

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
May 6, 2019

**Call to Order**

The Allenstown Select Board Meeting of May 6, 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

Others present: Sharon Somers, Town Attorney (via telephone); Mike Frascinella

**Regular Agenda**

- Zone Change and 79E Tax Program and China Mill

Chair Carter stated that they would be speaking with Town Attorney Sharon Somers by telephone regarding making a zone change and expansion of the 79E Tax Program in relation to China Mills.

Mr. Goodine said that the developers of China Mills wish to change the zone there from strictly industrial to industrial, commercial and residential. They also wish to amend (expand) the 79E district, which China Mill is not now part of. They are still working on Historical Building designation.

Ms. Somers said that the zoning change and the 79E expansion might be accomplished in one warrant article or it might take two articles. She said she would explain what each scenario would entail.

Mr. Goodine said that Novis Engineering has started Phase II of the Brownfield Research. He continued, saying that a Special Town Meeting would mean squeezing about \$1,500 out of the current budget. The developers do not want to wait for the next regular Town Meeting in March of 2020. He said that they are looking into paper ballots, as the turnout is expected to be low.

Ms. Somers stated that the voters would be deciding on both the zoning change and the 79E expansion in one warrant article, if that is permitted. She said the BOS should vote to proceed with the warrant article and set a tentative date for the Special Town Meeting. She would then work backward with a timeline. She continued, saying that the Planning Board, which is meeting on May 15<sup>th</sup>, should draft a warrant article for the zoning change. On the fifth Tuesday before the Special Town Meeting, the final draft of the proposed article must be posted with the Town Clerk. A deliberative session would not be

needed if the items could be combined in one warrant article. The only other requirement would be to post the warrant in a newspaper. If two warrant articles are needed, there would have to be 28 days between the deliberative session and the town meeting, thus delaying the date of the special town meeting. She suggested setting a date in August for the meeting. This date could be adjusted.

Ms. McKenney asked if Brady Sullivan would be okay with this.

Ms. Somers responded that they had to follow the correct procedure. She said that Matt Monahan and she would help with the language of the warrant article(s). She said the Planning Board should review and approve the zoning article portion and hold a public hearing on it. Then the special election would be the forum for the citizens to vote on the 79E expansion.

Chair Carter asked if a public hearing was needed for the 79E change.

Ms. Somers said a public hearing would not be required.

Mr. Goodine said that establishing the timeline was important.

Ms. Pelissier said that they would have to determine the ballot requirements, the number of booths required, and the number of ballot clerks needed.

Ms. McKenney made a motion in favor of expanding the 79E district, changing the zoning of the China Mill area to include commercial and residential, and setting August 13, 2019 as the date for the Special Town Meeting. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine said that the developers would be eligible for more tax benefits if they add new jobs.

#### **Citizens' Comments**

Mr. Frascinella said that the speed limit on Deerfield Road changes for 25 mph to 35mph and back to 25 mph. He asked how that could be changed.

Chief Stark said that all roads in Allenstown are 25 mph. He said he would look into the situation and also that the Town Engineer would be involved in any proposed changes.

#### **Regular Agenda (continued)**

- **Illicit Discharge Ordinance (tabled until next meeting)**
- **Public Works Staffing (tabled until next meeting)**
- **June 3, 2019 Selectboard Meeting**

Mr. Goodine said that the June 3, 2019 BOS meeting will be held at the Old Allenstown Meeting House on Deerfield Road.

- **Appointments – Approval and Signing**

Ms. McKenney made a motion to approve the appointment of Chad Pelissier to the Economic Development Committee, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Claudette Verville to the Old Allentown Meeting House Committee, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Roland Martel to the Old Allentown Meeting House Committee, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Michael O'Meara to the Planning Board, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Keith Klawes to the Zoning Board, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Dawna Baxter to the Zoning Board, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Dennis Fowler to the Welfare Fair Hearings Board, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Michael O'Meara to the Tri-Town EMS Board of Directors, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the appointment of Chad Pelissier to the Planning Board, term ending June 1, 2022. Ms. Higham seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the appointment of Sandra Tourangeau as Deputy Town Treasurer, term ending June 1, 2020. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the appointment of Ronald Eisenhart as the Emergency Management Director, term ending June 1, 2020. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the appointment of Michael Stark as Deputy Emergency Management Director, term ending June 1, 2020. Ms. McKenney seconded the motion, which carried unanimously.

- **Tax Collector's Warrant – Approval and Signing**

Ms. McKenney made a motion to approve the Tax Collector's Warrant in the amount of \$4, 388,720. Ms. Higham seconded the motion, which carried unanimously.

- **Highway Truck Lease/Purchase Agreement**

Ms. McKenney made a motion to approve the Highway Department truck lease/purchase agreement dated May 6, 2019 in the amount of \$67,437, at an interest rate of 4.89%. Ms. Higham seconded the motion, which carried unanimously.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine stated that a motion was required to approve a Task Order, which is part of the MS4. This would be to approve \$9,905 for Hoyle Tanner Engineering Services. This is in the Solid Waste section of the budget under the Highway Department umbrella. It relates to Illicit Discharge Detection and Elimination.

Ms. McKenney made a motion to approve GC109-01 in the amount of \$9,905 for the Hoyle Tanner Engineering Services Task Order. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine said that the new copier would be delivered May 9, 2019. They will have five days to test it.

Mr. Goodine said that he has not heard back from Paul Paquette regarding the Code Enforcement position. He presented a draft job description.

Chair Carter said they might want more specific qualifications in the job description.

Mr. Goodine explained that he made it general because they are not sure exactly what they want the position to be and because of the difficulty in finding candidates. This, he said, is similar to what some towns call a compliance officer. He said there is a training session on May 17, 2019 for Code Enforcers, Building Inspectors and Health Officers. He might attend and said it would be great to fill this position before this training.

Ms. McKenney made a motion to approve the posting of the Code Enforcement Officer position. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine said that he, Ms. McKenney and Mr. Frascinella met with representatives of a company from Quebec looking at an Allenstown site for their business. The Secretary of State was with these representatives. They have 17 employees and large trucks are part of their operation; they need lots of space to turn around. Mr. Goodine said they were pleased when Mr. Frascinella spoke with them in French.

Mr. Goodine said that he would like to establish a 'more favored nation clause' in Allenstown. This would allow a local vendor to be selected for a project if their bid were within a certain percentage of the lowest bid.

Chair Carter said that this could be costly.

Mr. Goodine said they would not be required to use the local vendor, but could if they chose to do so.

Mr. Goodine said that there are plans to pave a section of River Road which is in bad shape and one or two other roads, depending upon funds, according to Ronnie Pelissier.

Mr. Goodine said that he testified in Concord in an effort to get \$400,000 in funding for the Library Street Pump Station. He said the committee prefers to award grants for projects which are nearly done; this one has not started yet. If Allenstown does not get the grant this time, it will be on the list for the next round.

Mr. Goodine said that the Tabletop Active Shooter activity went well. Twelve employees participated.

Mr. Goodine reminded members that the Conflict of Interest seminar is on May 16, 2019.

Mr. Goodine said that he and Mark Boisvert of the Highway Department will participate in a Central NH Regional Planning Commission activity regarding transportation. This is a part of the Asset Management Plan - Road Service Management System (RSMS). They will divide the Allenstown roads into segments and make repairs based on a schedule. It is called 'Forever Good.' It will save money on road repair and replacement in the long run and is great for budgeting.

Mr. Goodine said that he and Mr. Frascinella will be in Franklin tomorrow for the second Main Street Academy. Next week they will be in Bristol. He said he also has Primex risk management training this week. The School Board meeting next Monday will be at ARD, beginning at 6:00 pm. The third part of the Harriman report will be presented.

Mr. Goodine said that Allenstown's equalization rate for property valuation has been set by the DRA for the next tax cycle.

Mr. Goodine reported that the rumble strip on Route 28 has been removed.

Mr. Goodine announced that representatives of the Suncook Valley Trails Project will make a presentation at the May 8, 2019 EDC meeting. This is part of the Rails for Trails initiative.

Mr. Goodine reported that Eversource plans to request a rate hike due to higher distribution charges.

Mr. Goodine said that he and Ms. Bender have been reviewing the town's solar project to be sure that rebates and extra power generated are being accounted for correctly. All seems to be in order.

Mr. Goodine concluded by saying that there are two petitions to be discussed at the next meeting.

Ms. McKenney stated that a resident spoke with her about the fact that there is not a notary at Town Hall.

Mr. Goodine said that Ms. Pelissier is a JP and thus can notarize almost everything that a notary can. He said he plans to get his notary certification soon.

Ms. McKenney announced that the Boys and Girls Club will host a 'Touch a Truck' event on Saturday, June 8, 2019 from 9:00 am till 1:00 pm.

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

Ms. McKenney made a motion to ratify the Consent Calendar of May 6, 2019. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the April 22, 2019 BOS meeting public session. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the Payroll and Accounts Payable manifests listed on the May 6, 2019 BOS agenda. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the April 22, 2019 BOS meeting non-public session I. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the April 22, 2019 BOS meeting non-public session II. Ms. Higham seconded the motion, which carried unanimously.

### **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 7:53 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to return to public session at 8:24 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3 II (c) at 8:25 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to return to public session at 9:14 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. McKenney, aye; Ms. Higham, aye; Mr. Carter, aye.

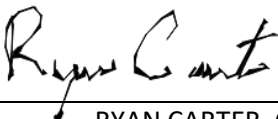

Ms. McKenney made a motion to adjourn at 9:15 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

May 06, 2019

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**Signature Page**

Original Approval:	
 RYAN CARTER, Chair	06/05/2019 DATE
 SANDRA MCKENNEY, Vice Chair	06/03/2019 DATE
 MAUREEN HIGHAM, Member	06/04/2019 DATE

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

# Signature Certificate



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**Maureen Highham**

Party ID: 6MLUEYI3P2L2X6Z4TDSD9P

IP Address: 64.222.96.214

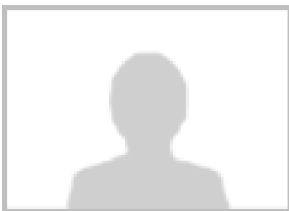
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

*Maureen Highham*

Multi-Factor  
Digital Fingerprint Checksum

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**Sandra McKenney**

Party ID: 2SSF8RIUPLM4BGGC2PPB2L

IP Address: 72.71.235.161

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

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**Ryan Carter**

Party ID: 8L9N8AI4TI7RA5A9LGGEU6

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

*Ryan Carter*

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## Timestamp

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2019-06-04 17:11:38 -0700

2019-06-03 05:55:09 -0700

2019-06-03 05:54:15 -0700

2019-06-02 14:15:09 -0700

## Audit

All parties have signed document. Signed copies sent to: Maureen Highham, 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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