

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
February 24, 2020

**Call to Order**

The Allenstown Selectboard Meeting of February 24, 2020 was called to order by Chair Ryan Carter at 6:05 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

Others present: Mike Frascinella, EDC Chair; Scott McDonald, EDC; Police Chief Michael Stark, Dawn Shea, Police Department; Beth Tower, Police Department; Trish Caruso, Human Resources, Welfare & Administration; Kathleen Pelissier, Town Clerk/Tax Collector; Cheryl McDonald, Sally Kenyon, Leah Cadegan Paquette, Maurice Paquette, Donna Hevern, Gerard Hevern

**Citizens' Comments**

Chair Carter announced that this is the last meeting he will be able to attend for his three-year term. He said he wished to thank everyone for the hard work they do for the Town.

Ms. McKenney said that Mr. Carter is an asset to the Town and to the Selectboard. She said that she is sorry that he is not running again and that he has done a wonderful job.

**Regular Agenda**

▪ **Proclamation**

Chair Carter said that Dr. Gerard Hevern would be honored at this meeting for his service to Allenstown.

Mr. McDonald stated that Dr. Hevern knows that he is seldom at a loss for word. He thanked Dr. Hevern for sharing his time this evening. He said that he was speaking on behalf of the Economic Development Committee (EDC) as one of its members, and he noted that the Chair of that committee, Mike Frascinella, was in the audience as well. The EDC was started up again a couple of years ago, working with the Selectboard to bring new businesses to Allenstown and to keep the existing ones. Noting that the voters overwhelmingly approved the business property tax exemption, he stated that the town has since seen four new businesses and one major renovation as a result. China Mill also has a serious buyer. Along with the new, he said, we thank those who have been in business for a long time, adding to the tax base, providing employment opportunities, and providing traffic for other businesses. This reflects well on our community, he said.

Mr. McDonald continued, saying that Dr. Hevern opened the Suncook Family Health Center in 1979. It has since been renamed the Elliot Family Health Center of Suncook. Dr. Hevern has provided first class medical care and guidance for over 40 years. He is retiring, and we want him to know that we appreciate his dedication. He is a Harvard graduate, something we have never held against him! He was a varsity football player at Harvard, and he went on to get his medical degree from Stonybrook. Dr. Hevern has been nationally recognized for his excellence, being named the 2018 American Academy of Family Practice Physician of the year. We will miss him, but the practice is in good hands.

Dr. Hevern thanked the Selectboard and the EDC for this recognition.

- **Capital Improvement Plan (CIP)**

Chair Carter said that they have the newly updated CIP to review.

Mr. Goodine said that the plan includes the School, but they will focus on the Town portion. He presented a spreadsheet listing the proposed projects and their estimated costs. He said that this plan is a Planning Board document; however, they are looking for input from the Selectboard. The various projects, he said, are funded by such sources as current revenue, municipal debt, capital reserve funds, special revenue sources, Congestion Mitigation funds, the Clean Water Revolving Loan fund, State grants, federal transportation and bridge aid, and Highway Block Grants. Ultimately, the CIP will allow the Town to charge impact fees when large projects affect the level of municipal service for police, fire, sewer, water, schools, and other infrastructure elements.

Mr. Goodine continued with a list of the projects proposed by various departments. He said that the Police Department, Library, Emergency Management, and Economic Development Committee have no projects listed at this time. The Sewer Department has the pump station project, which does not affect the tax rate. The pre-bid meeting was held last week and more than ten contractors are interested in bidding. The Fire Department has two projects: the renovation of its second floor, budgeted at \$102,000, and the lease/purchase of a Quint fire truck for \$1 million. The Highway Department's list of projects includes the purchase of a backhoe for \$140,000 toward the end of the CIP cycle, reconstruction of one-sixth of the town roads (\$1.2 million financed by both capital reserve funds and the operating budget), a Highway Garage in 2021 (\$200,000), repurposing of the existing Highway Garage into a salt shed, and a snowblower attachment in 2022. Town Hall paving is on the list for 2025, as is the LED streetlight replacement. Revaluation will be done in 2022 and, finally, Recycling/Solid Waste lists the purchase of a packer truck (\$350,000) for 2023. Whether this purchase is made will depend upon whether or not a new contract will be negotiated with Casella. Money might be borrowed for this project.

Mr. Goodine said that current capital reserve fund balances will help with many of these projects. The spreadsheet shows the total cost minus the money in capital reserve funds and other fund sources, with the net amount's projected effect on the property tax rate, which is fairly level through the years of the plan, especially because of the balances in the capital reserves.

Ms. McKenney said that these may not happen, that they are not cast in stone. There is one, she said, which she cannot support.

Mr. Goodine said that he adjusted the amounts for the school projects listed to include the financing factor. Also, he said, the School has two committees looking at the school buildings situation, and their plans may change.

Ms. McKenney said that they have had no CIP for the last few years. She said that, with mutual aid, she questions the need for a Fire Department ladder truck.

Chair Carter said that there are a lot of wants and dreams on the list. He asked if they were looking at completely draining the capital reserve funds.

Mr. Goodine said that depends on the project. For example, the Highway Garage fund would be tapped out.

Chair Carter said that in 2024 and 2025 the town might have very little in the capital reserves compared to now.

Mr. Goodine explained that the Town would always be adding one more year to the plan, so that it is forever new. He said they would continue to put money in these funds as a buffer for unanticipated needs.

Chair Carter said that, in that case, the tax impact could be higher.

Mr. Goodine said that they try to fund the capital reserves from the Unassigned Fund Balance or from other revenues, not from tax dollars. Furthermore, there would be a tax impact note on any warrant article not funded from the Unassigned Fund Balance. He said they have more work to do on the impact fees.

Chair Carter said that he sees a few things the Town may not need. He said he is worried about dreaming with reserve funds that far down the road.

Ms. McKenney said that some have a very high cost, especially the fire truck, but it is good for department heads to put in what they want, though the Town may not be able to afford them.

Chair Carter, Ms. McKenney and Ms. Higham agreed to make no recommendation to the Planning Board.

- **Sidewalk Sander/Spreader**

Mr. Goodine said that Mr. Boisvert, the acting Road Agent, wants to purchase a sander to attach to the skid steer for a more even spread of sand. The sander he is looking at has a retail cost of \$5,000, but he has an opportunity to purchase a nearly-new one for only \$2,000. The first buyer could not use it with the equipment he had. Mr. Goodine said that he had a concern about proper clearance to be able to see over the machine, but that has been checked and is not a problem.

Ms. McKenney asked if Highway has money in the budget for this.

Ms. Bender said the amount is in a capital reserve fund which has not been used for a while.

Chair Carter asked if Allentown snow blows the sidewalks.

Mr. Goodine said he thought they were plowed.

Ms. Pelissier said they did have a snowblower attachment at one time.

Mr. Goodine said he gets a lot of complaints about the condition of the sidewalks because not all of them are done. They mainly do those leading to the schools. He added that there is no purchase order yet.

Ms. Higham made a motion to allow the Highway Department to negotiate a price not to exceed \$2,000 for a snowblower attachment. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Final 2019 Valuation Ratio**

Mr. Goodine stated that the new ratio is 87.7%. He said that the Assessor is okay with this ratio. A revaluation will bring that ratio to 100%. He added that, as long as the categories are consistent – residential & commercial – there is no problem.

Ms. McKenney said she thought it had to be 90%.

Mr. Goodine said that the 88% ratio only means that market price is determined by adding about 12% to the assessed value. He provided the report of sales, noting that the list includes some special sales.

**Other Business**

Chief Stark presented the financing paperwork for the purchase of a 2018 Ford Explorer (SUV) at a very competitive rate of 4.69. He said the vehicle was purchased with a plan to finance it as a used vehicle. One document requires the signature of Chair Carter and the other requires signatures of all BOS members.

Ms. Higham made a motion to authorize the master lease/purchase agreement, the governing body of the lessee, this Selectboard, having determined that a true and very real need exists for the acquisition of the equipment described in a document dated February 12, 2020, attached to the master lease agreement dated April 15, 2013 with the Town of Allenstown being the lessee and Tax Exempt Leasing Corporation being the lessor, the Selectboard confirming that the agreement is in the best interest of the lessee, and approves entering into the agreement for the acquisition. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to authorize the tax requirements, per Treasury regulations, namely the declaration of intent to use the proceeds from reimbursement for the purchase of a 2018 Ford Explorer administrative cruiser, including lighting and siren equipment, the lease/purchase date being February 24, 2020. Ms. McKenney seconded the motion, which carried unanimously.

**Town Administrator's Report**

Mr. Goodine said he would be on vacation the week of March 9<sup>th</sup>.

Mr. Goodine displayed the preliminary plans of Brady Sullivan for the renovation of China Mill which were presented at the last Planning Board meeting. He said the plan calls for 127 units in the main building, nine in the waste house, and 12 in the storehouse. There will be no Perfect Fit Industries

operation going forward. They plan to widen Canal Street, and have plans for double-decker (buddy) parking for a few larger units; all other parking will be 'first-come, first served.' The hydroelectric plant will continue operating as a separate entity. He said there is one outfall on the property, as well as some flood plains which will need to be flood proof. Two-acre Hemlock Island, which is part of the property, will not be developed at this time, and it has been determined that it is in Pembroke. Because of the design charette, Brady Sullivan plans to have a river crossing, which will require an easement from PSNH.

Mr. Frascinella said the Town does not want a deluge of school-age children, noting that many of the units will have two and three bedrooms. He said that the representatives of Brady Sullivan who presented its design to the Planning Board anticipate catering to young couples and empty nesters.

Mr. Goodine next presented three items for Selectboard approval.

Ms. Higham made a motion to approve the tax abatement for Arthur Gelinis (Map 103, Lot 4) in the amount of \$13,041.77. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve a refund for overpayment in the amount of \$37.58 for the property at 8 Lane Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Intent to Cut on three to four acres at 223 River Road (Map 409, Lot 40-223), a 26-acre lot at 223 River Road. Audley will do the cutting; the owner is Peter Fleury. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney asked to recess upstairs at 7:15 pm.

The Selectboard members returned at 7:27 pm.

Ms. McKenney said that Moderator Dennis Fowler's last day would be Town Election Day on March 10<sup>th</sup>. She said she would like to do something for him.

### **Non-Public Agenda Items**

Ms. Higham made a motion to enter non-public session at 7:29 pm under the provisions of RSA 91-A:3, II (c) for 5 different topics. Ms. McKenney seconded the motion. A roll call vote was taken: Maureen Higham – aye; Sandy McKenney – aye; Ryan Carter – aye.

Ms. Higham made a motion to return to public session at 8:16 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Maureen Higham – aye; Sandy McKenney – aye; Ryan Carter – aye.

Ms. McKenney made a motion to seal the minutes of non-public sessions I, II, III, IV and V as they might adversely affect someone not a member of this Board. Ms. Higham seconded the motion. A roll call vote was taken on the motion. Maureen Higham - aye; Sandy McKenney - aye; Ryan Carter - aye.

Ms. Higham made a motion to approve the hiring of Jennifer Letendre at \$13.18 per hour as a custodian, starting immediately and going until March 3<sup>rd</sup>. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the quit-claim deed for the property identified as Map 409, Lot 033-046. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to deny the 2019 tax deferment application for Map 407, Lot 81 because it does not meet the financial need requirement. Ms. McKenney seconded the motion, which carried unanimously.

#### **Consent Calendar, Minutes, and Manifests**

Ms. Higham made a motion to ratify the Consent Calendar of the February 24, 2020 Selectboard meeting. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Carter made a motion to approve the minutes of non-public sessions I, II, and III of the February 10, 2020 meeting. Ms. Higham seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the accounts payable and payroll manifests listed on the February 24, 2020 agenda. Ms. Higham seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the February 10, 2020 public session. Ms. McKenney seconded the motion, which carried unanimously.

#### **Adjournment**

Ms. Higham made a motion to adjourn at 8:28 pm. Ms. McKenney seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**FEBRUARY 24, 2020**

**SIGNATURE PAGE**

| <b>Original Approval:</b>   |            |
|-----------------------------|------------|
|                             |            |
| RYAN CARTER, Chair          | DATE       |
| <i>Sandra McKenney</i>      | 05/06/2020 |
| SANDRA MCKENNEY, Vice Chair | DATE       |
| <i>M Higham</i>             | 05/19/2020 |
| MAUREEN HIGHAM, 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         |
|                               |                             |              |
|                               | MAUREEN HIGHAM, Member      | DATE         |



#### TRANSACTION DETAILS

**Reference Number**  
2FC0B6C8-98E7-4504-AC50-1DD6B0544461

**Transaction Type**  
Signature Request

**Sent At**  
05/06/2020 17:41 EDT

**Executed At**  
05/19/2020 11:38 EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
89176de2350f29a112b579f2736954bd699c9886702d481602de206dd1ff7907

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

#### DOCUMENT DETAILS

**Document Name**  
Bos Minutes 02 24 2020

**Filename**  
bos\_minutes\_02\_24\_2020.pdf



**Pages**  
7 pages

**Content Type**  
application/pdf

**File Size**  
146 KB

**Original Checksum**  
22322d4f3adde2d9b713c66be21a7ced32e554573bd52cdfdb28c02058bbd77c

## SIGNERS

| SIGNER  | E-SIGNATURE  | EVENTS   |
|---|--|--|
| <b>Name</b><br>Maureen Higham<br><b>Email</b><br>mhigham@allentownnh.gov<br><b>Components</b><br>2    | <b>Status</b><br>signed<br><b>Multi-factor Digital Fingerprint Checksum</b><br>982d33ad72a5b8e0a01f8eaa054626a73422db57f904adf207976f6f4413d784<br><b>IP Address</b><br>173.9.34.233<br><b>Device</b><br>Firefox via Windows<br><b>Typed Signature</b><br><br><b>Signature Reference ID</b><br>19E6951F           | <b>Viewed At</b><br>05/19/2020 11:38 EDT<br><b>Identity Authenticated At</b><br>05/19/2020 11:38 EDT<br><b>Signed At</b><br>05/19/2020 11:38 EDT |
| <b>Name</b><br>Sandra McKenney<br><b>Email</b><br>smckenney@allentownnh.gov<br><b>Components</b><br>2 | <b>Status</b><br>signed<br><b>Multi-factor Digital Fingerprint Checksum</b><br>91f7d02699ec76d4fab1bfd6660647442e9c16ff4572d8dffce0c1eebcc071ec<br><b>IP Address</b><br>72.65.109.62<br><b>Device</b><br>Internet Explorer via Windows<br><b>Typed Signature</b><br><br><b>Signature Reference ID</b><br>71E77476 | <b>Viewed At</b><br>05/06/2020 20:23 EDT<br><b>Identity Authenticated At</b><br>05/06/2020 20:27 EDT<br><b>Signed At</b><br>05/06/2020 20:27 EDT |

## AUDITS

| TIMESTAMP            | AUDIT   |
|----------------------|---|
| 05/19/2020 11:38 EDT | Maureen Higham (mhigham@allentownnh.gov) signed the document on Firefox via Windows from 173.9.34.233.              |
| 05/19/2020 11:38 EDT | Maureen Higham (mhigham@allentownnh.gov) authenticated via email on Firefox via Windows from 173.9.34.233.          |
| 05/19/2020 11:38 EDT | Maureen Higham (mhigham@allentownnh.gov) viewed the document on Firefox via Windows from 173.9.34.233.              |
| 05/16/2020 17:28 EDT | Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.  |
| 05/14/2020 20:05 EDT | Maureen Higham (mhigham@allentownnh.gov) viewed the document on Chrome via Windows from 64.222.96.214.              |
| 05/14/2020 19:01 EDT | Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.  |
| 05/10/2020 19:02 EDT | Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.  |
| 05/06/2020 20:27 EDT | Sandra McKenney (smckenney@allentownnh.gov) signed the document on Internet Explorer via Windows from 72.65.109.62. |



| TIMESTAMP            | AUDIT  |
|----------------------|--|
| 05/06/2020 20:27 EDT | Sandra McKenney (smckenney@allentownnh.gov) authenticated via email on Internet Explorer via Windows from 72.65.109.62.          |
| 05/06/2020 20:23 EDT | Sandra McKenney (smckenney@allentownnh.gov) viewed the document on Internet Explorer via Windows from 72.65.109.62.              |
| 05/06/2020 17:41 EDT | Sandra McKenney (smckenney@allentownnh.gov) was emailed a link to sign.  |
| 05/06/2020 17:41 EDT | Maureen Higham (mhigham@allentownnh.gov) was emailed a link to sign.   |
| 05/06/2020 17:41 EDT | Derik Goodine (dgoodine@allentownnh.gov) created document 'bos_minutes_02_24_2020.pdf' on Chrome via Windows from 64.222.96.214. |