

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
August 13, 2018

Call to Order

The Allenstown Select Board Meeting of August 13, 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; Ron Eisenhart, Health Officer

Others present: James Bianco, Holiday Acres attorney; Jason Dennis, Holiday Acres attorney, Russ Thibeault, Holiday Acres; Peter Holden, Holden Shearer; Carl Caporal, ASC; Jeff Backman, ASC; Edward Emond, Bob Carter, Boys & Girls Club; Mike Staton, Boys & Girls Club; Tom O'Neil, American Red Cross; Chad Pelissier, Armand Verville, Claudette Verville, Brian Goss, Michael Frascinella, Victor Ranfos, Jr., Bill Melanson, Dora Melanson, Keith Melanson, Ralph E. Prince

Citizens' Comments

Mr. Frascinella referred to an article in the Concord Monitor about the City of Franklin's suspension of its recycling program. He said that the bottom is falling out of single-stream recycling because it includes too much waste that can't be recycled – food-stained pizza boxes and non-recyclable plastics.

Mr. Pelissier stated that the cost of getting rid of recyclables had increased. Currently, it costs about \$110 per ton to get rid of recyclables and only about \$70 per ton for other trash.

Mr. Frascinella asked if Allenstown could be affected by this trend.

Mr. Eaton responded that the Town has a contract through 2020. At that time, it might be an issue.

Mr. Frascinella asked if the Town or Casella has an exit clause.

Chair Carter said that he will check on that.

Public Hearing – RSA 41:14-a, Lincoln Street Land Swap and Hammerhead Driveway

Chair Carter opened the public hearing at 6:04 p.m.

Mr. Goodine explained that Mr. Emond will pay for the hammerhead at a cost of \$25,380. The Town will retain an easement for snow removal and utilities; the three-foot wide trail will be preserved. With the land swap, he stated, the Town is giving 5,584 square feet of land and getting 2,217 square feet. A true valuation assessment was not done because the parcels are so small, but a value of \$2,500 per acre (43,560 square feet in an acre) was used to calculate the land values. This assumes the land is

unbuildable. Thus, the value of the land given is \$325 and the value of the land received in the swap is \$125. Given that Mr. Emond is paying for the hammerhead, the net benefit to the Town is substantial, thus the land swap fulfills the requirement of RSA 41:14-a that requires the swap to benefit the public. He said that a special meeting will be held August 22, 2018 at 6:00 p.m. to decide on this issue. This meeting must be between seven and fourteen days from the public hearing date.

Ms. McKenney asked who will pick up the trash on the trail.

Mr. Goodine said that the path exists now.

Chair Ryan said that not much has changed.

Mr. Goss said he wants to ensure that the wording in the deed is clear regarding the easement.

Mr. Goodine responded, saying that language is not yet in the deed, but it will be.

Chair Carter closed the public hearing at 6:13 p.m.

General Ledger Chart of Account Changes

Ms. Bender stated that currently, the Town Clerk/Tax Collector function has three divisions: Town Clerk, Tax Collector, and Municipal Agent. She said that typically, only large cities have a separate Municipal Agent function for car registration. A three-way division doesn't make sense and renders the budget process difficult for the Town Clerk/Tax Collector. Ms. Bender proposed having only two divisions, and designating 70% of the salary to the Town Clerk function and 30% to the Tax Collector, based on the workload of each division. The bottom line does not change.

Holiday Acres – Q & A

Chair Carter stated that the deadline for the Purchase and Sale agreement with Holiday Acres is approaching and they may need an extension.

Mr. Goodine presented a summary of a report prepared by Steve Henninger, Central NH Regional Planning, on the status of the project. The plan has been reduced from 233 lots to 100 lots, the maximum allowed per zoning regulations. Mr. Henninger listed several items which need to be completed. These will take several months, and an additional 60 days should be allowed for BOS review, so the entire process will take between six and nine months. Also, the BOS will have to grant an extension to Chester Turnpike as a Town road.

Mr. Bianco, attorney for the Holiday Acres development project, distributed a handout enumerating the benefits of the proposal. He said it would be a 55+ community, with no plans to revert to regular housing in 20 years, as was stated previously. He presented pictures of the proposed homes, which are a new type of manufactured homes. A similar development in Rochester has worked out well and features high market value homes. He said the need for municipal services is low. The existing mobile home park has a low crime rate. They will do their own snow plowing and road maintenance. There will be increased revenue from hook-up fees, and few, if any, school-age children. The developer will install sidewalks and piping. There will be a clubhouse which the Town can rent for functions, and there will be a net benefit to the Town's tax revenue base. The extension of about six months is needed because there have been ups and downs with this project.

Mr. Holden of Holden Shearer stated that this development includes 187 acres, plus a landlocked parcel purchased a year ago. While the existing mobile home park has one home for each half acre, this proposal has one home for every two acres. Chester Turnpike will be extended, and sidewalks and security lighting will be installed so that residents may walk to the nearby grocery store or drug store, if they wish.

Mr. Thibeault stated that the data he prepared previously needs to be updated because the size of the development has been reduced. He will prepare an update soon. Generally, since residents will be at least 55 years old, few will have children in school. He acknowledged that some people are having children at an older age and that grandparents sometimes raise their grandchildren, so there might be a few school-age children. He said that the net tax revenue increase would be approximately \$2,000.

Ms. McKenney noted that many will have veteran and/or elderly tax exemptions.

Mr. Eaton said he would like to see the updated figures.

Ms. McKenney asked about the cost of the new homes.

Mr. Bianco said that they will sell for about \$200,000, depending upon the size and the market.

Chair Carter asked about the number of bedrooms.

Mr. Bianco responded that there could be one, two or even three-bedrooms.

Chair Carter noted that going from 233 homes to 100 homes means that the additional tax revenue is halved. He asked if they were still pursuing the purchase of more land.

Mr. Holden said that there is none available.

Chair Carter said that the value of mobile homes depreciates and they might be in a worse position ten years from now.

Mr. Bianco said that old mobile homes are being removed and replaced with new ones. Times are changing.

Chair Carter asked if traffic studies had been done.

Mr. Bianco said that they have not yet been done but will be done. The State may dictate changes such as the addition of signal lights and turning lanes.

Chair Carter said that the Town is selling the 97 acres for \$157,000, which is considerably less than the \$2,500 per acres that was used to value the land involved in the land swap which was discussed previously. He added that he would like to see some commercial development in that area as well.

Boys and Girls Club Day Care Program

Mr. Carter introduced himself and Mike Staton. He said that they are planning to offer day care for three, four, and five-year-old children. Presently, they have only children six and older. They have been license-exempt but are going to be licensed for the day care. They have installed a fence in the outside play area for safety.

Ms. McKenney stated that there was concern that this will take away from the public school programs.

Mr. Carter said that is not their intention. They will have a maximum of 16 children. They have similar programs in Concord and Laconia which are doing very well. He said that the younger children will be in a separate room from the older, after-school students and the hours of operation will be 7:00 a.m. to 6:00 p.m. They will be separate from the older children in the after-school program, although some will work with the teachers there. The children can have snacks and lunch in their room, but they are considering having them eat lunch with the senior citizens downstairs, which might be a 'cool opportunity.'

Chair Carter asked about the cost of the program.

Mr. Carter responded that the after-school program cost is based on income and ranges from \$5 to \$70 per week. The pre-school day care program will probably be about \$30 per day. He said that several licensed facilities in the area have closed and this program has come about because parents have been asking for one.

Red Cross Home Fire Companion Program (Smoke Detector Program)

Mr. Eisenhart began by saying that the house he moved into in Allentown has no smoke detectors, so he installed them. He also mentioned that two elderly people died in a house fire because they didn't have smoke detectors. He has talked with residents and the Fire Department about the need to encourage people to have smoke detectors, especially the elderly.

Mr. O'Neil from the Red Cross said that they started a national program in 2014 offering free smoke alarms. These have a ten-year life and are maintenance free. These would cost \$30 at the retail level, and the average home has three detectors. Since its inception, the program has installed 1.5 million smoke detectors and has verified 500 lives saved. He said that two people visit each home for an installation – an installer and an educator to discuss fire safety.

Chair Carter said that information about this program could be placed in the new resident packets distributed by the Town Clerk's office.

Mr. Goodine said that information about the program could be put in the next Town newsletter.

Mr. Eisenhart suggested presenting the program at schools.

Ms. McKenney said that they could have a booth at Olde Home Day on August 25, 2018. She provided contact information to Mr. Eisenhart and Mr. O'Neil.

Town Office Copier Moving Expense

Ms. Pelissier stated that they are rearranging the Town Clerk/Tax Collector workspace so that the existing space can be used more effectively and efficiently. This involves moving the copier and re-wiring the connection at a cost of \$1,021. She has the money in her budget, or the Building Maintenance fund could be used. She said that Certified Computer Solutions (CCS) has estimated a maximum of eight hours as the time required to complete the wiring. It will probably take only a few hours. Ms. Pelissier would like to get this done as soon as possible, as she has two elections this fall, one in September and another in November. These take a tremendous amount of time and require a lot of storage space, so the rearranging needs to be done soon.

Mr. Frascinella said he is surprised that ethernet was never installed.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the expense of \$1,021 for moving the copier in the Town Office.

Ms. McKenney asked Ms. Pelissier to get an estimate of the cost to install a new key pad for security, or to move the existing one.

Bench and Tree Policy Examples

Mr. Goodine provided examples of policies from other communities on the process of accepting bench and tree donations. These policies cover installation, maintenance, replacement, location, style and plaques. He suggests combining the best of these policies for Allenstown.

Approval of Nobis Contract for Landfill Well Testing Project and Sign Transfer of Funds Resolve

Mr. Goodine explained that this contract is for the regular testing and the extra testing that was agreed upon. The cost is \$8,525. He said the Town might get an extension on the completion deadline because of having to send samples to California, but the contract needs to be signed right away.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the contract for landfill well testing and to authorize the Town Administrator to sign the contract on behalf of the BOS.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to request that the Trustees of the Trust Fund transfer \$8,525 from the Landfill Capital Reserve Fund to the Solid Waste Department Engineering Fund.

Town Administrator's Report

Mr. Goodine first pointed out communication items in the members' packets: a revenue report from the Finance Director, franchise fees for cable television, a letter from Xfinity, notice of a Highway Block Grant from the State, and a notice of increased property liability insurance coverage.

Mr. Goodine next updated the Labbe tax deed situation. He said legal expenses have been tallied now and total \$14,353.26, and there might be one more invoice for between \$100 and \$200. He added that there will be no 10% buy-back fee charged.

Mr. Goodine stated that seven applications have been received for the Fire Chief position. The applicants will first be interviewed by a panel, and the final two or three will be presented to the BOS for their review.

Ms. McKenney said that this should be done in a non-public session on a night separate from the regular BOS meeting.

Chair Carter agreed that this interview should be done on a different date.

Mr. Goodine continued, reporting that the Whitten Street paving project has been completed. He said the Library is looking to hire a part-time librarian. He said that the Business Directory website should be up and running tomorrow. There are still a few technical issues to resolve with the website company.

Mr. Goodine announced that Kelly Urban is leaving her position as Senior Center Director as of this Wednesday.

Ms. Pelissier, at the request of Mr. Eaton, expressed her opinion of the current policy regarding tax deeded properties. She said that the policy in place is working well. Lots of homeowners are on payment plans. Whether they are required to first catch up on one year or two years of tax payments depends upon their ability to pay. Ms. Pelissier said that at one time, mobile homes were not deeded. The mobile home owners realized this and didn't worry about not keeping up with their taxes. One year they deeded 17 properties, mostly mobile homes. Once the owners realized how costly it is to get their homes back, many began paying their taxes more promptly.

Mr. Goodine stated that some of the mobile homes are in such poor condition that deeding them for the small amount of past due taxes isn't worth it if the Town has to pay park fees until the property is sold or disposed of.

Ms. Pelissier announced that, beginning in 2019, the amount of interest communities must pay when an abatement is granted will be reduced from six percent to four percent.

Consent Calendar, Minutes and Manifests

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the July 30, 2018 BOS meeting.

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 13, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the July 30, 2018 non-public session I.

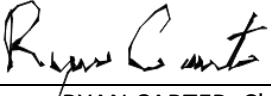


On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the minutes of the July 30, 2018 non-public session II.

On motion of Mr. Eaton, duly seconded by Chair Carter, it was unanimously voted to adjourn at 8:22 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 13, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	09/11/2018 DATE
 DAVID EATON, Member	08/29/2018 DATE
 SANDRA MCKENNEY, Member	08/29/2018 DATE

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

Signature Certificate



Document Reference: Z2UZITJE7LKSAZSN8HJE29

RightSignature
Easy Online Document Signing



Sandra McKenney

Party ID: TK7RJLJ8F2CEWIKPWTII4K

IP Address: 64.222.216.235

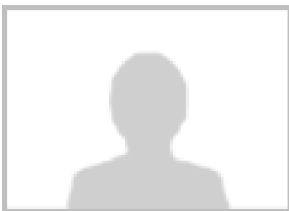
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

08ed4a101d7a4fd7c1601bac14c2ccf9203b1c8c



David Eaton

Party ID: EEJCSIISSJXIAHBDRZM5ZC

IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

aac364c5741a18bc4e9fa2453e3f5b5b7ecc1938



Ryan Carter

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IP Address: 64.222.96.214

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Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

670516d33ead1c765c109fc07ba74dd2546e7167



Timestamp

2018-09-11 03:57:12 -0700

2018-09-11 03:57:11 -0700

2018-09-11 03:56:44 -0700

2018-08-29 10:34:22 -0700

2018-08-29 10:33:36 -0700

2018-08-29 06:38:30 -0700

2018-08-29 06:37:45 -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. - 64.222.216.235

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.222.216.235

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

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Signature Certificate



Document Reference: Z2UZITJE7LKSAZSN8HJE29

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Easy Online Document Signing

2018-08-28 15:24:59 -0700

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64.222.96.214



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