

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
May 7, 2018

**Call to Order**

The Allenstown Select Board Meeting of May 7, 2018 was called to order by Chairman Ryan Carter at 6:00 p.m. Chairman Carter called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Ryan Carter, Sandy McKenney, Dave Eaton

Allenstown staff: Michael Stark, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk; Shawn Murray, Fire Chief; Paul St. Germain, Deputy Fire Chief

Others present: Michael Frascinella, Chad Pelissier, Robert Laverdiere, Ron Eisenhart, Claudette Verville, Armand Verville

**Citizens' Comments**

Mr. Laverdiere of 56 River Road stated that 47 River Road is for sale and has several vehicles on the property with expired plates, along with others which are unregistered, including three boats and three boat trailers. He counted 44 truck tires and said that trucks go in and out all of the time. He continued, saying that 52 River Road, which is across the street, is even worse. An old oil tank has sat on the front lawn for three and a half years. There are eleven containers next to the garage filled with antifreeze, oil and gas. Old carpeting is stacked there as well. He said that he won't start talking about Russell Harvey who he calls the 'King of Pignpens.'

Ms. McKenney said that she has driven by these properties several times and agrees with Mr. Laverdiere's assessment. She said that the Police Department is checking on the vehicle registrations.

Chair Carter said that they will start with a letter to the owner and continue to do what can be done about the situation.

**Appointment of Public Officials**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Michael Stark as the EMD for a term expiring June 1, 2019.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Ron Eisenhart as the Deputy EMD, term expiring June 1, 2019.

Mr. Eisenhart stated that he has been the deputy EMD in North Reading for the past few years. He is an Army veteran where he worked as an investigator. After the Army, he worked in the private sector. He stated that he enjoys this work and finds it challenging. He has heard great things about Allenstown and is happy to accept the position.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Diane Adinolfo as a Planning Board member, term expiring June 1, 2021.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Eric Feustel to the ZBA, term expiring June 1, 2021. Ms. McKenney recused herself from voting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Jeff Gryval as an alternate to the ZBA, term expiring June 1, 2021.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Armand Verville to the Old Allenstown Meeting House Committee, term expiring June 1, 2020.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of James Garvin to the Old Allenstown Meeting House Committee, term expiring June 1, 2020.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Michael Frascinella to the Economic Development Committee, term expiring June 1, 2021.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Jeffrey Venegas to the Economic Development Committee, term expiring June 1, 2020.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Mike O'Meara to the Tri-Town EMS Board of Directors, term expiring June 1, 2019.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Carl Caporale to the Welfare Fair Hearings Board, term expiring June 1, 2021.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the appointment of Bobby Laflamme as a Library Trustee Alternate, term expiring June 1, 2019.

Mr. Stark listed the remaining vacancies: Welfare Fair Hearings Board, ZBA alternate, Parks & Rec Committee, Conservation Committee and Health Officer.

#### **Single Source Vendor Contract – Erickson Foundation Supportworks, AFD Foundation Repair**

Fire Chief Murray introduced John Prince of Erickson Foundation Supportworks, with whom he would like to enter into a contract for the repair of the foundation crack at the Fire Station. He said that there has been an extensive crack in the Fire Station's foundation for a number of years. He obtained three quotes for the repair work, noting that this is not a simple project, not just a matter of filling in the crack. Erickson Foundation Supportworks would make a unique type of repair.

Mr. Prince explained that the Fire Station was built on fill soil which has settled, causing the building to tip away, and thus the foundation crack. The problem is the soil. They would dig down 16 to 20 feet, depending upon the soil, and lift the foundation into place and then screw in piers to hold it in place. Mr. Prince distributed literature describing the procedure. He said that Erickson Foundation Supportworks is a family-owned business, operating since 1979. The work has a 25-year warranty. This is a lifetime solution.

Ms. McKenney asked how long the project would take and if the building would have to be empty.

Mr. Prince responded that the project would take about two weeks and there would be no disruption in the regular work of the Fire Department.

Chair Carter asked about the extent of the work.

Mr. Prince responded that they would only be repairing between the cracks. They could do preventative work but that would add to the cost.

Mr. Eaton asked about the cost for the repairs.

Chief Murray said that the cost will be \$48,318.90, with a 20% deposit.

Ms. McKenney asked if there could be additional expenses.

Mr. Prince responded that there would only be additional expenses if they have to drill beyond 28 feet.

Ms. McKenney asked how soon the project would begin.

Mr. Prince responded that there would be four to six weeks of lead time after receiving the deposit.

Mr. Frascinella asked about the source of funds for the project.

Mr. Eaton responded that the funds are from a Capital Reserve Fund, an approved warrant article.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the contract with Erickson Foundation Supportworks in the amount of \$48,318.90.

### **Sale of Fire Alarm Boxes**

Chief Murray stated that the Fire Department has about 20 fire alarm boxes which they obtained from Pittsfield a while ago. Since Allenstown is taking its municipal fire alarm system down, he would like to sell these fire alarm boxes to the public to help pay the fire alarm contractor who took down eleven boxes for Allenstown. He would like to donate one box on a pedestal to the Historical Society.

Mr. Eaton asked what amount they might expect to get for these boxes.

Chief Murray responded that it would be perhaps \$75, \$100 or \$150, depending upon the condition of the boxes. They are worth more if the mechanical parts are intact. People use them as doorbells or as decorations.

Ms. McKenney said that the proceeds from the sale of the boxes would have to go to the General Fund.

Mr. Stark agreed, but stated that Chief Murray could overspend his budget by the amount of the proceeds.

Mr. Verville stated that as President of the Historical Society, because of space limitations, it would be best if the donated box were not on a pedestal. He added that he would prefer number box 32 or 222 for the donation, as these are two of the original ones. He said that, according to the Town Report of 1911, the first two boxes were installed in 1910.

Mr. St. Germain said that box 222 has been taken apart and the plate doesn't exist.

Mr. Verville said that there are lots of people who collect these boxes and they sometimes sell for several hundred dollars. He then asked about the ticker tape machines.

Chief Murray said that there are two in the station and they could meet to discuss these details. He added that this was one of the most reliable system but had high maintenance costs.

### **Purchasing Policy Discussion**

Mr. Eaton clarified that this was only a discussion, not a public hearing.

Mr. Stark said that he checked with other towns and found that most, including Pembroke, allow department heads to spend up to \$5,000 without Board approval. He proposed adding language allowing costs to exceed by ten percent, not to exceed \$1,500. He also proposed changing the language requiring weekly manifests because some weeks there would be no purchases and it doesn't make sense to create a blank manifest.

Ms. McKenney stated that she didn't like the idea of allowing department heads to spend ten percent over the amount of the purchase order without approval. She asked why the purchase order would not be the accurate amount of the expense.

Mr. Stark responded that sometimes prices change in a short period of time, or expenses for flights and hotels change from the time of the purchase order. As an additional example, he said that an item might be purchased and it is decided that a case or some other accessory is needed. For the sake of efficiency, it would be good to allow the extra expense without first getting approval. As an example, he said that if the Fire Station foundation project requires digging deeper, adding \$200 to the cost, it would be efficient if Chief Murray could okay that. He emphasized that department heads do not want to be in violation of the purchasing policy.

Ms. Bender said that department heads cannot exceed their budget limits – the line in the sand. She added that ten percent 'wiggle room' is common. She added that Board members could request from her copies of invoices at any time and they could be emailed.

Mr. Stark said that this would eliminate the need to redo all of the paperwork. He said that the additional amount spent would have to relate to the original purchase order. Since Board approval via phone is not allowed, this would be efficient. He said that the Board has to trust the department heads. He assured the members that they will see all purchases; it is not possible to fleece the BOS.

Ms. Pelissier added that the Board would still be in the loop and that expenses can't be hidden. She said that all expenses will be seen on the manifest.

Mr. Frascinella asked if this policy includes the sewer department.

Mr. Stark responded that it does not. They have their own policy.

Chair Carter said that he would like the policy to set a limit of \$1,000 instead of \$1,500.

Ms. McKenney expressed concern about purchasing accessories for products.

Mr. Stark said that everything is transparent and everything except asphalt can be returned.

Mr. Eaton said that department heads have to be trusted. He added that he likes the ten percent allowance.

Chair Carter said that they don't need control for the sake of control. However, he said that he doesn't see projects coming to a screeching halt because additional approvals are needed. He would like the amount to be \$2,000 or \$3,000; he is not in favor of \$5,000. He said that no one has provided him with examples of situations where this would be beneficial.

Ms. Pelissier said that there might be road projects which would be affected. If a project must be halted and restarted, the costs could be substantially higher.

Mr. Pelissier pointed to the Woodridge Drive paving project when they ran out of asphalt needed to finish the road. It was a Saturday and the Road Agent chose to violate the purchasing policy in order to get the job done. He added that the standard for elected versus hired individuals perhaps should be different.

Mr. Stark said that he supports the \$3,000 amount for purchase orders and the requirement of three competitive bids. Most towns check with no one to spend up to \$5,000.

Chair Carter said that he is in the construction business and they just get a change order approved if there is an additional expense.

Mr. Eaton said that he likes the \$5,000 limit. He noted that the Town Administrator can sign off but it goes through others as well. He said that he likes the checks and balances

Mr. Stark said that a public hearing is optional for the approval of the revisions.

Ms. McKenney and Mr. Eaton said that they should have a public hearing.

The three Board members agreed on a \$3,000 limit on the amount the Town Administrator can authorize to be expended without Board approval.

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

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Consent Calendar of May 7, 2018.

On motion of Ms. McKenney, duly seconded by Mr. Eaton, it was voted to approve the minutes of the April 23, 2018 meeting. Mr. Eaton abstained because he was absent from the meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the April 23, 2018 non-public session S1. Mr. Eaton abstained because he was absent from the meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the April 23, 2018 non-public session S2. Mr. Eaton abstained because he was absent from the meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the April 23, 2018 non-public session S3. Mr. Eaton abstained because he was absent from the meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Accounts Payable and Payroll manifests listed on the May 7, 2018 agenda.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Stark announced the resignation of Brian Warburton from the Allenstown Police Department.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to accept the resignation of Brian Warburton from the Allenstown Police Department.

Chief Murray stated that he received a large number of applications for the per diem positions which he was authorized to fill. He said that he has narrowed the number to three who he would like to hire. He said that Christine Archibald has met all of the qualifications and he is looking for approval to hire her.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to hire Christine Archibald as a temporary per diem firefighter at the rate of \$19.37 per hour, effective May 7, 2018.

Chief Murray next stated that Dawna Baxter started working for the Fire Department in 2015 and has had no step increases in the last couple of years. He would like to correct the lack of step increases for her. Also, her annual review has been completed and she had a good evaluation, so he would like to give her another step increase for that. He said she is a great asset.

Ms. Pelissier stated that Ms. Baxter does wonderful work and is always willing to help.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the step increases for Dawna Baxter, increasing her pay to \$18.77 per hour, effective May 1, 2018.

Chief Murray next stated that he would like to hire Eric Lambert. He said that he worked with Mr. Lambert in Hudson for more than twelve years. There is a need for a training safety person and Mr. Lambert is certainly qualified. He is willing to revive the live-in student program, which is critical for the Town.

Ms. McKenney said that she is concerned because he once worked in Allenstown and left. She asked why he left.

Mr. Stark said that could not be discussed unless they go into non-public session.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the hiring of Eric Lambert at an hourly rate of \$22.68, effective May 7, 2018. Ms. McKenney recused herself from the vote.

Chief Murray then stated that he would like to hire Robert McKetchney as an on-call firefighter. He works as a full-time firefighter in another community and lives in Pembroke.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the hiring of Robert McKetchney at the hourly rate of \$18.37, effective May 7, 2018.

Chief Murray next stated that he would like to hire Brandon Perrault as a per diem firefighter. He is an EMT and works elsewhere as a full-time firefighter.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the hiring of Brandon Perrault as a per diem EMT firefighter at the hourly rate of \$18.37, effective May 7, 2018.

Ms. McKenney asked Chief Murray how many on-call firefighters he has now.

Chief Murray responded that there are 20 on the roster; 13 are active.

Mr. Stark said that he is working with the Senior Center to buy a bench to be placed outside the building. It will have a plaque with the name of Priscilla Lemire on it. It will be paid for via donations. There is no delivery date yet.

Mr. Stark said that he would be at Primex Wednesday and Thursday but would be reachable.

Mr. Stark said that he is getting things set up for the new Town Administrator, scheduled to begin no later than June 4, 2018.

Mr. Stark asked the members if June 4, 2018 would be an acceptable date for the Old Allentown Meeting House meeting.

The three Board members said that it would be fine.

Ms. McKenney asked about the meet and greet for the new Town Administrator.

Mr. Stark responded that it will be held when he is in the area.

Ms. McKenney asked Mr. Stark to talk with the Police Chief about the River Road situation.

Ms. McKenney asked about getting a list of businesses in town. She said it would be good for the Economic Development Committee to have such a list.

Ms. Pelissier said that assessing would have a list of commercial properties, but many businesses operate out of private homes. She suggested checking with the Secretary of State's office.

Mr. Frascinella said that Avitar provided him with a list of 90 commercial properties which the EDC will use to notify businesses of the tax exemption.

Chair Carter said that he cannot attend the EDC meeting this week and asked Ms. McKenney if she would be willing to serve as an alternate.

Ms. McKenney said that she would be willing to serve.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the nomination of Ms. McKenney as an alternate for the Economic Development Committee.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter into a non-public session in accordance with the provisions of RSA 91 – A:3, II (a) at 7:49 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 8:43 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to support and endorse the organizational chart changes proposed by Chief Murray for the Fire Department. Ms. McKenney recused herself from the vote.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the job description for a Fire Department captain.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter into a non-public session in accordance with the provisions of RSA 91 – A:3, II (d) at 8:47 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 9:00 p.m.

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




TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

May 7, 2018

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**Signature Page**

Original Approval:	
 RYAN CARTER, Chair	05/21/2018 DATE
 DAVID EATON, Member	05/21/2018 DATE
 SANDRA MCKENNEY, Member	05/21/2018 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	DAVID EATON, Member	DATE
	SANDRA MCKENNEY, Member	DATE



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**Sandra McKenney**

Party ID: GUW72LI2UJL5DF4DV957YP

IP Address: 64.223.170.105

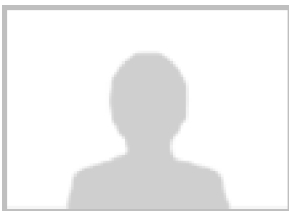
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

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Digital Fingerprint Checksum

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**Dave Eaton**

Party ID: G6IKXJIN8J6XDT5N4R33E5

IP Address: 162.220.42.26

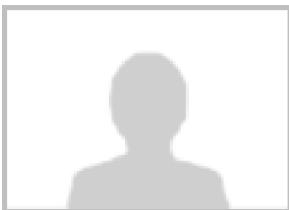
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

*David H Eaton*

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Digital Fingerprint Checksum

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**Ryan Carter**

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*Ryan Carter*

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### Timestamp

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2018-05-21 09:01:30 -0700

### Audit

All parties have signed document. Signed copies sent to: Kathleen Pelissier, Sandra McKenney, Dave Eaton, Ryan Carter, and Michael Stark.

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