

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
October 1, 2018

Call to Order

The Allenstown Select Board Meeting of October 1, 2018 was called to order by Chairman Ryan Carter at 6:00 p.m. Chair Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Dave Eaton, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Trish Caruso, Human Resources Clerk; Paul St. Germain, Deputy Fire Chief

Others present: Michael Frascinella, Chad Pelissier, Christopher Gamache, Tri-Town EMS Director; Jim Rodger

Citizens' Comments

There were no comments from citizens.

Budget Related Agenda

▪ **Tri-Town EMS**

Mr. Gamache began his presentation with information about the service. He said that the Allenstown Fire Department benefited in 2017 from the EMT course provided by Tri-Town. In 2018, Assistant Director Stephanie Locke provided an Advanced EMT training course. She is a certified Instruction Coordinator, and Tri-Town does its own internal training instead of paying an outside entity. Concord Hospital recently made a presentation on strokes. All of the four full-time employees are certified for CPR training, and 24 people were trained this year. This is offered at no cost to residents of Allenstown and Pembroke, as well as to Town employees. The only charge is the cost of a Red Cross card for those needing one. At Olde Home Day in August, 60 people were instructed in hands-only CPR. Mr. Gamache continued, saying that they send patient surveys to all patients when they send the required privacy notice. There has been a lot of positive feedback in these surveys; the patients appreciate the 24/7 service. Tri-Town participated in a successful Active Shooter in the Warm Zone event last year, receiving tactical equipment from a federal grant. They are waiting for the date of a second event. He said that the only new equipment they are getting is a portable ventilator; it was ordered in July but has not yet arrived. They have been using a cpap machine but with the new ventilator, they will be able to use a bipap machine to measure and adjust pressure. Their next project involves a rapid sequence intubator, which requires putting a patient to sleep and inserting a tube. They will be only the third service in the Capital Area able to perform this procedure. Mr. Gamache reported that four of their patients survived

and recovered from a cardiac arrest event during 2017 and 2018. More than ten patients survived heart attacks because Tri-Town called to activate the cardiac cath lab at Concord Hospital. He said that they are active in the Capital Area Public Health Network, providing a continuum of care for people with substance abuse problems. Finally, he said they are members of the Medical Directors Association of New Hampshire.

Mr. Gamache then addressed the expense segment of their 2019 proposed budget. He said that Tri-Town inherited old equipment, which has all been replaced, including the new ambulance. 2019, he said, will be a maintenance budget. He referred to the Vehicle and Equipment Replacement line, explaining that this represents the fund balance which is made up of excess revenue and unspent budget dollars. This basically paid for the new ambulance. He said that their CIP is fully funded; \$120,000 was placed in the CIP account this year and \$365,000 will be added in the next cycle. He stated that the CIP makes their budget seem larger than it actually is. He noted that the 2018 budget was a little over \$766,000 and the 2019 budget is about \$747,000, a decrease of about \$18,500. Turning to the revenue segment of the budget, Mr. Gamache said that \$40,000 will be used to offset the contributions of the two towns and \$365,000 will be placed in the CIP this year, fully funding the next ambulance purchase. The service is growing. In 2013, 2014 and 2015, they averaged 1,050 to 1,080 runs per year; 2018 runs totaled 1,300 and they anticipated almost 1,400 in 2019. All of this means more ambulance revenue. Allentown's portion to supplement the service was approximately \$180,000 in 2018 and will be about \$118,000 in 2019, a reduction of \$62,144.

Ms. McKenney asked about the CIP spending cycle.

Mr. Gamache said that they have a twelve-year cycle for the ambulance – six years as the primary vehicle and six as the backup.

Mr. Eaton asked if this is just the ambulance.

Mr. Gamache responded that it is the ambulance plus all of the equipment in it.

Ms. McKenney asked about shifts and staffing.

Mr. Gamache said that they have four full-time employees, all of whom are paramedics. They have one paramedic who works 24 hours each week. The day shifts are ten hours and the night shifts are 14 hours. Occasionally, someone will work a 24-hour shift because of availability.

Ms. McKenney asked if they send the second ambulance if they get a second call or if they rely on mutual aid.

Mr. Gamache said that they would like to have the second ambulance take calls but they would need additional personnel to cover it. Now they rely on mutual aid. He indicated the budget in the per diem line, which pays people to be on call. With Ms. Locke doing a lot of in-town training, they hope to attract high school students with an interest in this field, people interested in medical careers, and community-minded individuals. All training is provided at no cost. He said that 2018 was the first year in which Tri-Town provided more mutual aid than it received. He added that he reports monthly to the Tri-Town EMS Board of Directors on the activities of the service.

Ms. McKenney asked if it would cost more to have a second ambulance available.

Mr. Gamache responded that it would not because it is built into the budget.

Ms. McKenney praised the work of Tri-Town, saying that she has received a lot of feedback about the service and it has all been positive. She has heard that they are respectful and professional.

Mr. Gamache said that training at the State and federal level is in transition and they are not tracking recertification as they did in the past. Therefore, Tri-Town has been conducting quality training in house, often bringing in experts based on their specific needs for training.

Chair Carter said that everything he hears is positive and their CIP looks good.

▪ **Library**

Mr. Goodine said that the library will be flat-funded. He said that as of mid-September, only 47% of the part-time salary line had been expended.

Ms. Bender said that the Town has only salaries and heat for the library in its budget; the Town sends the library the rest of the money in their budget and they pay their own bills. She said she doesn't know if any surplus should be returned to the Town. At this point about \$3,800 will probably not be spent in their part-time salary line. She said that, although libraries are a different sort of entity, it would be good to have their spending records.

Ms. Caruso said that the Town receives one invoice for heat and it is parceled out to each building.

Mr. Goodine noted that the library has not submitted a budget.

Ms. McKenney said that the library used to manage its own budget.

Ms. Bender said that the library operation and budget were a mess when she came in. Now, with the director gone, it isn't likely that anyone can prepare a budget. She said she is willing to help them.

Mr. Eaton said that it is hard to get people from the library to come in for presentations. Yet, the BOS is responsible for monitoring their spending because they are using tax dollars. He suggested that Ms. Bender try to have a conversation with them. He said that if they don't spend all of their budget, there is a warrant article giving them the surplus for their capital reserve fund.

Mr. Goodine said they should be encouraged to make a presentation at the Budget Committee level.

Mr. Eaton asked if they have a new director yet.

Mr. Goodine said that they just hired someone.

Chair Carter asked about their contracted services line.

Ms. McKenney said that it is probably for snow removal.

Mr. Goodine said it is difficult to answer specific questions about their spending when he does not see the reports.

Mr. Goodine said that he plans to discuss plowing of sidewalks and walkways with Mr. Ronnie Pelissier.

Mr. Frascinella asked if there is a reason why the Town website doesn't acknowledge the existence of the library.

Mr. Goodine said that he thought there was a link for the library, though it is a separate entity.

Regular Agenda

▪ Warrant Articles for Town Meeting

Ms. Pelissier presented sample verbiage for a warrant article regarding Keno. She said that this could provide a lot of revenue for education funding, which is in dire straits. A warrant article would authorize eligible businesses to offer Keno.

Mr. Goodine said that Mr. Stark would like to have a warrant article regarding certain parking regulations. Mr. Stark will present the details of his proposed warrant article at the next BOS meeting.

Mr. Chad Pelissier said that they struggle with paving jobs when cars are parked along the road.

Ms. Pelissier said she would like the Board to consider a warrant article for a five-member Board. She said that sometimes big decisions have to be put off because they can't get a quorum for a meeting. She said that five people offer more viewpoints and five different mindsets. Also, members could talk with one another without their conversation constituting an illegal meeting. The downside would be too much discussion if everyone weighs in agenda items.

Ms. McKenney said she favors changing to a five-member Board.

Mr. Goodine said that both Planning and the ZBA have five-member boards.

Ms. Caruso said that the pros outweigh the cons. Getting sign-offs on manifests would just take more effort.

Mr. Frascinella said that the last time the Town voted, the measure lost by only eight votes, 208-200.

▪ Riverside Drive Lawn Maintenance

Mr. Goodine reported that Mr. Stark sent someone to talk to the resident who has been mowing this Town-owned property. The resident was friendly and agreed to stop. Mr. Goodine added that this resident might want to buy the parcel. However, there is not much he can do with the property because of the flood zone restrictions. The current restrictions on what the Town can do would apply to anyone owning the property. He said that the Town attorney told him that the resident can be prosecuted if he continues mowing.

▪ Properties with Code Issues

Mr. Goodine said that Howe Street has been cleaned up.

Chair Carter said that the ordinance is vague regarding camping trailers. It says you can't live in one beyond a certain number of allowed days, but doesn't say if these are consecutive days or if it matters if different people live in them at different times throughout the year.

Mr. Goodine said that Mr. Stark encourages people to make a police report if someone is sleeping in a yard. He said that Deerfield Road is troublesome.

Chair Carter said he had a call about a dumpster on Town property which two residents seem to be sharing, and it overflows at times.

Mr. Goodine will look into that situation.

▪ **Niyati Escrow**

Mr. Goodine said that Mr. Niyati put \$10,000 in an escrow account in 2014 with plans to build a convenience store on Route 28. He planned to create ten jobs and a \$150,000 payroll. However, the DOT would have required him to install a turning lane, which was cost prohibitive, so he abandoned the project. He would like to have his money returned.

Mr. Eaton said he was surprised that the DOT wanted a turning lane there because it is already wide.

Mr. Chad Pelissier said that there is less traffic there than at Bear Brook where no turning lane is required.

Ms. Caruso asked how they can be expected to get new businesses in Allenstown when these types of restrictions are placed.

Mr. Eaton made a motion to return to Mr. Niyati the \$10,000 in the escrow account. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Other Business

Ms. McKenney asked Ms. Pelissier if she had received a price for the door lock.

Ms. Pelissier said that she had not, but that Mr. Goodine had made contact with the company and they have scheduled a time to come.

Mr. Goodine presented an agreement with Donahue, Tucker & Ciandella (DTC) lawyers for the Board's approval. The agreement is for DTC to represent Allenstown in a court summons by PSNH regarding an appeal of the Town's valuation of their property. He said the towns in the joint action have been regrouped. The cost is \$190 per hour for the lead attorney, \$160 per hour for assistant attorneys and \$100 per hour for paralegals.

Mr. Eaton made a motion to approve the contract with the DTC lawyers for representation of the Town of Allenstown in the PSNH Eversource versus the Town of Allenstown Case #217-2018-CV-00520 in the Merrimack Superior Court. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Consent Calendar, Minutes and Manifests

Mr. Eaton made a motion to approve the Consent Calendar of the October 1, 2018 BOS meeting. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifests listed on the October 1, 2018 meeting agenda. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to approve the minutes of the non-public session of September 10, 2018. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to approve the minutes of the non-public session of September 13, 2018. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to approve the amended minutes of non-public Session I of the September 24, 2018 meeting. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to approve the minutes of non-public Session II of the September 24, 2018 meeting. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to rescind the approval of the amended minutes of the August 22, 2018 minutes and to approve the amended, amended minutes of the August 22, 2018 meeting. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Town Administrator's Report

Mr. Goodine said that he plans to participate in a webinar on Friday regarding the new VW Diesel Settlement. He said that the Highway Department has a vehicle due for replacement in a year or two, but might do it now if the federal government is going to pay 75% of the cost. However, Mr. Goodine has learned that it might pay only 50% or 25%. The goal is to get older diesel vehicles off the road. He will get the details and then see if there is money available to take advantage of this grant program.

Mr. Goodine asked if any members planned to attend the School Tax Reform Meeting at Concord High School tomorrow evening. He plans to attend but no Board members plan to go.

Mr. Goodine said that he should have the proposed personnel policy changes ready by the end of the month. He said that Ms. McKenney would like to reduce the number of vacation hours which can be paid out upon retirement from 300 days to a lesser number.

Mr. Goodine said that they have grant approved for an Asset Management Program for Clean Water (MS4). This is a Revolving Loan Fund and will require a warrant article.

Chair Carter said that a complaint has been made regarding the Community Center not being cleaned properly.

Mr. Goodine will look into this.

Mr. Eaton made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 8:05 p.m. Ms. McKenney duly seconded the motion. A roll call vote was taken. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to return to public session at 9:07 p.m. Ms. McKenney duly seconded the motion. A roll call vote was taken. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to seal the minutes of the non-public session as they might affect someone not a member of the Board. Ms. McKenney duly seconded the motion. A roll call vote was taken. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to extend to Deputy Fire Chief Paul St. Germain a conditional offer of employment as Fire Chief, with a tentative starting date of October 29, 2018, pending a background check and finalization of the contract. Ms. McKenney duly seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to adjourn at 9:08 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 1, 2018

Signature Page

Original Approval:	
 RYAN CARTER, Chair	11/14/2018 DATE
 SANDRA MCKENNEY, Vice Chair	11/05/2018 DATE
 DAVID EATON, Member	11/02/2018 DATE

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

Signature Certificate



Document Reference: UBR527IIYK9A5ZHHWMLZBR

RightSignature
Easy Online Document Signing



David Eaton

Party ID: C6SIBCJYW34AFTSLX6L6C2

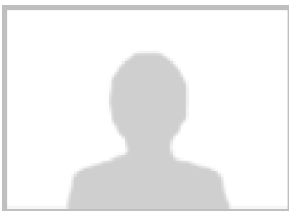
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

7fa6012b1eb09a93e6da2754a38a4aa52b73a956



Sandra McKenney

Party ID: NTA997JDK3VAKGEAKT9KBN

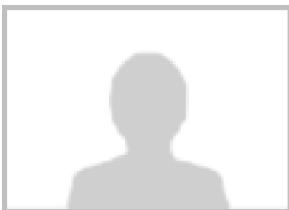
IP Address: 64.222.216.171

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

f80d74a14cb3c216964fe0e55395e1fb2109f186



Ryan Carter

Party ID: BG4T5XIFF242S596JL8N94

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

5832eed6247395adb957263099d32330e317058f



Timestamp

2018-11-14 16:53:15 -0800

2018-11-14 16:53:15 -0800

2018-11-14 16:52:20 -0800

2018-11-05 06:39:19 -0800

2018-11-05 06:37:26 -0800

2018-11-02 17:54:34 -0700

2018-11-02 17:53:26 -0700

Audit

All parties have signed document. Signed copies sent to: David Eaton, 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. - 64.222.216.171

Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 64.222.216.171

Document signed by David Eaton (deaton@allentownnh.gov) with drawn signature. - 76.119.194.141

Document viewed by David Eaton (deaton@allentownnh.gov). - 76.119.194.141



This signature page provides a record of the online activity executing this contract.

Signature Certificate



Document Reference: UBR527IIYK9A5ZHHWMLZBR

RightSignature

Easy Online Document Signing

2018-11-02 12:08:42 -0700

Document created by Derik Goodine (dgoodine@allentownnh.gov). -
64.222.96.214



This signature page provides a record of the online activity executing this contract.