

TOWN OF ALLENSTOWN  
Select Board Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
October 15, 2018

**Call to Order**

The Allenstown Select Board Meeting of October 15, 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/employees: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Trish Caruso, Human Resources Clerk; Paul Paquette, Police Chief; Michael Stark, Police Lieutenant; Dawn Shea, Police Department; Shawn Murray, Fire Chief

Others present: Michael Frascinella, Chad Pelissier, Michael O'Meara, Brian Goss, Don Chaput, Jason Dennis, Attorney for Hynes Group; Jim Bianco, Attorney for Hynes Group; Russ Thibeault, Applied Economic Research

**Citizens' Comments**

Mr. Frascinella referred to the 2019 budget page on the Town website and asked about links to the Tri-Town budget and the Library budget.

Mr. Goodine said he would check on those links.

Ms. Bender said that the Library Trustees are meeting tomorrow afternoon and she will attend that meeting.

**Regular Agenda**

**Fire Chief Hiring**

Chair Carter said that the Board is prepared to vote on sending an offer of employment letter to Paul St. Germaine for the position of part-time Fire Chief, averaging 20 hours per week at a salary of \$33,217.00. He said that Mr. St. Germaine is a great candidate; he has been with the department for many years and knows the ins and outs. Other great candidates were interviewed as well.

Mr. Eaton made a motion to send an offer letter to Paul St. Germaine. Ms. McKenney seconded the motion, adding that she wants Mr. St. Germaine to be the chief but has concerns about the process, which she has voiced in previous meetings. A roll call vote was taken on the motion: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

## **Holiday Acres Purchase and Sales Agreement**

Chair Carter stated that the people representing Holiday Acres has updated numbers and information for the Board.

Mr. Bianco first offered a presentation on Tara Estates, a similar over-55 community in Rochester.

Ms. McKenney asked if these were built before being purchased.

Mr. Bianco said there are a few to look at, but the homes are built according to the choices of the buyers. He added that five new homes were going in last week at Tara.

Mr. Eaton asked for verification that the purchasers own their homes but not the land.

Mr. Bianco said that this is the case. Residents can choose to do their own lawns or have the association do that, and the condo fee is adjusted accordingly.

Mr. Thibeault said that Tara is a mixture of old and new homes, but the older homes at Tara are not as old as the existing homes at Holiday Acres. He said there is one home for every two acres, per the density calculation. However, since there is a lot of undeveloped land and land used such items as roads and common areas.

Mr. Ronnie Pelissier asked about the number of bedrooms, wondering why, if this is a 55+ community with no children, some homes have two or three bedrooms. He asked if they were planning ahead for changing the criteria.

Mr. Bianco said that children can visit but not stay, and there are no plans to change the criteria.

Mr. Eaton pointed out that grandchildren might visit for a few days.

Mr. Frascinella asked why the homes looked uninhabited.

Mr. Dennis said that people don't want to be on film, so they stayed inside while the video was being made or were edited out.

Mr. Thibeault said that there are only three or four homes listed for sale at Tara right now.

Mr. Goss asked for the total number of acres in this development.

Mr. Thibeault said it was 200 acres.

Mr. Goss asked about the total acreage for the lots.

Mr. Thibeault responded that there are 100 lots on 60 acres. He continued saying that concerns were raised at a previous meeting regarding blocking off non-residential development. He said he does not see the potential for commercial development there. Traffic is light and population density is not high. There is already some commercial development on Route 3. He said that industrial development would not be good for the neighborhood, with trucks going up and down Chester Turnpike. Next, he addressed the previously-raised issue of the elderly exemption. According to the 2016 MS-1 for the Town of Allenstown, 57 homeowners received the exemption out of 1,200 owner-occupied homes. This is five percent of the total, reducing property tax revenue by \$1.8 million, or \$32,500 for each household with the exemption. If five percent of the new homeowners at Holiday Acres qualify for the exemption, tax

revenue would decrease by \$162,000; if ten percent qualify, the decrease would be about \$300,000. This is a very small amount of the \$14 million in assessed value. He added that the form for the elderly exemption has a net worth and an income test, and it is doubtful that many people buying these homes would meet the requirements. And, since this is a 55+ community, many of the residents wouldn't qualify by virtue of age. Regarding depreciation, he stated that even stick-built homes can depreciate, due to market fluctuations. He conceded that older, single-wide homes in old parks will show depreciation. Tara properties show no depreciation; in fact, they have been going up a bit in value during the past year due to a strong market. Newer manufactured homes are better built and must comply with federal safety standards. Mr. Thibeault cited a study done by Datacomp Appraisal Services which says that, in general, manufactured homes depreciate at about the same rate as those in the surrounding neighborhood. Location is still the main factor. Continuing, Mr. Thibeault said that the value of the non-developed land is reflected in the value of the units. He has worked on many developments and always lets the towns know if there will be a surplus assessment value.

Chair Carter said that only a few of the homes at the Tara development reach a value of \$160,000; the average is about \$100,000, and some are \$40,000 to \$70,000.

Mr. Thibeault said that the older, smaller homes are the ones with low value. The new ones sell for \$180,000 to \$200,000. They have one or two-stall garages and are of better quality. Condition, age and size are factors. There is an adjustment for quality.

Chair Carter said that this seems to contradict the depreciation argument and the claim that park rules require keeping up the appearance of the properties. He continued, saying that the Town assessor told him that undevelopable land is valued at about \$5,000 per acre, which would apply to between 120 and 140 acres of this development. He said that he has less than an acre and his land is valued at ten times that amount.

Mr. Holden said that 97 acres are very steep and could not reasonably be developed.

Mr. Thibeault said that some of the value will be captured by virtue of the lower density. He said that much of the assessed value is in the infrastructure, not the raw land.

Chair Carter stated that he thinks the assessed value will be lower than estimated by Holiday Acres.

Mr. Frascinella said that the new configuration does a disservice to prospective buyers. Each home is not on two acres of land, so they are paying for 1.5 acres that they can't use. He added that he is just an old country boy and likes space between neighbors.

Mr. Thibeault said he is age-qualified for this development by many years. He moved out of a home on a two-acre lot to a condo; he said that the value of more land is outweighed by the maintenance required. He added that the way these are designed is common.

Mr. Eaton said that he was part of the Board which agreed to the original P & S. He said it is good that the purchaser is willing to agree in writing to widen the road and provide free sewer and water hook-ups for residents of Chester Turnpike. He said that this group has come a long way to accommodate everyone. Currently, this is Town-owned land which is generating no revenue. This development will provide revenue, no matter what the selling price of the homes.

Mr. Gove said he is familiar with the history of manufactured homes. He noted that Hooksett is selling \$300,000 to \$500,000 homes, and there is a market for them.

Mr. Eaton said that this is a good point.

Mr. Chad Pelissier added that Pembroke has lots of homes going in that are selling in the same range as those in Hooksett.

Mr. Chaput asked about the 55+ restriction if a home is resold.

Mr. Bianco responded that the restriction goes with the deed.

Mr. Dennis said that this is on page one of three in the Town agreement.

Ms. Caruso stated that people moving into these types of communities are attracted by stores, events and entertainment. She said Allenstown doesn't offer much of this.

Mr. Bianco said they have the clubhouse for events such as Bingo.

Ms. Caruso noted that Rochester has one or two large grocery stores and movie theaters, which Allenstown does not have.

Mr. Dennis said that the Town might realize new revenue streams because of these new residents.

Ms. Caruso responded that these residents may not have a lot of money to spend. She questioned why Allenstown is not encouraging \$300,000 homes.

Mr. Eaton said that bigger homes mean more children in the schools. He said we can't afford to pay more to the schools.

Don Chaput asked if the Town checked with the Central NH Regional Planning Commission on commercial development? It wouldn't cost much to have a study done.

Ms. McKenney said that the Economic Development Committee, of which Mr. Frascinella is the chair, is working to bring new businesses to Allenstown.

Mr. Dennis stated that they are only asking for extra time. They still have to go back to the Planning Board, and they could still pursue other plans.

Mr. Eaton clarified that a vote for an extension is not an approval to start putting homes in.

Chair Carter said that, because of the amendments to the P & S agreement, some actions are required.

Mr. Goodine said that a determination of public benefit must be made and a public hearing held, per Formula 41-14A.

Mr. Eaton confirmed that the current extension expires this Friday.

Chair Carter asked if anyone wanted to make a motion. Then he asked what date they are looking for with this extension.

Mr. Dennis said the date is not certain; it is just in concept, for flexibility. It could be 30 days beyond the final approval.

Chair Carter said that he is not comfortable with an open-ended extension.

Mr. Bianco said that six months to a year was discussed with the Board previously.

Mr. Holden said that it could take six months just for the alteration of terrain from the State; then there is the Planning Board process, the DES process, and a possible traffic study for DOT to see if they require changes for Granite Street and Route 3. He suggested extending the agreement until December 31, 2019.

Mr. Bianco said that parameters help. He said they would do it more quickly if they could.

Mr. Goodine said that if the Board approves an extension, they should make sure to say it is conceptual because some work needs to be done on the P & S. He said the Town attorney looked at it today and had some questions and concerns about some of the wording.

Chair Carter asked if it would not be best to re-negotiate a new P & S.

Mr. Goodine said they could do that.

Chair Carter said that a new P & S is his recommendation to the Board.

Mr. Eaton made a motion to extend till November 23, 2018 to finalize the wording on this new agreement.

Chair Carter asked him to repeat the date.

Mr. Eaton said November 23, <sup>2018</sup>; that gives us just over a month.

Chair Carter said that they have given enough short-term extensions here.

Mr. Eaton said they were talking about this draft right here. He said they need to go through that, and that he would like to get that finalized, to see from the Town attorney what is the proper wording. He said this is why he said the 23<sup>rd</sup> of next month. He said that is his motion.

Chair Carter asked if there was a second to the motion.

Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, nay; Chair Carter, nay. The motion failed.

Chair Carter said thank you.

Mr. Eaton asked what that does with this. Is it just all done?

Chair Carter responded yes. He said, "Gentlemen, we appreciate your time. Sorry we couldn't make it work this evening."

#### **Parking Ordinance Proposal with Lt. Stark**

Mr. Stark stated that when construction was being done on Whitten and Webster Streets, they faced a predicament with parking. They can't just put up No Parking signs unless they are only advisory. They can't write tickets; it wouldn't hold up in court. He would like to put up temporary No Parking signs which could be enforced.

Mr. Eaton asked if a warrant article was needed.

Mr. Goodine said the BOS can do it by a vote; no warrant article is needed.

Ms. McKenney asked if a public hearing was required.

Mr. Goodine responded that it was required.

Chair Carter said he likes the fee schedule: \$20 for the first offense, \$50 for the second and \$100 for the third.

Mr. Ronnie Pelissier asked if No Parking From Here To Corner signs could be placed 20 feet from street corners.

Mr. Stark responded that they could.

### **Properties with Code Issues with Lt. Stark**

Mr. Stark reported that Howe Street is in foreclosure, so that is being cleaned up. Deerfield Road is still a problem. The patriarch just died, and the Town had to bury him because the family has no money. They can be fined for violations, but won't be able to pay. Regarding the property at the north end of River Road, the trailer has been moved to the back. Regarding the property at the south end of River Road, the parents are living in the trailer while the kitchen floor is being redone. Therefore, they can exceed the 21-day limit due to the circumstances. The other problem on River Road has been resolved because trucks are no longer being parked on the road. All wheels are on the lawn. Winter could change that. He said that this is a Commercial/Light Industrial Overlay District, so they are limited as to what they can do about restricting trucks.

Chair Carter asked about the possibility of posting a section of that road for no trucks over a certain gross vehicle weight between 7:00 am and 6:00 pm.

Mr. Goodine reported that the person who has been mowing Town-owned land on Riverside Drive has stopped.

Chair Carter said that the dumpster on Town property on Riverside Drive has not been removed. It could be a problem for plowing.

Ms. McKenney asked about the broken fence on the River Road Casella property.

Mr. Stark responded that they are not violating a code.

### **Fire Department Live-in Student**

Chief Murray asked to postpone this item until the next meeting.

### **Mt. Delight Road**

Mr. Ronnie Pelissier reported that the Mt. Delight Road paving project is complete and was done with \$6,000 less than the estimated amount. He said he would now like to stripe the road. The 3,750-foot road could be striped for an estimated cost of \$1,200 to \$1,300.

Ms. McKenney asked why it needed to be striped.

Chief Paquette said this is a dark, winding road with cars traveling fast. Striping would make the road much safer. The Board agreed that it should be striped.

### **Budget Related Agenda**

#### **2019 Fire Department Budget**

Chief Murray stated that this is a bare-bones budget, back to the default level they had this year. The only change is shifting salary hours from full-time to part-time for the Fire Chief and the addition of \$48,000 for per diem employees beginning April 1, 2018 for 45 hours per week. The budget will cover only operations, no maintenance or repairs. He said that he is struggling to make it till year end, which is what happens with a default budget. He said that he, Ms. Bender and Mr. Goodine have been over every line thoroughly. The proposed budget allows for required testing, inspections and training.

Chair Carter asked if the HVAC maintenance was done yearly.

Chief Murray said that there is a contract with KPMB, and they come quarterly or twice a year to change the filters and check all of the units.

Mr. Eaton asked about the amount of the proposed budget last year.

Chief Murray responded that it was \$333,000. He continued, saying that the \$7,000 in the Building Maintenance line could be used for the floor in the ELC or might be used to begin insulating the attic where there is a lot of heat loss.

Chair Carter asked what the insulation project would cost.

Chief Murray responded that it would be about \$12,000, but could be done piecemeal.

Ms. McKenney asked about Protective Equipment.

Chief Murray said that this is protective clothing and gear.

Ms. McKenney asked if there was a capital reserve fund.

Chief Murray responded that there is a fund for self-contained breathing apparatus (SCBA) but not for protective gear.

Chair Carter asked about part-time salaries.

Chief Murray said that the average part-time salary is \$21.13 per hour. The proposed budget includes \$48,000 for per diem employees beginning April 1<sup>st</sup> for 45 hours per week. He said there would be some savings because he has been working 28 hours per week and the new part-time Fire Chief will work only 20 hours per week.

Ms. Bender noted that there is a typo regarding salaries in the narrative which will be fixed. She added that this budget monitors hours spent training and the cost of training.

Chair Carter asked about Ambulance (EMS) Supplies.

Chief Murray said that last year he wanted to replace three automatic defibrillators, but did not do it because of the default budget.

Chair Carter asked about the cost of the defibrillators.

Chief Murray responded that they are about \$700 each through a State program. They also would need miscellaneous items such as blood glucose, defibrillators pads, and a life defibrillator monitor.

Chair Carter asked if these could be purchased one at a time each year.

Chief Murray said that they have a built-in battery with a ten-year life, and these are ten years old.

Ms. McKenney said at they have to think of the residents and the tax burden on them.

Chief Murray said they also have to think of the residents needing emergency services. He asked what the Board would do if they cut the \$7,000 for repairs, and then something needs to be repaired.

Chair Carter said that this is unsustainable.

Chief Murray said that the budget is inadequate to begin with. He said that Mr. Goodine suggested a warrant article for the per diem hours for 37 weeks.

Ms. Bender said that if the dollars are not in the budget, and the warrant article doesn't pass, they will not have the funds.

Mr. Eaton said that he did not want to play games with personnel.

Mr. Goodine stated that the Budget Committee recently spent an hour discussing staffing at the Fire Department. Some felt there should be two full-time firefighters and a full-time Fire Chief. He said that per diem is the way to go because it saves money because per diems don't have benefits.

Chief Murray stated that Allentown is lucky to have a 24/7 ambulance service with a good response time. He said they also have a strong mutual aid system, but its purpose is not to supplement Allentown. He said that there is a nationwide problem because on call firefighters simply are not available. He said that they reduced the overtime line by \$1,000. This budget line is for when Evan McIntosh has to come back

Chair Carter asked how much training is done each month.

Chief Murray responded that there are two required EMS training sessions and one or two firefighter training sessions. They have budgeted for eight attendees for each session, but if only four attend, budget dollars are saved.

Chair Carter said he likes that training hours and training costs are separated.

Chief Murray said that the budget he inherited was confusing.

Chair Carter asked again about the cost to insulate the attic.

Chief Murray said he would look up the estimate and get that information to the Board. He said the insulation would be sprayed in.

Ms. McKenney said that this might be a Boy Scout project.

Mr. Eaton suggested having a warrant article for the insulation project.

Ms. McKenney asked about the Computers and Software line.

Chief Murray said that they have Firehouse software. There is an iPad in the budget which could be taken out to save money. He explained that a system called lamResponding sends a message to everyone when they have an emergency call and reports how many people respond via an app on their phones. He said that this saves money because they don't have to buy pagers. Also, they can send an EKG to the hospital electronically through this system.

Chair Carter asked Ms. Bender to check that the training hours have been backed out of the part-time salary line.

Ms. Bender said she would double check that, and she added that, because of the default budget, \$30,000 in the full-time line should have been in the part-time line.

### **2019 Police Department Budget**

Chief Paquette stated that, as part of his transition plan, he and Lt. Stark prepared the budget together, and that Lt. Stark would be making the presentation.

Lt. Stark said that the budget increases are just salaries. People are staying, which costs more, but it's better for the department. The Support Staff Salaries line is up about \$11,000 due to Step increases. He said that IT is a contract amount. Software Licenses and Computer Repairs is down \$4,610 because there are no major projects scheduled for this year. The Copier line is \$2,000. It is leased and is included in a cost-saving maintenance agreement with Town Hall. The Training Salaries line is experimental, replacing one called Overtime Expenses. The amount is \$6,400, and it will enable the department to keep track of dollars spent on training. The Maintenance and Repairs is the radars. They are significantly old, over ten years, and the department is working with a private company on this issue.

Mr. Goodine asked how the Waze App has affected their efforts to catch motorists exceeding the speed limit.

Lt. Stark responded that their cruisers are not often stationary, so it really hasn't had much effect. He continued, saying that Vehicle Repairs are budgeted for \$11,000. He said that the telephone/modem system is not working well, and they have presented a purchase order to the Board for approval. They will save \$1,000 on this line and another \$1,000 on cell phones. Lt. Stark said that Recruitment is budgeted at \$2,000, and there could be savings there if they do not need to hire new people. He said that the Dues and Subscriptions line is important for keeping employees up-to-date with changes and for networking. He said that Allenstown officers want to advance in their careers and that the Town is ahead on many issues. He said that they are using three ways to document training for better control. He said that Office Supplies is level funded; Training Supplies is down \$500; General Supplies is down \$125. Postage is down because of electronic mail. Regarding fuel for vehicles, he said they monitor the price at the State shed and go to Irving if it is less expensive. The budget for gas is down \$6,000. Uniforms are budgeted at \$6,750; Lt. Stark said that he hopes to talk with some of the uniformed officers about bringing this down. Full-time salaries have the biggest jump because of Step increases. In order to hire and retain good people, Allenstown needs to beat Hooksett, Pembroke and Epsom. They do not attempt to compete with Manchester, Concord or Salem. He said that Allenstown wants to stay competitive, stating that it is rare for a small town to be on the cutting edge. Lt. Stark continued, saying that overtime has always been over budget when they have been down officers. He said that Sewer is

level-funded, hoping they do not have a problem with the pump they have to maintain. The Water line has been reduced, based on the history of that line. He said that the carpets are in poor condition and he hopes to encumber funds for this. He has estimates ranging from \$5,000 to \$10,000. He said the ramp is on their radar but is okay for now. The roof has five more years and is part of their CIP. Maintenance in all areas pays off. Electricity is level-funded, and there is \$1 in the Miscellaneous Grant line just to keep it open. Regarding Emergency Management, Communications is level-funded at \$1,000. River Gauge Maintenance is level-funded. This is for the gauge under the bridge on Route 28. Training is level-funded at \$750 and equipment is also level-funded at \$400. He said that if the Emergency Management Director were not a full-time position, they would need to budget for that.

Mr. Eaton said that could be dealt with later.

Lt. Stark said that projecting revenue is a wild estimate. He concluded, saying that Cruisers are part of Capital Improvement outlay but are included in the narrative.

### **Other Business**

#### **Sign Election Polls Time and Place Notice Form**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve and sign the Election Polls Time and Place Notice form.

#### **MS 535 DRA Form**

Ms. Bender said that the DRA has seen their MS 535, which is a statement of revenue and expenses. When they get the School Department's information, they can work on the tax rate. She will be meeting with the auditor later in the week to ask a few questions about the MS 535.

Mr. Goodine added that they need to get the form submitted.

#### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the Consent Calendar of the October 15, 2018 BOS meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the Payroll and Accounts Payable manifests listed on the October 15, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of the non-public session of October 1, 2018.

#### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine referred to an emailed from the Town Attorney regarding the 1988 petition warrant article regarding full-time firefighters. She says this was not an edict, but only allocated funds for two full-time firefighters for a period of time. It did not require that that Town have two full-time firefighters. Mr. Goodine said that he has been visiting the Community Center about three times each week. The people are pleased with the shiny, clean floors. Right now, the heating system is not working properly, so he is working to get that fixed. He reported that there are two appraisal appeals being handled by the Assessor and the Town Attorney.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to adjourn at 9:15 p.m.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 15, 2018

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**Signature Page**

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

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

# Signature Certificate



Document Reference: 72M65RIJWL774RZ7WPH9XN

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**David Eaton**

Party ID: NTFUCFJBB2RSRMX3R9EVJV

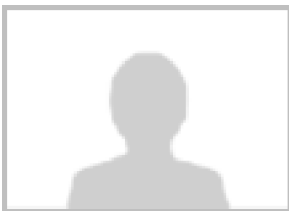
IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

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**Sandra McKenney**

Party ID: 24HSBLJ8R33B86U6DSB3DT

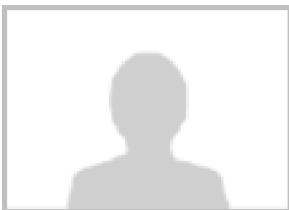
IP Address: 64.222.216.171

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

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**Ryan Carter**

Party ID: 3WXV7WJK85P48WS6DVUA4B

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Electronic Signature:

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## Timestamp

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2018-11-05 06:30:38 -0800

2018-11-02 18:00:28 -0700

2018-11-02 17:54:48 -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

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