

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
May 20, 2019

Call to Order

The Allenstown Select Board Meeting of May 20, 2019 was called to order by Vice Chair Sandy McKenney at 6:03 pm.

Ms. McKenney called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark; Fire Chief Paul St. Germain, Mark Boisvert, Highway Department Foreman

Others present: Carol Andersen, Town Treasurer; Sandra Tourangeau, Deputy Town Treasurer; Craig Tufts, Central NH Regional Planning Commission; Mike Frascinella, EDC Chair; Therese Smith, Helen Gelinas, Tanya Jones, Brian Goss, Holly Riley

Introduction of New Deputy Town Treasurer

Ms. Andersen, Town Treasurer, introduced Sandra Tourangeau, the new Deputy Town Treasurer. Ms. Andersen said that she is glad Ms. Tourangeau consented because she has a lot of financial expertise. Ms. Tourangeau is retired but still works for the City of Concord.

Citizens' Comments

Mr. Frascinella said that the Economic Development Committee (EDC) is meeting this Wednesday, May 22nd at 6:30 pm and he is hoping that Ms. Higham can attend because she has been working on a project which will be discussed.

Ms. Higham said that she cannot attend but will provide a report on the project.

Ms. McKenney said that she cannot attend either but that the meeting can be held without a Selectboard representative as long as there is a quorum.

Ms. Riley asked if any action had been taken on her petition regarding Riverside Drive. She said she would like the town to take ownership of the road.

Ms. McKenney said that the town cannot take ownership of the road because it is a private road.

Ms. Riley said she meant the property which is up for deeding.

Mr. Goodine said that the property in question will probably be on the deed list when it is presented in June, but that the town will probably not take it because it would be a liability.

Ms. Riley said the town should help with the maintenance.

Mr. Goodine responded that many homeowners moved because they were in a flood zone, which is why the town owns property on the road. He said that the Town Attorney will look at Ms. Riley's petition when she has time, but it is not a high priority. He added that the town is not part of any maintenance agreement with other property owners on the road.

Ms. Higham questioned if the other owners on the road are maintaining it. She asked Ms. Riley if she had brought with her a deed to show her ownership of the property previously owned by her parents.

Ms. Riley responded that she does now own the property but did not bring the proof. She said that BOS members has access to the records.

Ms. Higham said that it not the responsibility of the Board and that Ms. Riley had agreed at the last meeting to bring proof of ownership.

Ms. Riley said that the town has stomped all over the residents of Riverside Drive.

Ms. McKenney said that there is nothing more they can do at his point.

Ms. Riley said it could be designated an emergency way.

Ms. McKenney said that the emergency way status had been rescinded.

Ms. Riley asked if there was a time limit for the town to act on her petition.

Ms. McKenney and Mr. Goodine both said they did not think there was a time limit.

Ms. Riley then said that the Mr. Dobbs is concerned because he started getting a tax bill for the road in 2016.

Ms. McKenney said that is something the Board should discuss with Mr. Dobbs himself.

Regular Agenda

▪ Suncook Valley Trails

Craig Tufts, Central NH Regional Planning Commission (CNHRPC), stated that he is a planner who met recently with the Economic Development Committee (EDC) about the importance of trails to communities. He said he wished to make a brief presentation to the Board as well. Often, abandoned railroad track are used to create biking and hiking trails. Allenstown is in a corridor where this has not been pursued, in part because a lot of private property is involved, which requires getting permission or easements. He said that if Allenstown desires, he will create a blueprint for possible trails. On a voluntary basis, people can sign up to receive email updates in order to follow the project. He said he will be meeting with people in Pembroke tomorrow on this issue. He said that a few possible trail routes were discussed at the EDC meeting. One would be an extension of the Hooksett River Walk to the China Mill area. Another would involve a bridge over the Suncook River to Pembroke. A third route would be from Epsom to Bear Brook and a fourth would be a trail from Bear Brook into the village along River

Road because of low traffic on that road. These trails would be for walking, biking and perhaps snowmobiles. ATV use is more controversial.

Ms. McKenney said this is a great idea.

Ms. Tourangeau asked if he had reached out to the State Bureau of Trails Administration for possible grants.

Mr. Tufts said they are not there yet, but it is a good idea, once they develop a concrete plan. He said that what is called the Northern Rail Trail runs from Lebanon to Concord, the development of which was eased by the fact that old railroad tracks run the entire way and it is all public land. There is also a trail from the Massachusetts border to the Airport. The corridor which includes Allenstown is the most difficult because there is so much private property. This is the major gap in what is known as the Granite State Rail Trails.

Ms. McKenney thanked Mr. Tufts for his presentation.

▪ **Main Street Academy Summary**

Mr. Goodine stated that he and Mr. Frascinella visited three communities during this program.

Mr. Frascinella stated that he has learned the key to economic development is to connect the economic center of town to local resources – for work and play. He has contacted the Park Manager of Bear Brook and she will attend a June meeting of the EDC. Another idea from the Main Street Academy is a Walking Tour Pamphlet, which would delineate a half hour walk to learn the history of the town. He also liked the idea of signage indicating points of interest, perhaps located at the Boat Ramp. For Community Outreach, email blasts about events in town are effective. Also, events could be created to bring people together to talk about the town. Yet another idea is to have a bulletin board at locations residents visit frequently where sticky notes could be posted with ideas for the town. These would be collected and evaluated.

Mr. Goodine said that the town's GIS could be used to map town resources.

Mr. Frascinella said he also likes the idea of a story map where people could click on a picture and read a story about it.

Mr. Goodine said another idea is to learn about State Park activities and link them to activities in town.

Mr. Frascinella said it was great to see what communities, small and large, have done. The two goals are economic activity and quality of life.

Mr. Goodine said that he got a lot of good things that he hasn't had a chance to look at yet.

Mr. Frascinella said he likes the idea of a Central Bulletin Board enclosed in glass which could be outside in a central location.

B. Goss suggested that Sully's would be a good location for a bulletin board.

Mr. Frascinella said the town has two rivers, and what is done with them? He talked about canoe and kayak races.

Mr. Goodine said what is needed most is human capital.

Mr. Frascinella said they need leaders and volunteers.

Mr. Goodine said that murals was another good idea. In Keene they have raised lots of money to bring in artists to paint murals on brick walls.

Mr. Frascinella said he spoke with Jay Patel, who owns the Suncook Convenience store, about the possibility of having an artist paint a mural on the side of his building.

- **Zone Change and 79E Tax Program and China Mill Update**

Mr. Goodine reported that they still hope to have just one warrant article for the special town meeting. He said he will have a conference call this week with Sharon Somers and Matt Monahan. The exact boundaries of the infill overlay zone and 79E district need to be identified. It is known they were established at about the same time.

- **Public Works Staffing – Possible Temporary Worker**

This item was tabled.

- **Paving Bid Award**

Mr. Goodine explained that three bids were received: \$141,307; \$84,602; and \$90,863. The highest bid can be tossed out, but the second highest bid actually has a lower cost per ton than the low bid - \$69.00 per ton versus \$71.80 per ton. In the future, he said, they would like to ask for bids on a per ton basis only.

Mr. Boisvert said he hoped they could bid that way in the future. That way, in December they could bid for an entire year, not for each project, which is time-consuming. Also, he said the paving companies treat the town better if they are going to do all projects for the year.

Ms. McKenney made a motion to award GMI the paving contract at a cost of \$69 per ton and to authorize the Town Administrator to sign on behalf of the Board of Selectmen. Ms. Higham seconded the motion, which carried unanimously.

- **Hazardous Mitigation Plan Grant**

Mr. Goodine said this plan was last updated in 2015. A State grant in the amount of \$10,000 is available for the 2020 update. He said that the Central NH Regional Planning Commission will take on this task. Therefore, according to the terms of the grant, CNHRPC will receive \$7,500 and the other \$2,500 will be used to pay Allenstown staff for their time. He said the town cannot apply for disaster funds if they do not have a Hazardous Mitigation Plan.

Ms. McKenney made a motion to designate CNHRPC to complete the update of the Hazardous Mitigation Plan. Ms. Higham seconded the motion, which carried unanimously.

- **June 3, 2019 Selectboard Meeting – Old Allenstown Meeting House on Deerfield Road**

Ms. Pelissier said there is lots of history there, and Armand and Claudette Verville do a great job.

Town Administrator's Report

Mr. Goodine said the Conflict of Interest presentation was worthwhile.

Mr. Goodine reported on a manhole controversy. He said they typically leave two inches around manholes so that when they pave, they are locked in. The Sewer Department recently hired someone to install manholes on Whitten Street and they left only one inch, so they might push or pull. The Sewer Department is not going to chisel them out, but they will have to fix them at their cost if it is a problem.

Mr. Goodine said he is planning to draft a traffic ordinance to restrict parking on a Main Street between Whitten and Webster Streets. There is a lot of traffic and visibility is poor.

Chief Stark agreed that the situation could cause an accident.

Mr. Goodine obtained a consensus to proceed, so he will draft an ordinance and plan for a public hearing on June 17, 2019.

Mr. Goodine said that he had emailed a prospective deed list to the Board members.

K. Pelissier said this is a very early deed list; it will probably be reduced by half or more over the next few weeks as people rush in to pay or to arrange payment plans.

Mr. Goodine said he, Chief Stark, Sergeant Shea and Sergeant Tower attended a Primex Summit Conference. It was a rewarding time and valuable information was provided.

Chief Stark said Primex always does a great job.

Ms. McKenney asked Ms. Higham to attend the Old Allenstown Yearly Meeting on May 28th at the Police Station beginning at 6:00 pm. They have not been able to reach Ryan Carter.

Ms. Higham agreed to attend.

Ms. McKenney reported that the School Board has a deficit of about \$200,000, and she asked Mr. Goodine to call the SAU to get more information on the situation. She said they may be able to tap into the contingency fund, but they would have to check on the procedure.

Mr. Goodine next showed pictures of the handiwork of the Highway Department personnel who took steps to control rainwater on one side of their building. Next, they will do the other side. He then provided a demonstration of the Road Surface Maintenance System (RSMS) software which is a methodology for providing an overview and estimate of a road system's condition and the costs for improvements. It indicates what type of work needs to be done by priority.

Mr. Boisvert said this is a good tool for budgeting roadwork and planning that work to optimize road life.

Mr. Goodine said this was approved at the last meeting and CNHRPC will help with it.

Consent Calendar, Minutes and Manifests

Ms. McKenney made a motion to ratify the Consent Calendar of the May 20, 2019 meeting. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the May 6, 2019 and April 29, 2019 meetings. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the May 6, 2019 non-public session I. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the May 6, 2019 non-public session II. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the Accounts Payable and Payroll Manifests listed on the May 20, 2019 agenda. Ms. Higham seconded the motion, which carried unanimously.

Mr. Goodine next presented the GIS contract for this year in the amount of \$2,400 with CAI.

Ms. McKenney made a motion to approve the GIS Internet Service Maintenance Agreement in the amount of \$2,400. 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 7:40 pm. Ms. Higham seconded the motion.

A roll call vote was taken on the motion. Sandy McKenney, aye; Maureen Higham, aye.

Ms. McKenney made a motion to return to public session at 7:55 pm. Ms. Higham seconded the motion.

A roll call vote was taken on the motion. Sandy McKenney, aye; Maureen Higham, 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 on the motion. Sandy McKenney, aye; Maureen Higham, aye.

Ms. McKenney made a motion to pay Mark Boisvert an extra \$300 per week, retroactive to January 4, 2019, for acting as Road Agent, a position he will hold until Mr. Ronnie Pelissier returns to work. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:00 pm. Ms. Higham seconded the motion.

A roll call vote was taken on the motion. Sandy McKenney, aye; Maureen Higham, aye.

Ms. McKenney made a motion to return to public session at 8:35 pm. Ms. Higham seconded the motion.

A roll call vote was taken on the motion. Sandy McKenney, aye; Maureen Higham, 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 on the motion. Sandy McKenney, aye; Maureen Higham, aye.

Ms. McKenney made a motion to appoint Eric Lambert as Deputy Fire Chief. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to adjourn at adjourn at 8:36 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

MAY 20, 2019

Signature Page

Original Approval:	
RYAN CARTER, Chair	DATE
<i>Sandra McKenney</i>	08/05/2019
SANDRA MCKENNEY, Vice Chair	DATE
<i>Maureen Higham</i>	08/07/2019
MAUREEN HIGHAM, Member	DATE

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

Signature Certificate



Document Reference: Y8NNUKJHALAV2BSAERF7RU

RightSignature
Easy Online Document Signing



Maureen Highham

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IP Address: 64.222.96.214

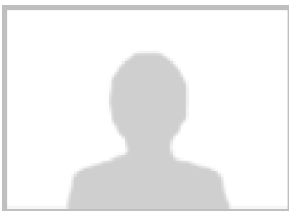
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

49faa7105f648461cdeb70e8faa1ac1677dbf3e8



Sandra McKenney

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Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



Timestamp

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2019-08-07 13:46:45 -0700

2019-08-05 15:21:58 -0700

2019-08-05 15:20:15 -0700

2019-08-05 15:02:43 -0700

Audit

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

Document signed by Maureen Highham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Maureen Highham (mhigham@allentownnh.gov). - 64.222.96.214

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.71.210.180

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