

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
July 9, 2018

Call to Order

The Allenstown Select Board Meeting of July 9, 2018 was called to order by Chairman Ryan Carter at 6:04 p.m. Chairman Carter called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Highway Department; Debbie Bender, Finance Director; Shawn Murray, Fire Chief; Mike Stark, Police Department Lieutenant

Others present: Michael Frascinella, Chad Pelissier

Chair Carter thanked Mike Stark for serving as Interim Town Administrator and presented him with a gift card from the Board members.

Citizens' Comments

There were no Citizens' Comments.

**Riverside Drive near Jilleric Road Blocked Access by Rocks
Riverside Drive Town-Owned Flood Zone Properties Restrictions**

Chair Carter stated that this situation was brought to his attention recently and that he had mentioned it at the last Board meeting. Rocks are blocking Riverside Drive and he would like to determine why the rocks were placed there. He is concerned about easements of property owners affected by this.

Mr. Ron Pelissier stated that the Town acquired certain properties in a FEMA buyout. At the time, the property owner at the end of the street asked that the rocks be placed to keep people out at night and to avoid dumping. The Town Administrator asked the Highway Department to place the rocks, as requested by the property owner. No one was using the road at the time.

Chair Carter said he is concerned about liability.

Mr. Eaton asked if it is a private road being blocked.

Chair Carter confirmed that it is.

Ms. McKenney asked if this was something the Town should not have done.

Chair Carter reported that there are restrictions on the development of this property obtained by the Town via a FEMA buyout. No flood insurance can be obtained, no paving can be done, no buildings with

walls can be constructed and no dams can be built. Allowed uses are picnic areas, restrooms, bike trails, hiking paths, sports fields, campgrounds, boat ramps, docks agriculture, and unpaved parking areas.

Mr. Eaton suggested that the Conservation Commission could try to develop the land.

Ms. McKenney questioned if the Town would be responsible for maintenance if the area is developed.

Chair Carter said he is concerned about liability. He said the dilemma is that if the Town removes the rocks it will be responsible for maintenance, but if the rocks are blocking easements that is also a problem. He continued, saying that a property owner is mowing and maintaining Town-owned land; Code Enforcement has been notified of this.

Mr. Ron Pelissier stated that the rocks can be removed.

Mr. Eaton said that the road does not meet the criteria for an emergency way.

Ms. Pelissier stated that this is a nice area and people often call her office asking about a Town swimming area.

Chair Carter said that a community farm would be a good idea. He added that any development would require a petition and a road layout.

Mr. Goodine stated that the Town does not have public land on the access road, so if the area is opened up to public uses, there will be more wear and tear and the road will have to be maintained.

Chair Carter added that plowing would probably be difficult.

Mr. Ron Pelissier agreed.

Chair Carter said that he has two concerns: avoiding a potential lawsuit and dealing with the resident who is mowing land owned by the Town.

Mr. Eaton stated that he would like to see a plan before spending any money on this.

Chair Carter said that he would like to see the rocks removed and the area returned to the state it was in prior to the FEMA buyout. He added that the road is a privately-owned parcel.

Mr. Goodine stated that he would check on removing the rocks and the liability incurred if the Town restores and maintains the area.

Fire Chief and Staffing Options

Mr. Goodine reported that he had a discussion with the Pembroke Town Administrator regarding the possibility of sharing a fire chief or consolidating departments. He said that the Pembroke Town Administrator said it would be easier if one department takes over the whole operation.

Fire Chief Murray said that they checked with Pembroke last November and they had no interest in any type of sharing or consolidating. The same was true for Epsom. He said that Pembroke now might be looking to save money. Chief Murray said that he is not opposed to any option, but he noted that consolidating departments is a complicated process. He has worked with MRI, Inc. on consolidations and has first-hand knowledge of the complications, including a lose of morale and a lost sense of identity. He said that Tri-Town is working great, consistently coming in under budget. He said that operation is

moving in the right direction. He said that New Hampshire is one of the last states to get on board with consolidation.

Mr. Eaton stated that this Board should have a conversation with Pembroke's Board.

Mr. Goodine suggested trying to have a decision by the end of July.

Chair Carter said that he is concerned that if they hire a Fire Chief on a stipend basis, they will lose traction. He said that when Chief Murray came in, he addressed issues that needed attention. Because a Fire Chief working on a stipend would have not set number of hours or schedule, repairs and other tasks might not get done. He said he favors budgeting for a part-time Fire Chief.

Mr. Chad Pelissier said that, until eight years ago, the Fire Chief was elected. He said that ten years ago there was a waiting list of firefighters. He said that maybe the old way was better.

Chief Murray said that what they lack is available firefighters during the day.

Ms. Bender said that it would be easy to research what other towns have done regarding consolidation.

Chair Carter said that firefighters can speak to the Board if they wish. They must be involved and it must be an open process.

Mr. Eaton said they should have a decision made by the end of the month.

Mr. Goodine asked for guidance in proceeding with conversations with Pembroke's Town Administrator.

Chief Murray said he should simply find out if Pembroke wants to discuss the issue.

Ms. McKenney said he should have a discussion but not negotiate.

Mr. Frascinella suggested a different approach: the establishment of a Suncook Fire Department.

Chair Carter said he liked that idea.

Fire Station Crack Project

Chief Murray stated that the work on the Fire Station foundation crack began today, and the good news is that they hit solid soil at seven feet.

Ms. McKenney asked if an engineering study was conducted for this repair.

Chief Murray responded that an engineering study was not needed.

Ms. McKenney said that a lot of money is being spent on this and it might have been fixed for less.

Chief Murray said the crack has been there for ten years and nothing has been done. The contractor doing the project is the only company in the area which does this type of work. The other company, Crack-X, would only have patched the foundation.

Mr. Stark stated that this project has been planned for a long time.

Chair Carter said that the Board chose the best solution – to fix the foundation completely and not just patch it.

Mr. Ron Pelissier said that it is often difficult to get three bids on a project.

Library Street Force Main and Suncook Pond Pump Station Pump Project Water Control Revolving Loan Fund Agreement

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve this Agreement and to authorize the Town Administrator to sign the agreement on behalf of the Board.

Appointment of Library Trustee Alternate

Mr. Goodine reported that the appointee is Bobbie Laflamme. He said that Mr. Laflamme and the library people were invited to this meeting but are not in attendance.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the appointment of Mr. Laflamme as a Library Trustee Alternate.

Budget Discussion – COLA and More Directives

Chair Carter said that he had been reviewing budget data and asked if anyone had had a change of heart regarding a directive for the 2019 budget of zero percent (0%) increase of the 2018 proposed budget. He noted that Assessing's default budget was \$85,600 while its proposed budget was only \$64,382. On the other hand, he continued, the Fire Department had a default budget of \$287,000 and a proposed budget of \$330,000. He suggested that one department might need more than the amount of the 2018 proposed budget and some might need less. Therefore, dollars from one department's budget might be reallocated to another department. He said that 0% would be the guideline, but numbers should be broken out to identify the needs of the various departments.

Ms. McKenney said that the departments should work together.

Chief Murray said that he has reviewed prior budgets and it was not easy to determine how maintenance costs were allocated. Given that they were carrying three high-maintenance vehicles, he budgeted high in that area. With one new vehicle coming in tomorrow and having gotten rid of three old vehicles, maintenance costs should not be so high for the next budget.

Ms. Pelissier raised the issue of budgeting for the Town Clerk and Tax Collector, whether they should be combined or not.

Ms. Bender said that they should be combined. Certain revenues and expenses can be associated with one segment or the other, but office supplies and other such items are more logically combined.

Mr. Eaton said that if the accounting system allows for it, combining them is no problem. He said that even with a 0% directive, department heads must look at projects and expenses. They should not just come in with the 2018 proposed budget.

Chair Carter suggested that there may be dollars available in the Building Inspector salary line because the current Inspector is working on a per diem basis and his expense is paid by the contractors.

Ms. Bender asked if the Board has a date range in mind for the budget. She suggested a goal of completing the forecasting of salaries and benefits by the second Board meeting in August so that they could begin preliminary discussions with department heads – an overview or first pass.

Chief Murray suggested that the departments prepare and present their operational budgets, with an additional list of projects that would be done if extra money were available.

Mr. Goodine asked about COLA adjustments for step increases.

Mr. Stark said that it is based on the Consumer Price Index.

Mr. Eaton said that he believes that is 2.5%

Raffle Permit

Mr. Goodine presented a request for a raffle permit for St. John the Baptist parish on August 10, 2018 from 6:00 pm to 8:00 pm. It is a family bingo raffle.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the request for a raffle permit for St. John the Baptist parish on August 10, 2018 from 6:00 pm to 8:00 p.m.

Lien Release

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the discharge of the lien on the property identified as Map 409, Lot 33, Plot 59.

Consent Calendar, Minutes and Manifests

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the Consent Calendar of July 9, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the June 18, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the non-public session of the June 18, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the Payroll and Accounts Payable manifests as listed on the July 9, 2018 agenda.

Town Administrator's Report

Mr. Goodine stated that he received a survey from the NH Municipal Association requesting opinions on four proposed policy changes. He said that if the Board members would provide their input, he would consolidate the responses and send them along.

Mr. Goodine reported that Allenstown Aggregate has a permit request before the Planning Board, while at the same time they are under a consent agreement to remove coal slag. They are 'not there yet.' The Board will eventually have to make a decision on the compliance issue and possible fines.

Mr. Goodine said that he has no new information on the tax issue they are dealing with.

Mr. Goodine stated that the Central NH Regional Planning Commission contacted the Town regarding the China Mill area. They would like to locate the owner(s) and approach them regarding a Brownfield Project to revitalize the property.

Ms. McKenney asked if it is now empty.

Mr. Goodine responded that it is not empty, but possible owners have been identified.

Chair Carter stated that he is all for it.

Mr. Chad Pelissier stated that Brownfield projects are about possible contamination, as opposed to rebuilding. He cited the tannery in Penacook which was redone completely.

Mr. Eaton said they would have to test the soil, for example.

Mr. Goodine next reported that he spent some time doing research on the FEMA buyout.

Mr. Goodine said that they are trying to get the tax deeded property on Garden Drive back in the hands of the owner.

Mr. Goodine told the Board that he visited the Waste Treatment Plan recently and will return for a tour at some time.

Mr. Goodine reported that generator testing has been completed and all is okay.

Mr. Goodine said that he and Mr. Stark met with a developer who is interested in property at the end of Route 28. It has been established that there is not a wetlands area, just a man-made pond.

Mr. Goodine said that the automatic door at the Community Center has not been totally repaired and the company will be back to look at it. It appears to be rubbing on the weather-stripping at the top.

Ms. McKenney said that she was contacted by some seniors because a door that never has been locked in the past is now locked.

Mr. Goodine assured Ms. McKenney that he would look into it.

Mr. Goodine continued his report, saying that the tax deed list was nearly ready. He talked with the former Town Administrator about it recently.

Mr. Goodine reported that repairs for Tri-Town's #3 ambulance now total \$20,000.

Chief Murray stated that there have been ongoing issues with the air conditioner. It was decided that while that is being addressed, brakes and other items will be taken care of and everything will be caught up at once.

Mr. Goodine said that Virtual Town and School has been bought out by Civic Plus. This is a service for integrated technology solutions. He said that it won't affect the website operation and might even make it better.

Mr. Goodine stated that the Webster Street project is underway and should be done by the end of the week.

Mr. Goodine reported that Xfinity is offering some new plans (packages) for cable television.

Mr. Goodine reported that he emailed Raymond regarding the nuisance issue but has had no response.

Mr. Goodine informed the Board that the latest draft of the Fire Chief's report is in their packages, along with a copy of the business solicitation letter provided by Mike Frascinella, Chairman of the Economic Development Committee.

Mr. Frascinella reported that the Committee will be meeting Wednesday, July 11, 2018 to finalize their list of business categories.

Ms. McKenney said that some residents have called to complain about fireworks, especially those with dogs who are frightened by the noise. She suggested that they bring their concerns to the Board by speaking during the Citizens' Comments portion of the meeting.

Non-Public Session in accordance with the provisions of RSA 91-A:3 II (a)

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to enter non-public session in accordance with the provisions of RSA 91-A:3 II (a). The time was 8:10 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to return to public session at 8:37 p.m.


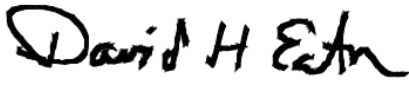

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to seal the minutes of the non-public session as they might adversely affect a member of the public who is not a member of the Board.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to adjourn at 8:39 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

July 9, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	08/13/2018 DATE
 DAVID EATON, Member	08/01/2018 DATE
 SANDRA MCKENNEY, Member	08/02/2018 DATE

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

Signature Certificate



Document Reference: KUFRSWJPS3SH3RG2FGA8TM

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Sandra McKenney

Party ID: JLF58DJXGJ95WAGTGE5NNC

IP Address: 64.222.215.4

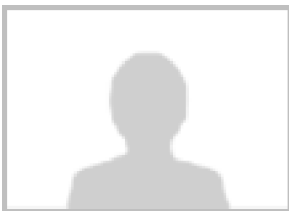
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

Party ID: DCGEJGJFCLB7DXTZAEXE8B

IP Address: 76.119.194.141

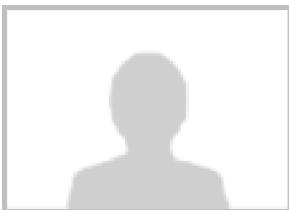
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

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Ryan Carter

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Timestamp

2018-08-13 14:34:58 -0700

2018-08-13 14:34:57 -0700

2018-08-13 14:34:26 -0700

2018-08-02 04:54:58 -0700

2018-08-02 04:54:13 -0700

2018-08-01 18:38:10 -0700

2018-08-01 18:37:17 -0700

Audit

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

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Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 64.222.96.214

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