

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

**Call to Order**

The Allenstown Select Board Meeting of July 16, 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: Derik Goodine, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Mike Stark, Police Department Lieutenant

Others present: Michael Frascinella, Chad Pelissier, Michael O'Meara, Edward Emond

**Citizens' Comments**

There were no citizens' comments.

**Abandon the Paper Street Portion of Lincoln Street as shown on plans entitled, "Lot Line Adjustment Boundary Survey Town of Allenstown and Edward N. Emond 2012 Trust, etc."**

Mr. Goodine stated that the Town Attorney indicated in an email that some items were left out.

Chair Carter listed the four items identified by the Town Attorney as needing to be done:

- Determine the values of the two properties before moving forward.
- Clearly indicate that the hammerhead is a public street.
- Discontinue the paper street to prevent cutting through and/or a future road to Bailey Avenue.
- Ensure that valuations done by the Assessor or a qualified person consist of construction estimates.

Ms. McKenney stated that she was at the Planning Board meeting on this issue and the vote was 4-1, allowing the project to go forward. All requirements were met by the applicant. Chad Pelissier raised the issue of an emergency way, which is a good concern.

Mr. O'Meara said absolutely.

Mr. Pelissier stated that a long time ago the Town dropped the ball here because there is only one way in or out, and the people in the 50 homes in that area may need emergency services. He suggested making the paper street an emergency way with a bar and gate.

Ms. McKenney said that this should have come up earlier.

Mr. Emond stated that he spent \$13,000 on a design, based on what was requested. He asked the Board to tell him what to do. He pointed out the easement and said that it could be opened up. He said that would be a good idea. The driveway could be positioned to facilitate emergency access in the rare occasion that it might be needed, but that this would be up to the Town and the Building Inspector because the driveway is not a Planning Board issue.

Mr. Eaton asked what would need to be done to make this an emergency way.

Mr. Emond said that what is there is gravel, and it will be graded to finished grade.

Chair Carter said that this is a Class 6 road and it could be maintained but that would open up the possibility of it becoming a Class 5 road, intended or not, and thus require maintenance.

Mr. Emond said that the Road Agent Ronnie Pelissier said to dump a few loads of gravel to make it passable; it would only be accessed a few times a year. It would not have to be plowed; it never has been plowed. The land swap agreement could state that this is an emergency way.

Mr. Emond said that valuation was not discussed. They did not talk dollars. He is giving 2,500 square feet of land to the Town and he is getting 5,000 square feet, which includes the easement for the Town. He is also paying \$25,000 to \$30,000 for the hammerhead.

Mr. Goodine said that, regarding valuation, the swap must be equal; it must be in the public good.

Chair Carter said that before proceeding they should get the valuations and make sure that all necessary steps have been completed. Also, they need to follow the proper procedure for road classifications.

Mr. Goodine said that he would need road construction estimates from Mr. Emond.

Mr. Emond asked that all of this be done as soon as possible.

Chair Carter apologized for the delay and said that this agenda item, along with the second and third agenda items, will be on the agenda for the next meeting.

#### **Discussion of Business Listings on the Website**

Mr. Frascinella provided the Board members with sample copies of the form which the Economic Development Committee would like to have businesses in Allenstown use to provide information to establish an online Business Directory. He elaborated on the proposal, saying the EDC has developed a three-pronged approach. Businesses which have provided email information to the Town will receive the form via email. Second, the form would be on the home page of the Town website. Finally, copies of the form would be available on the counter at the Town Clerk's office.

Mr. Goodine said that he has located the list of business emails and only needs to eliminate the duplicates. He believes he can create the online form so that it can be filled out on line.

Mr. Eaton suggested that the verbiage stating... 'free, not advertising, no strings attached, no favoritism of any kind' should simply say that it is free.

Mr. Goodine suggested a 'Do Not Publish' option.

Ms. McKenney asked if the Town Clerk could verify that these are legitimate businesses.

Mr. Frascinella said that the list is from the Secretary of State, arranged by the owner's address.

Ms. Pelissier said that she would be willing to help with verification, using the Tax Collector data base.

Mr. Eaton said that he would like to have information from Mr. Goodine regarding the website posting of the form before approving this item.

#### **Hiring of a Police Officer**

Mr. Stark stated that the candidate, Scott Pihl of Loudon, is not present at this meeting because of work obligations. He is a mechanic. He is in his 30's, married with two children, and a spectacular candidate. Mr. Stark believes he will fit in very well at the Police Department. He would start at Step 1 with a salary of \$20.88 per hour.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the hiring of Scott Pihl as a police officer at a starting salary of \$20.88 per hour, Step 1. His start date is July 16, 2018.

#### **Personnel Policy on Sick Call-out Notification**

Mr. Goodine stated that this item is on the agenda at the request of Ms. McKenney. Recently, one department head was under the assumption that, when calling out, all other department heads, all members of the BOS, and the Town Administrator needed to be notified.

Mr. Goodine stated that this is overkill. He met recently with the department heads and learned that they would like to discuss this and other personnel issues. He said he will report back to the Board after meeting with them again.

#### **Appointment of Health Officer**

Mr. Goodine reported that Ron Eisenhart expressed interest in learning about this position and has agreed to serve as the Town's Health Officer; currently, he is the Deputy EMD.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to hire Ron Eisenhart as the Town's Health Officer, term ending June 1, 2021.

#### **Appointment of Alternate Member of Zoning Board of Adjustment**

Chair Carter is considering filling this position. He needs to determine if he can hold both positions, and he needs to assess his workload. He will make an official decision before the next meeting.

Ms. McKenney stated that applicants have the right to be heard by five members, so having an alternate is vitally important.

#### **Budget YTD Expenditure Report**

Mr. Goodine stated that Mr. Eaton asked him to prepare this report. He said that he would like to know the expectations of the BOS in terms of presentation of this data.

Mr. Eaton stated that he asked for the report because they are working with a default budget.

Mr. Stark said that Mr. Goodine could send the report to the Board members and they could provide any questions they have to Mr. Goodine in advance so that he can respond to them at the next meeting.

Ms. McKenney said that there are some lines which are overspent, but the bottom line is not overspent. She asked why the foundation repair at the Fire Station is shown as a line item when it was a warrant article.

Mr. Stark explained that this is a pass-through; you need to look at the revenue side as well.

Mr. Goodine said this is referred to as gross budgeting because it shows items which otherwise no one would see.

#### **NHMA Legislative Policy Recommendation Paperwork**

Ms. McKenney stated that she would like more time to look at this.

Mr. Goodine said that they have until August 10, 2018.

Ms. McKenney asked if all department heads had looked at this.

Mr. Goodine responded that they had not, but he would get it to them.

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

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to ratify the Consent Calendar of July 16, 2018.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the Payroll and Accounts Payable Manifests listed on the July 16, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the non-public session of July 9, 2018.

#### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine referred to the Budget Directive Schedule, saying that the deadline for submittals would be August 31, 2018, and four meetings would be scheduled between October 1<sup>st</sup> and November 5<sup>th</sup>.

Ms. McKenney stated that she would like to see the meetings with department heads begin in mid-September so that the Budget Committee will have more time to review the budget. She added that it isn't a good idea to schedule Fire and Police at the same meeting because they are large departments and will take a lot of time. She suggested scheduling one large department with two smaller ones for each meeting.

Mr. Eaton noted that they won't be able to complete the budget until insurance costs are received in November.

Mr. Goodine referred to a letter from Granite Apollo. They will be offering Allenstown the opportunity to have a solar farm as it has done in Hopkinton and Londonderry. He said this might be a good project for the EDC.

Mr. Eaton said that the Town cannot lease private land. He added that they will need a lot of sun.

Mr. Chad Pelissier said that there are solar farm regulations to be considered.

Mr. Goodine reported that the State Board of Tax and Land will be siding with Allenstown on the recent appeal unless more evidence is provided. This was in the packets of the Board members at the last meeting.

Mr. Goodine stated that they have received the application for tax relief and a payment plan for which they have been waiting.

Mr. Goodine said that he will be placing the Allenstown Aggregate permit issue on the next BOS agenda because it will be coming before the Planning Board soon. He said they may require a non-public session.

Mr. O'Meara said that they have to schedule the site walk and will need the BOS to make a decision about the consent agreement soon.

Mr. Goodine reported that the foundation repair is coming along and should be done by the end of the week, according to the Fire Chief. No extensions were needed.

Mr. Goodine said that the FEMA issue will have to be postponed until the next meeting because the Town Attorney has not had time to pursue it.

Mr. Goodine reported that they will be looking for guidance from the Board regarding the sale of the Gardener's tax deeded property; specifically, a decision must be made regarding how to address legal fees. They should get this done and sell the property.

Mr. Goodine reported that the Suncook Sewer Treatment Plant Supreme Court case is over and Allenstown won the case. There will be no more appeals.

Mr. Goodine stated that the generator tests seem to have gone okay.

Mr. Goodine continued, stating that one-half of Whitten Street will be closed today and tomorrow because of sewer construction.

Mr. Goodine reported that the Fire Rescue truck will be in service around August 1, 2018 and the new Police Department vehicle is in service now. The insurance policy is up-to-date. They checked to be sure all Town property is listed, as this was cited as a weakness during the last audit.

Mr. Goodine stated that he had a brief training session on NH Local Welfare.

Mr. Goodine said that he will be taking some time off – part of July 26<sup>th</sup> and the morning of July 30<sup>th</sup>. He will be back for the BOS meeting.

Mr. Goodine reported that the Pembroke Board of Selectmen are meeting this evening to discuss the idea of a shared fire chief and other fire department issues.

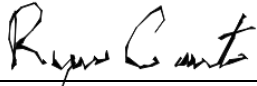


On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to adjourn at 7:44 p.m.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 16, 2018

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**Signature Page**

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

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

# Signature Certificate



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**Sandra McKenney**

Party ID: ZPELJYJ9Y5NIS5LB3CR6J8

IP Address: 64.222.215.4

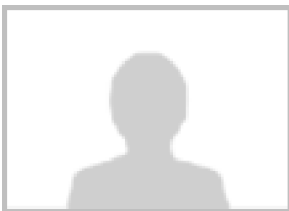
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

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**David Eaton**

Party ID: FUT5AMJ3D5E2X8ZSXZAYUV

IP Address: 76.119.194.141

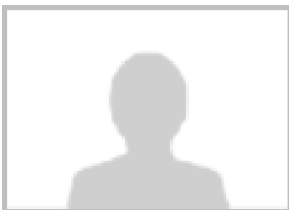
VERIFIED EMAIL: deaton@allentownnh.gov

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

2018-08-13 14:33:21 -0700

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2018-08-02 04:53:57 -0700

2018-08-02 04:52:50 -0700

2018-08-01 18:40:15 -0700

2018-08-01 18:38:24 -0700

## Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

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