

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allentown, New Hampshire 03275  
January 3, 2019

**Call to Order**

The Allentown Select Board Meeting of January 3, 2019 was called to order by Chairman Ryan Carter at 6:00 pm. Chair Carter called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Ryan Carter

Allentown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Michael Frascinella, Carl Caporale, ASC; Jack McEnany, Merrimack County; Tara Reardon, NH Community Loan Fund; Bob Crovont

**Citizens' Comments**

None.

**Regular Agenda**

▪ **Encumbrances**

Mr. Goodine presented one additional encumbrance. The MS4 Administration Contract full amount was \$18,750. The balance of \$3,812.50 was presented for encumbrance. The other encumbrances already approved are for the contract with Mr. George Sancoucy for expert testimony in the PSNH case and the Highway Department paving projects.

Ms. McKenney made a motion to encumber \$3,812.50 from the MS4 Administration Contract. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter asked if Ms. Pelissier had an estimate on the windows.

Mr. Goodine responded that he has not heard anything on that.

▪ **Mobile Home Park Coop Plan**

Ms. Tara Reardon, NH Community Loan Fund, said that she is before the Board to offer information about the Rock NH program, which lends funds so that manufactured home park residents can own the park land cooperatively, with Rock NH lending technical assistance throughout the process. They were established in 1984 and have assisted with 127 of these projects. They are working on seven more at this point, four of which are the Heinz parks in New Hampshire, including those in Epsom, Keene, Conway and Holiday Acres in Allentown. Manufactured park land is purchased cooperatively and run as a non-profit organization. The non-profit corporation owns the land. She introduced Mr. Jack McEnany of Merrimack County who assists with obtaining Community Development Block Grants (CDBG). The

process helps to stabilize rent and is the largest form of unsubsidized affordable housing in New Hampshire. She said, indeed, that New Hampshire has led the nation with this sort of program. Ms. Reardon cited RSA 301-A, which is enabling legislation for this type of program. Membership in the cooperative is voluntary and includes voting rights. These limited equity cooperatives are non-profit, and when a manufactured home is sold, the profit goes to another affordable housing project. UNH did a study on this which was followed by national studies. Data shows that manufactured homes resell at a slightly higher price in a coop than in an investor-owned parks. She added that this is a nice park.

Chair Carter asked if park residents must join the cooperative.

Ms. Reardon responded that they do not have to join, but some parks charge slightly higher rent to non-members. Reserves are set aside and typically a ten-year CIP is developed. She continued, saying that there is a competing buyer for this park, RHP from Michigan. Residents tend to 'keep their heads down' until the coop agreement is final, in fear of repercussions if an outside owner takes over. Mr. Heinz has agreed to bargain in good faith, so as long as the coop offers the same price of \$18,000,000, he will sell to the coop. To accept a counteroffer from RHP would not be bargaining in good faith.

Ms. McKenney asked how many residents attended the information session.

Ms. Reardon responded that between 60 and 80 residents attended. She said that the coop would assume Freddie Mac financing and probably refinance in six or seven years. Banks, she said, love these loans.

Mr. Frascinella asked about the park rent.

Ms. Reardon said that it is \$541.00. They discourage special assessments, and the money invested in this park could not be used to subsidize any other park's coop. She said that what they are looking for from the BOS is a letter of support for this arrangement. Mr. McEnan from Merrimack County has a sample letter and will assist with the writing of the CDBG grant, which has a deadline of January 28, 2019.

Mr. Crovont asked about the sale of 100 acres of town-owned land to Mr. Heinz.

Ms. McKenney told him that the deal never went through.

Mr. Caporale, Chairman of the Allentown Sewer Commission, stated that there will be no change to the sewer service for the Holiday Acres park.

Chair Carter thanked Ms. Reardon and Mr. McEnany for the presentation and said he would like to have the full board make a decision about the letter of support.

#### ▪ **Boys and Girls Club Preschool Bathroom**

Mr. Goodine presented two plans prepared by the Boys and Girls Club for a preschool bathroom. They would pay for the project, but the building would continue to be owned by the town. The sink would be just outside of the bathroom, and the favored plan is slightly larger than the other.

Chair Carter said this would probably be a five to eight-week project.

Ms. Bender said that an escrow account would be set up for the project, and the BOS would approve each part of the project.

- **Determine Need for January 7, 2019 Special BOS Meeting**

Mr. Goodine said that there would be no need for this meeting, and the members agreed.

**Budget Related Agenda**

- **Budget Committee Update**

Mr. Goodine said that the School's proposed budget is \$10,349,193, and the default amount is \$10,349,000. Most of the increase is in SPED expenses.

Ms. McKenney said that she wished all three sessions – Budget Committee Public Hearing, Deliberative, and Town Meeting – could be at the same location. She reminded Mr. Goodine to contact all department heads about the need for them to be at the Budget Committee Public Hearing.

- **Default Budget**

Ms. McKenney made a motion to accept the town default budget in the amount of \$6,276,572. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

- **Discussion and Approval of Warrant Articles for Budget Committee Public Hearing and Town Meeting Warrant Discussion**

Ms. Bender said that the Library warrant article (#5) amount is \$5,082.

Mr. Goodine stated that Sharon Somers recommends repurposing the Recreation warrant article (#13) and changing the name, as drafted. This will require a two-thirds majority because of the repurposing.

Ms. McKenney said that the town has always closed one warrant article and opened a new one.

Mr. Goodine said that, as the Town Attorney, this is what Ms. Somers recommends. He said that Ms. Somers also wishes to take another look at the Stormwater Asset Management warrant article (#15).

Ms. Bender stated that the DRA does not like this wording: THIS ARTICLE DOES NOT IMPACT THE TAX RATE. They will allow it, but feel it is misleading because the Unassigned Fund Balance originates as tax dollars, so did affect the tax rate from a previous year.

Ms. Bender said that Ms. Somers recommends removing 'Purple Heart' from warrant article #17, as State legislation will cover this.

Mr. Goodine reported that a warrant article to change the number of BOS members from three to five must be presented as a petition warrant article. And, an SB2 warrant article will not be presented.

Chair Carter made a motion to accept warrant article #4, Fire Safety Equipment Capital Reserve Fund in the amount of \$10,000. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #5, Library Capital Reserve Fund, in the amount of \$5,082. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #6, Public Safety Facilities Capital Reserve Fund, in the amount of \$20,000. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #7, Streetlight Capital Reserve Fund, in the amount of \$6,500. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #8, Landfill Capital Reserve Fund, in the amount of \$6,800. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #9, Highway Equipment Capital Reserve Fund, in the amount of \$51,500. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #10, Town Building/Maintenance Capital Reserve Fund, in the amount of \$10,000. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #11, Economic Development Capital Reserve Fund, in the amount of \$15,000. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #12, Assessing Valuation Update Capital Reserve Fund, in the amount of \$16,800. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #13, Repurpose Recreation Capital Reserve Fund. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #14, Parks and Recreation Capital Reserve Fund, in the amount of \$10,000. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to accept warrant article #15, Stormwater Asset Management Plan, in the amount of \$30,000. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

▪ **Public Hearing on January 12, 2109.**

Mr. Goodine announced that the Budget Committee Public Hearing will be on Saturday, January 12, 2019 at the ARD School.

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

Mr. Goodine added one more item for non-public session. He then reported on a January 1, 2019 problem with the town hall generator. Apparently, a hose split because of the cold weather. He and Mr.

Ronnie Pelissier shut down the generator and a service call has been arranged. He added that Mr. Pelissier will be off until January 10, 2019.

### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

Ms. McKenney made a motion to approve the minutes of the December 17, 2018 public session. Chair Carter seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of non-public session I of December 17, 2018. Chair Carter seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of non-public session III of December 17, 2018. Chair Carter seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of non-public session II of December 17, 2018. Chair Carter seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of non-public session IV of December 17, 2018. Chair Carter seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the Payroll and Accounts Payable manifests as listed on the January 3, 2019 meeting agenda. Chair Carter seconded the motion, which carried unanimously.

Chair Carter made a motion to enter non-public session at 8:16 pm in accordance with RSA 91-A:3 II (c). Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter made a motion to return to public session at 8:26 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to direct Mr. Goodine to obtain legal direction and negotiate a settlement. Chair Carter seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter made a motion to enter non-public session at 8:27 pm in accordance with RSA 91-A:3 II (c). Ms. McKenney seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter made a motion to return to public session at 8:30 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Chair Carter made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. The motion was seconded by Ms. McKenney. A roll call vote was taken: Ms. McKenney, aye; Chair Carter, aye.

Ms. McKenney made a motion to ratify the Consent Calendar of January 3, 2019. Chair Carter seconded the motion, which passed unanimously.

Ms. McKenney reminded Mr. Goodine to ask all department heads and committee and board chairs to prepare input for the Town Report.

Mr. Goodine reported that Mr. Ronnie Pelissier asked the BOS to re-post the ad for the Highway Department employee with more defined qualifications.


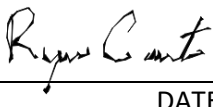


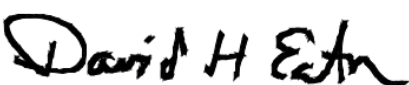
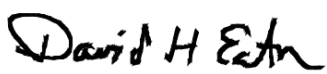
Ms. McKenney made a motion to adjourn at 8:47 pm. The motion was seconded by Chair Carter and passed unanimously.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

JANUARY 3, 2019

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**Signature Page**

<b>Original Approval:</b>	
	
RYAN CARTER, Chair	DATE
	
SANDRA MCKENNEY, Vice Chair	DATE
	
DAVID EATON, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	DAVID EATON, Member	DATE

# Signature Certificate



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**David Eaton**

Party ID: 4P2SFBJCHJ4YG2KAZY4BAU

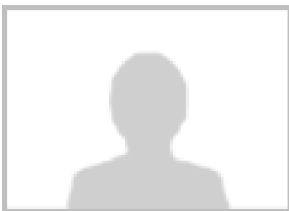
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Sandra McKenney**

Party ID: JDKUHVJETLHADVP4WNLB93

IP Address: 64.222.96.214

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

19bf745d7382061dd739666a80c8cad727c832f



**Ryan Carter**

Party ID: AWR5ZHJCV5FHGBTUPVYGVU

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

5832eed6247395adb957263099d32330e317058f



## Timestamp

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2019-02-25 09:43:12 -0800

2019-02-25 09:42:17 -0800

2019-02-20 04:23:09 -0800

2019-02-20 04:16:10 -0800

## Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.62.156.240

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.62.156.240

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