

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
September 23, 2019

Call to Order

The Allenstown Selectboard Meeting of September 23, 2019 was called to order by Vice Chair Sandy McKenney at 6:05 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham

Allenstown staff: Derik Goodine, Town Administrator; Deb Bender, Finance Director

Others Present: Shawn Richard, Representing Jeanne B. Descoteaux Trust; Carl Caporale, ASC; Police Chief Michael Stark, Michael Johnson, Michael Frascinella, Robert Richards, Bear View Crossing Cooperative; Marc Boisvert, Highway Department

Citizens Comments

None.

Regular Agenda

- **Involuntary Merger Lot Separation – Court Street**

Mr. Goodine stated that he had a letter dated September 23, 2019 allowing separation of Lot 112-164 into two lots. Per the deed, one lot is 1.9 acres and the other is 0.23 acres. The Assessor will separate this lot into two lots.

Ms. Higham made a motion to separate Lot 112-164 into two lots. Ms. McKenney seconded the motion, which carried unanimously.

- **2020 Budget Preview**

Mr. Goodine said that they have a bit more work to do on the budget. They will add a column indicating whether there is an increase or decrease over the prior year budget. He said that most of the increases are in the salary line. He reported changes to the budget presentation schedule. The Fire Department will present its budget on October 15th, the Police Department will present on October 21st, and the Library will be on October 15th. The General Government Buildings line will be down a bit from \$27,900 to \$26,000. They now have better information about the Community Center, resulting in more accurate budgeting. Insurance figures are expected by October 5th. Property Insurance was budgeted at \$56,620 this year and actual expenses are \$61,694, due to new vehicles, including the Fire-Rescue vehicle. With

\$5,000 in rebates, actual expenses will be in line with the budgeted amount. The Police Department's budget proposal is up about \$8,600, mostly in personnel lines. The Fire Department's increases are mostly personnel as well. They are also looking to fund a full-time Firefighter, to be partially funded by the part-time salary line. Mr. Goodine continued, saying the Building Inspector budget is down \$1,100.

Vice Chair McKenney asked about the Code Enforcer.

Mr. Goodine responded that it is covered in this line, budgeted for \$25,000 with actual expenses between \$16,000 and \$18,000, the difference covering the Code Enforcer. He said that the Emergency Management budget includes a \$3,000 stipend for the EMA Director, which was not previously in the budget. The Highway portion of Public Works is up \$23,860, mostly for part-time salaries. Decreases in construction services and other categories offsets the \$23,860 increase. Sand and salt are both up a bit. Street lights are up a bit as well. The Health Officer is up \$50. Under Welfare, personnel and supplies are up by \$200, while assistance is down to \$6,050 from \$6,550. The Social Services budget is up \$790. Parks & Rec has some minor changes in electricity and equipment repairs & maintenance. He noted that they have received rave reviews for the new maintenance person. The Library's budget is flat.

Vice Chair McKenney mentioned that the American Legion has taken care of the cemetery flags in the past and should still be allowed to, if they wish.

Mr. Goodine said that the Old Allenstown Meeting House budget is up \$100 for a telephone, modem and electricity. He said that the Economic Development Committee has pursued many projects benefitting the town, and he wants to increase that budget from \$900 to \$3,000. The ambulance line, he reported, is up \$56,210. This is because last year they used fund balance dollars to reduce the amounts they requested of Pembroke and Allenstown. The overall budget increase, he said, is 2.13%, but only 0.9% (\$35,717) without the ambulance increase amount. The difference between the proposed and default budgets is 0.75%. He said that non-property tax revenue should wipe out the \$35,717 expense increase. The increase should be ten cents on the tax rate.

Vice Chair McKenney said that the School won't be giving us anything.

Mr. Goodine said they will probably be funding their capital reserve accounts.

Vice Chair McKenney stated that this is going to hurt.

Vice Chair McKenney asked if the warrant articles will be similar to last year.

Mr. Goodine responded that they would be similar, for the most part. However, he listed four possible new warrant articles. The first would be for the full-time firefighter, the second would be for Public Access to stream town committee and board meetings, the third for legal expenses and the last for land acquisition.

- **Library Street Project CWSRF Project Schedule**

Mr. Goodine reported receipt of approval of the date change for the widening of the road. He said that he is concerned that widening in some places might result in speeding.

- **Rail Trail Properties**

Mr. Goodine reported that the three properties for sale discussed at the last meeting have an assessed value of \$24,600. He recommended purchasing two of these properties: one is assessed at \$5,700 and the other at \$8,900. The third, he said, is less attractive, but they should probably try to obtain it, perhaps next year, because the funds are not available this year. He said that two public hearings would be required.

Ms. Higham made a motion to offer the Trustee for the Lucille Ladd 2004 Revocable Trust \$14,600 for the purchase of Lots 114 and 115. Ms. McKenney seconded the motion, which carried unanimously.

Vice Chair McKenney asked if Mr. Goodine had talked with the Central NH Regional Planning Commission.

Mr. Goodine said that he had been talking with them, and they agree that developing the trail toward Hooksett makes sense. He added that there will be grant opportunities.

- **New Loader Push Box Purchase**

Mr. Goodine said that there was a Building Equipment Capital Reserve Fund created in 1987 which could be used for the purchase of a push box for the Highway Department, but there is no named agent to expend from that fund. He is awaiting an answer from legal

Mr. Boisvert said they would like to purchase a push box to put on the front of the loader. It would be used to clean the four-acre Highway yard. It would reduce manhours, as well as wear & tear on the loader. He said they should perhaps resurrect the recycling fund, where money from their sales of copper and other recyclables could be placed. He also said that they have a push broom which was purchased in 2012 and used only one day for eight hours. They may be able to trade it; two vendors are going to give him a price

Vice Chair McKenney asked about the price of the push box.

Mr. Boisvert said that he has prices of \$4,500, \$4,600 and \$6,200. The trade-in of the push broom would offset that price. He said that they might have the funds at yearend.

- **Tax Deed Discussion**

Ms. Higham made a motion to tax deed Lot 407-26-73, 11 Edgewood Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-148, 13 Roland Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-130, 23 Roland Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 112-244, 40 AB Ferry Street. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 409-33-30, 8 Adams Avenue. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 105-2-0, 60 Pinewood Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-97, 9 Marilyn Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 407-26-22, 26 Hillside Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-115, 14 Emile Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 109-17, 15 Pinewood Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 106-38-18, 27 Cheryl Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-167, 27 Parkwood Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 107-12-19, 8 Cheryl Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 108-33, Howe Street. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 408-7, 141 Wing Road. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 408-8, 138 Wing Road. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 409-33-46, 1 Catamount Hill Drive. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 407-40-40, 18 Monroe Avenue. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 407-26-53, 1 Pinecrest Circle. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to tax deed Lot 409-33-13, 2 Jefferson Avenue. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to authorize the Town Administrator to carry out the evictions of tenants residing at the tax deeded properties. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine said that he would have three properties to present at the next meeting.

- **Houle Avenue**

Mr. Goodine reported that they have been trying to determine which section of Houle Avenue is a town road and which is private. In 1988 the Planning Board approved making a section of the road a town road, but it seems that the BOS never voted to accept the road. Mr. Boisvert has had calls about repairs to the road, which is about 28 years old. The road has drainage issues and is generally in bad repair.

Mr. Boisvert said that they do not have the funds to pave the road this year, but they could drag shim it this year. The drainage issue would have to be addressed. Mr. Goodine said the road is badly rutted and would be tough to plow. He suggested obtaining a turnaround easement for the plow trucks.

- **Sign Certificate of Service for Special Town Meeting Warrant Posting**

Ms. Higham made a motion to sign the Certificate of Service for the Special Town Meeting Warrant Posting. Ms. McKenney seconded the motion, which carried unanimously.

- **Town Administrator's Report**

Mr. Goodine stated that there have been questions about donations to the town. He said that they do not need 501c3 non-profit status because they are already tax exempt, being a government division.

Mr. Goodine said that they have an \$8,000 contract with Mr. Sancoucy, who is the town's assessment expert for the PSNH appeals. He said that they will not have to budget for this next year, but they need to spend \$6,000 this year, an amount which will be squeezed out of this year's budget.

Mr. Goodine said that there is only one item on the Consent Agenda – the disposal of the Stryker item.

Mr. Goodine said the Xfinity issue has been resolved. The senior has been returned to her prior plan.

Mr. Goodine reported that there is an opening in the fence leading to ARD, and there are railroad spikes sticking up on the school side. For safety, he said, they should remove them some day. For now, they will block the area with another section of fence. Mr. Goodine said he has reported this issue to the Superintendent of Schools.

Mr. Goodine reported plans to write a short newsletter explaining the purpose of the special Town Meeting and why this ordinance change is needed in order to facilitate the redevelopment of China Mill.

Mr. Goodine said that the revised Bartlett Street letter is in the packets of the Board members.

Consent Agenda, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Agenda of the September 23, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the September 9, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable Manifests listed on the September 23, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to adjourn at 8:25 pm. Ms. Higham seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

SEPTEMBER 23, 2019

Signature Page

Original Approval:	
RYAN CARTER, Chair	DATE
<i>Sandra McKenney</i>	10/16/2019
SANDRA MCKENNEY, Vice Chair	DATE
<i>Maureen Higham</i>	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: 6Z7FV3JBH4KAPP4G7PJSCW

RightSignature
Easy Online Document Signing



Maureen Highham

Party ID: T6CNYSI4X3CRXN8C9XL2MA

IP Address: 64.222.96.214

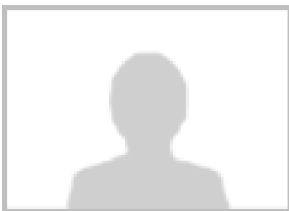
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

2fdc5cd546f516afa91db719af6dba51e50268cd



Sandra McKenney

Party ID: SBDAR4JIJK8RFZ5BLIRIZZ

IP Address: 72.65.124.228

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

da564253a7ee8a6eb2ace3ba0f7c943dc78384c4



Ryan Carter

Party ID: E58YAXI9X2KJ8JPUM2ETZU

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

61a5c51593ac24ef614886abeebd0e93d96cd4fd



Timestamp

2019-10-21 13:50:01 -0700

2019-10-21 13:50:00 -0700

2019-10-21 13:48:17 -0700

2019-10-16 05:56:21 -0700

2019-10-16 05:55:26 -0700

2019-10-14 15:19:48 -0700

2019-10-10 06:40:52 -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

Document viewed by Maureen Highham (mhigham@allentownnh.gov). - 64.222.96.214



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Signature Certificate



Document Reference: 6Z7FV3JBH4KAPP4G7PJSCW

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Easy Online Document Signing

2019-10-09 15:51:50 -0700

Document created by Derik Goodine (dgoodine@allentownnh.gov). -
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Page 2 of 2