

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
August 27, 2018

Call to Order

The Allenstown Select Board Meeting of August 27, 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; Debbie Bender, Finance Director; Ronnie Pelissier, Road Agent;

Others present: Michael Stark, Allenstown PD; Trish Caruso, Michael Frascinella, Chad Pelissier, Nick Upton, Concord Monitor

Citizens' Comments

Mr. Frascinella said he is concerned about the disrepair (cracks and weeds) of the School Street sidewalk and how this negatively affects the looks, livability and economic vitality of the Town.

Ms. McKenney stated that she agrees with Mr. Frascinella. She added that residents do not keep their bushes and shrubs trimmed either.

Mr. Ronnie Pelissier stated that the State owns the road and the sidewalk; Allenstown does the maintenance – plowing and trimming bushes.

Ms. McKenney asked if the Board could contact the State about the disrepair.

Chair Carter responded that they could ask about it.

More NHMA Legislative Policy Proposals

Mr. Goodine presented four additional policy proposals from NHMA. He stated that the first asks for support of legislation to lower the abatement interest rate that municipalities pay from 6% to 4% to align abatement interest with the recent lowering of interest rates on delinquent property taxes.

The three Board members expressed support for this proposal.

Mr. Goodine presented the second additional policy proposal, which calls for support of legislation clarifying that the Town Moderator has authority to postpone the official ballot voting session of town meeting in the event of severe weather or other emergency and establishing clear rules for addressing any practical issues involved in postponing the voting session. The goal is to preserve local control over elections and to protect public safety.

Mr. Eaton said that there are conflicting RSA's on this issue, and the Secretary of State's interpretation is that the voting session cannot be postponed.

The three Board members expressed support of this proposal.

Mr. Goodine stated that the third proposal would allow municipalities to place outdoor watering restrictions on all properties during drought conditions, not just residential properties as currently permitted under RSA 41:11-d.

Mr. Chad Pelissier stated that these restrictions would put commercial growers out of business.

Mr. Ronnie Pelissier stated that the water company monitors usage.

Chair Carter and Mr. Eaton said they do not support this proposal. Ms. McKenney expressed support.

Mr. Goodine stated that the last proposal asks for support of a bill which would clarify that the Site Evaluation Committee does not have jurisdiction over the use of municipal roads by merchant utility projects; the goal is to maintain local control over municipal roads.

Chair Ryan said he supports this proposal; Ms. McKenney and Mr. Eaton were undecided.

Approve and sign Forestry Bill/Reimbursement

Mr. Goodine asked the Board to approve sending a check to the Town of Pembroke in the amount of \$119.74 and a payment of \$449.92 to DRED, of which 50% will be reimbursed.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to authorize payment to the Town of Pembroke in the amount of \$119.74 and a payment of \$449.92 to DRED, of which 50% will be reimbursed.

Fire Chief Interview Dates

Mr. Goodine reported that there are now five candidates for the Fire Chief position. One candidate dropped out. Interviews will be held tomorrow, August 28th, beginning at 10:00 a.m. He said that, since Mr. Murray's contract expires at the end of October, the sooner someone is hired, the better.

Chair Carter called for a Special BOS meeting on September 5, 2018 at 6:00 p.m. to interview the final three candidates.

Mr. Goodine said he would get the resumes to the Board members tomorrow.

Employee Pay Scale Step Increase Presentation by Debbie Bender, Finance Director

Ms. Bender stated that she is proposing a new employee pay scale, saying her charts are color-coded for ease of understanding. She said that she understands that the final stage of a wage scale was fully implemented last year. Her proposal, she claimed, is better for the Town and its employees because it is more flexible, more consistent and more useable, mainly because it does not associate years with steps. It improves transparency and budget forecasting, and it eliminates gaps in some years. By not attaching years to steps, the Town will retain good employees and standardize increases. Control becomes the COLA amount; employees still get steps. She stated that she recommends extending the wage scale from ten to twelve steps. She said that the top of the first page of her proposal shows the current (2018)

scale. It is cumbersome to use. The bottom of the first page shows her proposed scale, with two percent between each step, and it gets rid of the years. The second page lists all employees likely to be affected, so does not include part-time workers, Police Department employees and on-call fire fighters. Those employees with a “no” are not on the scale. She said that nobody loses money under her proposed scale. The annual cost to the Town is \$4,037, which is about \$155 per pay period. Everybody is on the scale, with only one anomaly. She said that the last sheet shows 2019 wages with the new scale. She has shared this with departments and everybody is happy with it.

Chair Carter asked if this is based on merit or years of service.

Ms. Bender responded that her proposal is flexible in that respect. The Town is not locked in to offering a fixed amount when hiring people with previous experience, and it will allow the Town to keep good employees. Each year, assuming good performance, an employee advances one step, and may advance two steps because of an exceptional review. And, there is no longer a three-year gap with no raise from year six to year nine.

Chair Carter stated that the proposed scale would make it easier to forecast out. It is more gradual and more streamlined.

Mr. Ronnie Pelissier said that the wage scale has helped his department, getting employees closer to where they should be.

Chair Carter asked which scale costs more over twelve years.

Ms. Bender responded that it is not an ‘apples to apples’ comparison because it covers fewer years. She added that most employees would prefer more money now over a large payment all at once.

Mr. Eaton said that he likes the proposal because of its clarity. He asked if the Police Department has this scale.

Mr. Stark stated that the Police Department will be going to this.

Mr. Eaton said that, over the years, he has been concerned about paying Town employees fairly.

Ms. Bender said that the Town might consider longevity bonuses for those at the top of the scale.

Mr. Ronnie Pelissier said that the employee who is the anomaly gets an extra week of vacation because of having more than 25 years of service, a type of longevity bonus which really doesn’t cost the Town anything.

Ms. Bender also asked the Board to consider doing all pay increases at once, possibly on July 1st, instead of on anniversary dates.

Authorize the Town Administrator to execute agreements with mobile home parks and cooperatives

Mr. Goodine asked the Board to authorize him to make agreements with the eight mobile home parks and co-ops.

Mr. Frascinella asked what the agreements entail.

Mr. Goodine responded that the mobile home parks and co-ops agree that if a tenant leaves a mobile home, the park may keep it and find a new tenant but must pay the property taxes. If the mobile home needs to be junked, they pay the Town one dollar, remove the home, and replace it with a newer model which will pay more property taxes. The agreement also states that the Town will not pay park rent if a mobile home is tax deeded.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to authorize the Town Administrator to make agreements with the mobile home parks and co-ops.

Consent Calendar, Minutes and Manifests

Mr. Eaton made a motion to ratify the Consent Calendar of August 27, 2018. Ms. McKenney seconded the motion.

Mr. Goodine reported that the taxes for 6 Garden Drive have been paid in the amount of \$14,353.26. He said that the 'as justice may require' provision of the law was applied because the property is staying within the family.

Chair Carter called for a vote on the motion; it carried unanimously.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to approve the minutes of the August 13, 2018 meeting with one correction. Chair Carter abstained from voting.

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 August 27, 2018 agenda.

Town Administrator's Report

Mr. Goodine said that he has been working with Mr. Ronnie Pelissier on some Whitten Street issues. Next, he said that the Senior Center temporary director is doing well.

Ms. McKenney said that they are looking for Meals on Wheels drivers.

Mr. Goodine advised the Board regarding the Holiday Acres extension request, saying that they should keep the September 5th deadline for receipt of information and the September 10th decision date, but to avoid a court date, to change from September 10th to September 14th as the deadline to file.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to amend the motion made at the last meeting, changing the deadline for Holiday Acres to file from September 10th to September 14th.

Ms. McKenney asked Mr. Goodine to check with the Fire Department regarding the plowing of snow at the Library.

Mr. Ronnie Pelissier said that a previous Board directed the Fire Department to plow at Town Hall, the Rec Center and the Library – or give the plow truck to the Highway Department.

Mr. Eaton suggested sending the Fire Chief a reminder of this Board directive.

Ms. Pelissier said that she would check the 2014 and 2015 minutes for the discussion of this topic.

Mr. Goodine asked the Board members to approve a welfare lien discharge. He said other lien discharges are in the Consent Calendar, but this one must be done separately and confidentially, as it is the payback of a welfare lien.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the welfare lien discharge for the property identified as Map 407, Lot 26, Plot 6, and filed in Book 3438, Page 2382 with the County Registry of Deeds.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to enter into non-public session under RSA 91-A:3 II (a) at 7:22 p.m. to address two (a) items.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to return to public session at 7:49 p.m.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to seal the minutes of both discussions, as they might affect someone not a member of the Board.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to adjourn at 7:50 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 27, 2018

Signature Page

Original Approval:	
	10/01/2018
RYAN CARTER, Chair	DATE
	09/12/2018
DAVID EATON, Member	DATE
	09/12/2018
SANDRA MCKENNEY, Member	DATE

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

Signature Certificate



Document Reference: 83Z24CIGU42MB8KV9ZA8FE

RightSignature
Easy Online Document Signing



Sandra McKenney

Party ID: V87RK6JKRKFEJ8X5F7EJBX

IP Address: 64.222.208.26

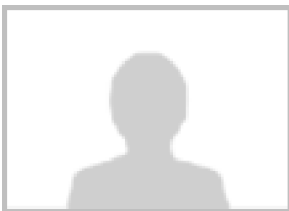
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



David Eaton

Party ID: ISB468IJYKKYVG7XCNUH5M

IP Address: 162.220.42.26

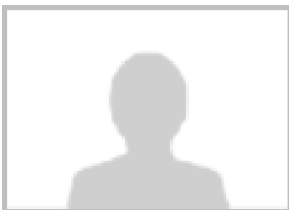
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

aac364c5741a18bc4e9fa2453e3f5b5b7ecc1938



Ryan Carter

Party ID: UDZT39IHX52C53J9TS5S93

IP Address: 64.222.96.214

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Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

f026b6703fc6601989e31d77f54f97e7560d579b



Timestamp

2018-10-01 04:41:52 -0700

2018-10-01 04:41:52 -0700

2018-10-01 04:41:24 -0700

2018-09-12 10:51:27 -0700

2018-09-12 10:49:45 -0700

2018-09-12 06:44:44 -0700

2018-09-12 06:40:17 -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@allentownnh.gov) with drawn signature. - 64.222.96.214

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

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 64.222.208.26

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.222.208.26

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 162.220.42.26

Document viewed by David Eaton (deaton@allentownnh.gov). - 162.220.42.26



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2018-09-11 14:30:25 -0700

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