodine.

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