

TOWN OF ALLENSTOWN
Select Board Meeting
Old Allenstown Meeting House, Deerfield Road
Allenstown, New Hampshire 03275
June 4, 2018

Call to Order

The Allenstown Select Board Meeting of June 4, 2018 was called to order by Chairman Ryan Carter at 6:30 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, Interim Town Administrator; Derik Goodine, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Highway Department; Debbie Bender, Finance Director; Trish Caruso, Human Resources

Others present: Carol Merrill, Richard Merrill, Molly Sears, Armand Verville, Old Allenstown Meeting House Committee; Claudette Verville, Michael Frascinella, K. Plumer, Tom Irzyk, Michael Trainque, Hoyle, Tanner & Associates, Inc; Stephanie Bray, NH Legal Assistance

Citizens' Comments

Mr. Goodine stated that he is looking forward to working as the new Town Administrator and being part of the Allenstown community. This is the sixth town in which he has worked, and he has over 20 years of experience in town management. He has two daughters who are finishing their educations in Maine.

Chair Carter welcomed Mr. Goodine, saying that he has an impressive background and experience. Chair Carter also thanked Mr. Stark for doing such a great job as the interim Town Administrator.

Mr. Verville thanked the Board for continuing the tradition of meeting once a year at the Old Allenstown Meeting House, and he was glad of the chance to meet Mr. Goodine.

Mr. Irzyk asked who is responsible for code enforcement in Allenstown. He mentioned reports of complaints about messiness and residents not in compliance with Town ordinances.

Chair Carter responded that code enforcement used to be the responsibility of the Building Inspector but that the Police Department is doing it now.

Mr. Irzyk said that the police should see these problems as they drive around Town.

Mr. Stark said that if they see a problem, they can deal with it. He said that it is important to call the Police Department with complaints because even if perpetrators are gone by the time the police arrive, it is important that the complaints are on file.

Ms. McKenney stated that the Board has to do things legally; a messy yard alone is not a violation, but if it is dangerous, it is a violation.

Mr. Stark said that the police cannot be the complaining party. He said that although a caller does not have to give his or her name, it helps if they want the process to begin. The Police Department does not tell the perpetrator who complained. The more people who call, the better, because that helps build a case. He explained that they begin with a letter from the Building Department unless it is a disorderly conduct situation, in which case the Police Department will enforce the law. He emphasized that it is okay to bother the Police Department!

Mr. Frascinella asked about junk yards.

Mr. Stark responded that those situations are even more difficult.

Public Hearing – Proposed changes to the Purchasing Policy, 2013-10

Chair Carter opened the public hearing on the purchasing policy at 6:14 p.m., stating that this is the second public hearing. He said that some of the changes are minor, some are not. He said that one change is reducing the amount of spending which the Town Administrator can authorize without a purchase order from \$5,000 to \$3,000. Department heads can overspend a purchase order amount by ten percent without immediate authorization, with a cap of \$1,000. The Highway Department would be exempt from the cap for road projects.

Mr. Irzyk asked if the reason for the reduction from \$5,000 to \$3,000 was because of abuse.

Chair Carter responded that there were no instances of abuse. He explained that the exemption for road projects is because the costs of a project would increase substantially if a paving company has to return to finish the project.

Mr. Irzyk said that the School Board sets no caps unless there is a spending freeze.

Ms. McKenney said that the \$5,000 limit raised concerns.

Chair Carter said that the Board will still see all purchase orders and manifests.

Mr. Pelissier said that, with the Town Administrator able to authorize \$5,000, he was able to purchase materials for the next year if there was money left in his budget near the end of the year.

Chair Carter closed the Public Hearing at 6:24 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the proposed changes to the purchasing policy.

Budget Guidance Discussion

Ms. McKenney stated that she would like to see the department heads meet together to work on a budget. One department might put off a project so another department can complete a more important project.

Chair Carter stated that last year's directive was to stay within the amount of the Consumer Price Index increase of two percent.

Mr. Eaton said that for several years, increases have been held to the amount of the CPI increase. This avoids dramatic swings from year to year. He went on to say that employees deserve a living wage, and

insurance rates can fluctuate significantly. They were lucky last year because insurance went down by ten percent. And, insurance rates are not available until the end of October.

Ms. McKenney said she would like to have the BOS meet with the School Board.

Mr. Irzyk agreed that that would be a good idea. He said that they were starting the budget process earlier this year for the School Department.

Ms. Bender suggested that a good strategy would be to account for items over which there is no control such as heat or salt, and then start looking at other items.

Mr. Eaton pointed out that they have a five-year Capital Improvements Program (CIP).

Ms. McKenney stated that the School Department has the biggest budget.

Mr. Irzyk said that in many cases, they must expend funds and then get reimbursed with grant funds. He cited recent work on security measures as an example. He invited everyone to the School Board meeting at AES on June 11, 2018.

Mr. Stark asked to be informed if more than one Board members will attend so that he can prepare a quorum notice.

Ms. McKenney said that residents have concerns about the Sewer Department as well.

Mr. Eaton said that it would be nice to sit down together.

Chair Carter said that he likes looking at budgets on an individual basis. He also noted that even though the increase in the CPI was 2.5%, the fact that the default budget was approved at Town Meeting sends a clear message about spending.

Mr. Eaton said that they need to know the needs of the departments. The Board could issue a directive for a zero percent increase but encourage departments to come to the Board with desperate needs. He said they have been putting away money for the Highway Garage, and on a case-by-case could decide about other large expenses.

Mr. Irzyk said that a zero percent increase budget would mean massive cuts, mostly in salary and insurance.

Ms. McKenney asked if they might give a directive for a 2.5% increase for wages and associated costs only.

Chair Carter said that he believes there are areas which could be trimmed and they should try to keep the increase below two percent. He said it is time to get creative in all areas.

Mr. Eaton said that part of the sacrifices could be CIP projects.

Mr. Stark stated that when budgeted positions are not filled, this creates extra money for other expenses and projects. He asked if the 2.5% increase would be based on the default budget or the 2018 proposed budget.

Mr. Eaton suggested issuing a directive to increase budgets no more than 2.5% and see what department heads come up with, making sure that salaries are covered.

Mr. Goodine said that he would expect department heads to justify a 2.5% increase, not just budget that amount because it is allowed.

Mr. Eaton said that last year the Fire Department asked for more than the directive allowed because of some issues. They were sent back to determine their desperate needs.

Mr. Goodine said that he would be meeting with the department heads and discussing prioritization.

Mr. Eaton said that the budget increase overall should be within the 2.5%, but individual departments could be more or less than that.

Mr. Frascinella said that people on fixed incomes are not getting a 2.5% increase in income.

Chair Carter said that there were dollars to be saved last year, but they did not get saved. They were moved around instead.

Mr. Eaton said that once the department heads have presented and explained their budgets, they will have a better idea.

Ms. McKenney said that level funding means employees will be cut, affecting the quality of service.

Chair Carter side the Board needs to have open dialogue with the department heads. He said there is a rumor that if you don't spend all of the money in your budget, you lose it for the next year. He asked how that attitude comes about.

Mr. Eaton said that the Board needs to give a directive.

Chair Carter asked department heads to come talk to the Board members. He said he felt that the process last year felt passive.

Ms. McKenney said that the only part of level funding she does not like is wages. She said there should be no cuts in employees, and they need to work with the School Board.

Mr. Stark said a zero percent increase budget should be based on the 2018 proposed budget; departments should express their needs to the Board.

July 2nd meeting: hold that day, move to July 9th, or discuss that business on July 16th

Chair Carter asked about the wishes of the Board members regarding the July meeting schedule.

The members agreed to meet on July 9th, July 16th and July 30th.

Clean Water State Revolving Fund Application

Mr. Trainque of Hoyle, Tanner & Associates said that funding of the new waste water pump station was approved at the Town Meeting last year. Several documents have already been signed; there are only two left. A pre-application to the NH State Department of Environmental Service for a loan was completed last year.

Mr. Eaton confirmed that these are sewer funds.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the loan application in the amount of \$1, 616,000 and to authorize the Town Administrator to sign on behalf of the BOS.

Mr. Trainque next explained that the DES wishes to incentivize communities to have asset management programs for infrastructure. When stormwater management programs are 100% established, they offer 100% forgiveness of principle.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the pre-application for a stormwater management program loan in the amount of \$30,000 and to authorize the Town Administrator to sign on behalf of the Board.

Mr. Pelissier reported that the Highway Department has completed the repairs at the Ferry Street Boat Landing. He said that the sign saying that the boat ramp is closed can be removed.

Mr. Stark said that new signs will be made: a welcome sign, a 'Carry In and Carry Out' sign and a 'Use at Your Own Risk' sign.

The Board members had no objection to removing the sign.

Civil Forfeitures for unlicensed dogs

Mr. Stark asked the Board members to sign the warrant for unlicensed dogs.

Town Administrator's Report

Mr. Stark stated that the first newsletter is available electronically, and he is getting a quote from W.B. Mason for preparation of paper copies.

Mr. Stark reported that letters have been sent to 68 River Road and 341 Deerfield Road regarding their trailers. He said there was a complaint about fireworks, but fireworks are legal in Allentown, and the complaint was at 9:00 p.m. on the night before Memorial Day. He continued, saying that the trash on Howe Street will be gone in two weeks. Although the Highway Department could pick up the trash, they would prefer not to set a precedent.

Chair Carter said that a fine might keep the situation from getting worse.

Mr. Stark said that the lack of removal is due to lack of funds.

Mr. Stark said that there have been lots of requests for the tax exemption warrant article verbiage.

Chair Carter asked if the exemption would involve requesting an abatement each year.

Mr. Stark responded that the tax assessing and collecting software should be able to include the exemptions in their programming.

Mr. Stark said that the Ferry Street Boat Landing repair is done and the Fire Department project will start soon.

CONSENT CALENDAR, MINUTES AND MANIFESTS

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to ratify the Consent Calendar of June 4, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the May 22, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the non-public session of May 22, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the Payroll and Accounts Payable Manifests listed on the June 4, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 7:35 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 8:13 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to adjourn at 8:14 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 4, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	07/08/2018 DATE
 DAVID EATON, Member	06/26/2018 DATE
 SANDRA MCKENNEY, Member	06/26/2018 DATE

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

Signature Certificate

 Document Reference: SJ358XJGFIXEPPPR6A73YH

RightSignature
Easy Online Document Signing



Sandra McKenney
Party ID: MDIAA4IA3K95INSUVG9JFY
IP Address: 64.223.173.234
VERIFIED EMAIL: smckenney@allenstownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



David Eaton
Party ID: UR44SZI8XLSFWJGT6PBN2F
IP Address: 162.220.42.26
VERIFIED EMAIL: deaton@allenstownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

bd0b299b8baa3bc7746ba9807c29cf74d0df1e14



Ryan Carter
Party ID: P53SAWJ2J33I9PLMFF9JSP
IP Address: 64.222.96.214
VERIFIED EMAIL: rcarter@allenstownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

28574d1b4e97e16d1fdeec7d3fe2f405e1b9546a



Timestamp

2018-07-08 15:11:40 -0700
2018-07-08 15:11:40 -0700
2018-07-08 15:07:48 -0700
2018-06-26 16:01:32 -0700
2018-06-26 16:00:30 -0700
2018-06-26 11:42:24 -0700
2018-06-26 11:41:51 -0700

Audit

All parties have signed document. Signed copies sent to: Sandra McKenney, David Eaton, Ryan Carter, and Derik Goodine.
Document signed by Ryan Carter (rcarter@allenstownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Ryan Carter (rcarter@allenstownnh.gov). - 64.222.96.214
Document signed by Sandra McKenney (smckenney@allenstownnh.gov) with drawn signature. - 64.223.173.234
Document viewed by Sandra McKenney (smckenney@allenstownnh.gov). - 64.223.173.234
Document signed by David Eaton (deaton@allenstownnh.gov) with drawn signature. - 162.220.42.26
Document viewed by David Eaton (deaton@allenstownnh.gov). - 162.220.42.26



This signature page provides a record of the online activity executing this contract.

Signature Certificate



Document Reference: SJ358XJGFIXEPPPR6A73YH

RightSignature

Easy Online Document Signing

2018-06-26 10:22:57 -0700

Document created by Derik Goodine (dgoodine@allentownnh.gov). -
64.222.96.214



This signature page provides a record of the online activity executing this contract.