

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allentown, New Hampshire 03275
August 26, 2019

Call to Order

The Allentown Selectboard Meeting of August 26, 2019 was called to order by Chair Ryan Carter at 6:02 pm.

Chair Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham, Ryan Carter

Allentown staff: Derik Goodine, Town Administrator; Deb Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector

Others present: Armand Verville, Claudette Verville, Mike Frascinella, Chief Michael Stark, Chad Pelissier, Kris Raymond, School Board; State Representative Alan Turcotte, State Senator John Reagan, Anthony Weatherbee, Bureau of Bridge Design; Jason Tremblay, Bureau of Bridge Design; Julie Whitmore, DOT Consultant

Citizens' Comments

Ms. Raymond stated that Mr. Goodine has provided information to the Selectboard about potential additional funding Allentown could get if the State budget passes. So far, the Governor has vetoed it. She said that she will attend a public hearing on Thursday at 10:00 am in the Legislative Office Building on educational funding in the budget and will put her name in the lottery in hopes of having a chance to testify. She said she also attended meetings in May of the Senate Finance Committee on this issue. The amount of \$1,663,417 which is available is an incredible figure. She stated that she wished to acknowledge the hundreds of manhours put in by representatives and senators from cities and towns in New Hampshire in the effort to adequately fund education.

Mr. Goodine asked Ms. Raymond if she had seen the Governor's figures on fully funding special education.

Ms. Raymond said that she had not.

Ms. Bender presented clarification on payroll forecasting in relation to a proposed 1.6% increase in stipends. She said these people did not get an increase last year and actually have not had an increase for a long time.

Ms. Pelissier stated that the Supervisors of the Checklist have not had a raise in a long time, and they put in lots of hours, working behind the scenes on maintaining the checklist, training, and other duties. They do much more than attend elections.

Regular Agenda

- **Discussion and Public Input on RT 28 Bridge Reconstruction Project, (Bridge between Allenstown and Pembroke), with the NHDOT**

Anthony Weatherbee, Bureau of Bridge Design, introduced Jason Tremblay, also of the Bureau of Bridge Design, and Julie Whitmore, a DOT consultant. He stated that they are designing a new bridge to replace the one located 3.2 miles north of the intersection with Route 3. The existing bridge is 70 years old. It was built in the 1950's and has been red-listed because of its poor condition. He stated that he, Mr. Tremblay and Ms. Whitmore were present to obtain feedback. He continued, saying that, due to the National Environmental Policy Act, they must minimize the impact on natural, cultural, social and environmental elements as they design and build the bridge. He added that the National Historic Preservation Act requires them to be aware of buildings over 50 years old, buildings in the National Historic Register, and archeological factors. He said that if anyone has concerns about these items, they should let him know tonight or sometime after the meeting. Concerns must be expressed in writing to the Army Corp of Engineers, and should come from local historical societies or town officials. Concerning natural resources, the small rural begonia and the northern long-eared bat are apt to be in this area. They will be replacing the bridge deck and the superstructure, he said. They have two alternatives for the construction project: If the bridge is closed during construction, it will take about one month. If they keep one lane open throughout, it will take six months. Closing the bridge would mean creating detours, for which there are two alternatives. One possible detour would add 7.9 miles to the commute, but would pass through a large residential area with narrow shoulders. Another detour would be on State roads, but would be 23.5 miles long. With the option of a six-month construction period, one lane would be closed as half of the bridge is reconstructed and then the other side would be closed so the other side could be constructed. Concrete barriers would be set up to block one lane for a length of 575 feet. During peak commuting hours in the morning and evening, there would be an estimated one-minute delay. The speed limit would be 30 mph in the construction zone. Temporary signals would be used. The advantage to this option is that the road is not fully closed. The disadvantage would be a significantly longer construction period. The advantage of closing the road completely is the much shorter construction time. The disadvantage is the long detours.

Ms. McKenney said the option of closing the road adds a lot of extra travel miles, but it would be nice to shorten the construction period.

Ms. Raymond stated that Academy Road has a drop off area for Three Rivers Elementary School and Pembroke Academy. In addition, Pembroke Academy has eliminated one drop off area, and this will be a nightmare unless there is a lot of police presence to help.

Mr. Weatherbee said that their calculations are a worst-case scenario because many people will find alternate routes.

Mr. Frascinella said he lives on Deerfield Road and having the bridge out entirely will be a major disruption there.

Mr. Weatherbee said they will also have to consider truck traffic because of the width of these vehicles. He said it sounds like people would rather have the bridge stay open, one lane at a time.

Ms. Raymond asked about the accuracy of projected times.

Mr. Tremblay responded that the closure was planned for 28 days and uncontrollable delays such as weather problems might extend the project by a few days, not weeks or months.

Mr. Verville said he was here with his wife representing the Allenstown Historical Society. He said that there are cellar holes on Buck Street which are on State and Federal historical registries which are within 50 feet of the bridge.

Ms. McKenney asked about storage of equipment during construction.

Mr. Weatherbee said it would be left on site during construction. Most of it can be stored behind the concrete barriers, not requiring a large area.

Ms. McKenney asked who has the final decision regarding the options.

Mr. Weatherbee said they try to let the towns decide. It is a joint decision; they want everybody to be happy.

Ms. Bender asked if there is a cost difference between the two alternatives.

Mr. Weatherbee responded that they are similar. The one-month construction time would require the use of some more costly materials.

Mr. Verville asked about lead paint.

Mr. Weatherbee said it is treated in a special way, and workers are protected.

Ms. McKenney asked if this would be done in 2021.

Mr. Weatherbee responded that actual construction would probably take place in 2022. He then asked if there were flood issues in the area.

Ms. McKenney said they have had some flooding but it is squared away.

Mr. Goodine said there is now a monitor.

Mr. Weatherbee asked about pedestrian and bike traffic.

Chief Stark said there is a lot.

Mr. Weatherbee then asked about safety concerns or town events.

Chief Stark said there were none.

Mr. Tremblay said there would be information about this project on the website, and that they would be meeting with Pembroke next Tuesday.

Mr. Weatherbee said they would hold a public information meeting in about six weeks for both towns, Allenstown and Pembroke.

- **State Park Passes – Discussion with Mike Frascinella**

Mr. Frascinella said he has been in contact with the Bear Brook State Park manager and spoke with her just a couple of days ago. He said she would have liked to offer Allenstown residents discounted passes, but the State said 'no.' She suggested getting the Selectboard involved. He said that because so much of Allenstown land is part of the park, it contributes to the high tax rate. Most visitors to the park are from out of town or out of state. Granting discounts to Allenstown residents would not have much impact on revenue.

Representative Turcotte stated that he met with the Commissioner of Natural and Cultural Resources. She is willing to talk with our Selectboard members. He said that some towns deeded land to the State parks and it is written in the deeds that residents will get a reduced rate. One town writes the State a check and is given passes to distribute to residents.

Mr. Verville said that in the 1960's the legislature gave the park system money to expand the parks, and they bought a lot of private land at fair market value. Some property was taken by eminent domain, but all was private, not town-owned.

Chair Carter said he thought more residents would use the park if they received a discount. He suggested they might have a capital reserve fund for this. He added that he would like to have more information before meeting with the Commissioner of Natural and Cultural Resources. He said he doubted that the park keeps track of the number of out-of-state visitors.

Mr. Goodine suggested that a bill might be submitted regarding discounts for residents.

Ms. McKenney said they should pursue this.

Ms. Pelissier noted that some towns maintain State beaches and are given discount passes in return.

Ms. McKenney asked about the admission cost.

Ms. Pelissier said it is five dollars.

Ms. Raymond said that the fifth graders have a field trip to the park as part of their science curriculum.

- **Allenstown's Bears Names**

Mr. Frascinella provided the names given the bears on the new signs by the students of Allenstown. They are Berry and Brook, Wildberry and Blackberry, and Toasty and Honey. Name plates will be made to attach to the signs.

Ms. Raymond asked if this was done through the schools.

Mr. Frascinella responded that contests were held at ARS and ARD. Mr. Venegas coordinated it and the teachers will let the students know the winners and the bears' names tomorrow when the students return to school.

- **Tax Deed Discussion**

Mr. Goodine reported that Bearview did not meet with him last week as planned because they were without water for a few days. He said he also has to meet with Brookview Terrace. One more payment plan has been established, and he has two more properties to look at. Everything else is good. There are a few foreclosure issues to deal with.

- **Town-wide Yard Sale**

Ms. Pelissier said she would like to plan a town-wide yard sale for next year and make it an annual event. There would be a sign- up list and the two-dollar permit fee would be waived. She suggested the third Saturday in June. This can be posted on the website and signs could be posted around town. The idea, she said, is to give people time to plan. She said she will attach a note to permits issued about the plan for a town-wide sale next year.

Ms. McKenney said they might also consider a holiday door decorating contest.

Chair Carter said he liked these ideas for community engagement.

Ms. Higham made a motion to proclaim the third Saturday in June Town-wide Yard Sale Day. Ms. McKenney seconded the motion, which carried unanimously.

- **Budget Schedule**

Mr. Goodine presented the following Budget Schedule, looking for the consensus of the Board:

Monday, September 30 th	Fire, Library & Tri-Town EMS
Tuesday, October 15 th	Police, Public Works & half of the Administration budgets
Monday, October 21 st	Remaining Administration budgets & Capital Reserve Accounts
Monday, November 4 th	Sewer Department, Warrant Articles & Final budget approval

Chair Carter said he agrees with the schedule and noted that they can make adjustments if necessary.

- **Zone Change and 79E Tax Program Update**

Mr. Goodine stated that the public hearing was held, with no one appearing to speak. He said the date for the Special Town Election has been changed to October 22nd, due to the fact that Monday, October 14th is Columbus Day, which is not a good day to be setting up for an election. He added that he heard a rumor that Brady Sullivan closed on the mill purchase.

Ms. Pelissier noted that they will not pay property taxes for about ten years because of 79-E, and they may receive additional relief as an historic building.

Mr. Verville said the building needs a lot of repair.

- **Primex Property and Liability Insurance Agreement Extension**

Mr. Goodine stated that the current agreement with Primex expires in December of 2020, and increases are capped at nine percent through that time. The current offer to extend for two years with increases capped at seven percent was approved unanimously at a recent department head meeting. He said that the workshops and training offered by Primex add more value to this agreement.

Ms. Higham made a motion to accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Ms. McKenney seconded the motion, which carried unanimously.

Town Administrator's Report

Mr. Goodine told the Board members that he had put on the Consent Agenda the payment in lieu of taxes for the Way Home properties in the amount of \$5,300.

Mr. Goodine reported that the Planning Board's Allenstown Aggregate site walk took place on August 16th. The coal ash pile is 60% gone. He, Mr. Monahan and Mr. O'Meara will conduct another walk early in November when it is expected to be completely gone. The current court order runs out in February of 2020.

Mr. Goodine noted that if the additional State funding for the Schools is realized, it will reduce the tax rate measurably.

Mr. Goodine stated that year-to-date expense report is in the folders of the Board members.

Mr. Goodine reported that the Tri-Town EMS Interlocal Agreement has been approved by the State, and only one minor adjustment needs to be made, as an incorrect RSA was cited.

Mr. Goodine reported that the water main break was found and water has been restored to the residents of Bearview, after two days and three nights without water.

Mr. Goodine said that on the back of the Xfinity bills it states that subscribers should contact their Selectboard if a dispute cannot be resolved. A customer contacted him because she added a channel to her service and later decided to drop it, only to learn that, because of the \$60 discount she received when she added the new item, she would actually be paying more if she dropped it. Mr. Goodine said he has been trying to reach the correct person at Xfinity to speak with them about this.

Mr. Goodine said that Old Home Day seemed to be better attended this year than last. People seemed to be having fun.

Mr. Goodine said that he is using a town vehicle to commute to and from work until his own vehicle is repaired.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the August 26, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 12, 2019 public meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 12, 2019 non-public session I. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 12, 2019 non-public session II. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the August 12, 2019 non-public session III. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable manifests listed on the August 28, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Non-Public Agenda Items

Ms. McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 7:52 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to return to public session at 8:08 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. Higham made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:09 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to return to public session at 8:15 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. Higham made a motion to approve the payment plan application for Lot 106-38-18 in the amount of \$100 per month. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 8:16 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to return to public session at 8:45 pm. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session because they discussed matters which, if discussed in public, would likely affect adversely the reputation of a person not a member of the public body itself. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye; Mr. Carter – aye.


Ms. Higham made a motion allowing the Town Administrator to approve the hiring of a part-time custodian and a part-time Public Works employee. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to adjourn at 8:47 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

AUGUST 26, 2019

Signature Page

Original Approval:	
	10/21/2019
RYAN CARTER, Chair	DATE
	10/16/2019
SANDRA MCKENNEY, Vice Chair	DATE
	10/14/2019
MAUREEN HIGHAM, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE

Signature Certificate



Document Reference: XNSJ7BIWC29J8HZTT3WV5D

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Easy Online Document Signing



Maureen Highham

Party ID: GTUCRKIS7JMKCYUYUSZI5L

IP Address: 64.222.96.214

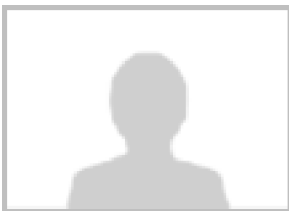
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

Party ID: Y5T6WXJZDJIR5NTJ2U4L7S

IP Address: 72.65.124.228

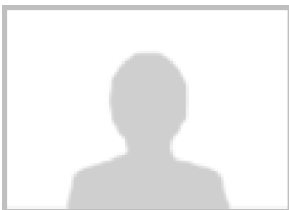
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

Party ID: E4WVGWIEL2XEA5CG5IVSBK

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2019-10-21 13:48:06 -0700

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2019-10-21 13:47:38 -0700

2019-10-16 05:52:48 -0700

2019-10-16 05:52:09 -0700

2019-10-14 15:18:48 -0700

2019-10-10 07:10:19 -0700

Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.62.156.240

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.62.156.240

Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.65.124.228

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.65.124.228

Document signed by Maureen Highham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214

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