

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
December 17, 2018

Call to Order

The Allenstown Select Board Meeting of December 17, 2018 was called to order by Chairman Ryan Carter at 6:00 pm. 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; Patricia Caruso, Welfare; Ronnie Pelissier, Road Agent; Lt. Mike Stark, Police Department

Others present: Michael Frascinella, Chad Pelissier, Tom Irzyk, Scott Knight, Magara Parmenter, George Tousignant

Citizens' Comments

None.

Regular Agenda

▪ **Action on Riverside Drive Designation as an Emergency Lane**

Mr. Goodine said that he checked with Fire Chief St. Germaine and learned that the pond on Riverside Drive is often used as a water source but is not officially a fire pond.

Mr. Eaton said that he has been thinking about this issue and the criteria presented by Town Attorney Sharon Summers: the need for the road to be passable, a public safety or welfare issue which is greater than or different from the safety and welfare of the residents of the road. He concluded that nothing is different than it was in 2016 when this was last considered. It is not a crossroad between two class five roads and the public does not use the road. If there were a public park on town-owned land on the road, it would be a different situation. Mr. Eaton said he had a concern about maintenance and damage to town equipment because of the condition of the road. He said that the people living there aren't trying to maintain it. Also, other private roads with the same issue regarding getting onto Route 28 will be asking for this designation. He said he opposes the change.

Chair Carter emphasized that the issues are public safety and welfare, not public need.

Mr. Ronnie Pelissier said that plowing any road before it is frozen is not worth the risk to a \$7,000 piece of equipment.

Chair Carter said that the Emergency Lane legislation allows light maintenance on private roads. He said there could be damage to expensive equipment from not fixing one pothole. Plowing would not be mailbox to mailbox; it would be a ten-foot swath so that emergency vehicles could pass. He continued, explaining that the Emergency Lane law was enacted in 1994. Riverside Drive was plowed until 2016, when it was stopped.

Ms. McKenney said that they had it and it was taken away. These residents pay taxes and deserve services.

Mr. Eaton said that if the BOS designates Riverside Drive or any other private roads as a emergency lanes, they will need a warrant article to see if the voters want these expenses.

Mr. Irzyk said that these residents bought or built homes on a private road, knowing that they would be responsible for the maintenance. In these situations elsewhere, the residents of a private road pay for road maintenance services, including snowplowing.

Ms. McKenney made a motion to approve Riverside Drive as an Emergency Lane, per RSA 239.51 a. The motion was seconded by Chair Carter. A roll call vote was taken: Mr. Eaton, nay; Ms. McKenney, aye; Chair Carter, aye. The motion carried.

▪ **Encumbrances**

Mr. Goodine presented an encumbrance in the amount of \$6,000 for the legal services of George E. Sancoucy as an expert witness in the PSNH case. He also presented a list of road projects for encumbrance by the Highway Department for road paving to be done by GMI Paving on Heritage Drive, Meadow Lane, Lafayette Street and Summers Avenue.

Mr. Ronnie Pelissier said that all are in bad shape. He said that he suggested starting on the road paving in conjunction with the Sewer Department's pump house project, but was told that all easements must be secured before the bond will be issued.

Mr. Eaton asked who besides GMI bid on the road projects.

Mr. Ronnie Pelissier said that, other than GMI, only Advanced Paving bid on the projects, and GMI was lower.

On a motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve encumbrances of \$146,991.20.

▪ **Police Chief Retirement**

Chair Carter announced the retirement of Police Chief Paul Paquette on January 1, 2019. Chief Paquette has served for many years and will be missed. The details of the appointment of Lt. Mike Stark as Interim Police Chief will be taken up in a non-public session.

▪ **2018 Audit Agreement**

Mr. Goodine presented the audit agreement with Plodzik & Sanderson. He said the price is similar to last year; it spikes in years when single audits are required. The amount is \$13, 250. The Sewer Department audit amount is \$4,450.

On a motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the 2018 Audit Agreement with Plodzik & Sanderson in the amount of \$13,250 for the Town and \$4,450 for the Sewer Department.

Budget Related Agenda

▪ Budget Committee Update

Mr. Goodine said that the Budget Committee recommended all of the budget items. He said that he consolidated the ones for Budget Committee members into one article for four members with three-year terms. He said that the change in the tax rate for the proposed operating budget is actually a reduction of seven cents. Regarding the proposed warrant article which references 2016 warrant article #13, Mr. Goodine asked whether the note should be included in the verbiage of the warrant article or if it should be in the voters' guide.

Ms. Bender referred to the Library warrant article, which for the past few years has placed any year-end surplus in a Capital Reserve Fund. She said that putting this surplus into a Capital Reserve Fund is not required by law. She will check the RSA's to verify how this should be handled.

Mr. Goodine said that the Capital Equipment Capital Reserve fund warrant article amount is now \$51,500, which includes the original amount of \$21,500 and also \$30,000 from the Public Safety Capital Reserve Fund to be set aside for a trash packer. Mr. Goodine said that he changed the wording of the warrant article for a capital reserve fund for the 2022 revaluation to use the State preferred language. Mr. Goodine continued, saying that Warrant Article #13 in the amount of \$20,000 is a capital reserve fund for Parks & Rec projects and programs, including acquiring property or facilities for projects such as a skate board park and an ice-skating rink. He reported that there is a group of people who want to resurrect the Parks & Rec Committee.

Mr. Frascinella said that the Economic Development Committee would like to hand off some of the recreation-type projects to Parks & Rec, having done a lot of the legwork already.

Ms. Pelissier said that there is specific language required for the KENO warrant article.

Ms. McKenney asked if KENO guarantees a specific amount for kindergarten.

Ms. Pelissier responded that it does not. It depends upon how much is made.

Mr. Goodine said that the Town Attorney is working on the language for the Purple Heart, Pearl Harbor, POW property tax credit.

Ms. Pelissier said that she could forward to Mr. Goodine language used by other towns for this article.

Mr. Goodine, after some discussion, said he would check on the wording of the warrant article proposing a five-member Board of Selectmen.

Ms. McKenney insisted that when this was offered previously, it was more than one sentence.

Mr. Goodine reported that the Budget Committee discussed proposing a warrant article to rescind SB2.

Mr. Irzyk said that if the Town does that, it should be done with the School.

Ms. McKenney said that the articles for Town and School should say that both must pass or neither is valid.

Mr. Chad Pelissier said that SB2 has cost the town a lot of money in the past.

Ms. Pelissier said that she is in favor of rescinding SB2, but it is difficult to go back.

Mr. Eaton added that it requires a three-fifths vote to rescind.

Mr. Irzyk suggested taking a year to educate the voters on the pros and cons.

Ms. Pelissier noted that only 300 to 400 people attend the Deliberative Session. She said the elderly prefer SB2 to sitting through an eight-hour Town Meeting.

Mr. Pelissier said that one year the Budget Committee took out \$1 million and it was put back in at the Deliberative Session.

Ms. McKenney said it would be good to have information available at the election.

Chair Carter instructed Mr. Goodine to complete all language on all budget items and warrant articles so that the BOS can make decisions on them.

Town Administrator's Report

Mr. Goodine said that the BOS should consider dedication of the Town Report at their first January meeting. He said that the educational material about recycling on the website had some hits at the beginning but that is tapering off. He plans to talk with Casella soon about the recycling issue. Mr. Goodine next raised a question of when or whether the BOS should discuss CIP updates with department heads. He said that the Planning Board will work on the CIP plan and will be reviewing the post construction ordinance relative to the MS4 at its January 2, 2019 meeting.

Regarding Holiday Acres, Mr. Goodine said that there is lots of speculation about what will happen but nothing is concrete. Whether or not the backland will be purchased isn't yet known.

Mr. Goodine said that the rescue truck is back in service and there are no vibrations, which is good news. Ambulance 8, the backup ambulance, is scheduled for a new engine. The cost is about \$25,000, which is a lot, but less expensive than a new ambulance.

Mr. Goodine reported that Mr. Roger Laflamme contacted him about having the Trustees of the Trust Fund chair appointed rather than elected so candidates could be properly vetted. It has been determined that the chair must be elected.

Mr. Goodine told the BOS members that he would like to pursue purchasing five matching chairs for the Selectmen. The existing chairs have broken pistons, missing bolts, and other safety issues. He would purchase between five and seven chairs at about \$200 each, without spending more than \$1,500 in total.

Ms. McKenney agreed to visit the vendors and help with the selection.

Chair Carter said it is tough spending \$1,500 on chairs.

Mr. Goodine reported that the renovation of Ms. Bender's old office is going well. They plan to have the windows installed by the end of the year. They may be adding a closet as well.

Mr. Goodine reported that a new truck for Marc Boisvert of the Highway Department will be delivered soon. It is being outfitted now.

Mr. Eaton asked that tax deferrals be removed from the Consent Calendar.

Mr. Goodine said that the Merrimack County budget is in the Consent Calendar.

Consent Calendar, Minutes and Manifests

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to ratify the Consent Calendar of December 17, 2018 as modified.

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 December 17, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of the December 3, 2018 Public meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of Non-Public Session I of the December 3, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of Non-Public Session II of the December 3, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of Non-Public Session III of the December 3, 2018 meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of Non-Public Session IV of the December 3, 2018 meeting.

Non-Public Agenda Items

Mr. Eaton made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 8:15 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to return to public session at 8:35 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion. 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 could affect the reputation of someone not a member of the Board. Ms. McKenney 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 appoint Lt. Michael Stark as Interim Fire Chief beginning January 1, 2019 and ending February 28, 2019 at an hourly rate of \$39.17. The motion was seconded by Ms. McKenney and carried unanimously.

Mr. Eaton made a motion to authorize Interim Police Chief Stark to post a position for a police officer. The motion was seconded by Ms. McKenney and carried unanimously.

Mr. Eaton made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:38 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously

Mr. Eaton made a motion to return to public session at 8:48 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion. 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 could affect the reputation of someone not a member of the Board. Ms. McKenney 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 enter non-public session in accordance with the provisions of RSA 91-A:3, II (e) at 8:49 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously

Mr. Eaton made a motion to return to public session at 8:58 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion. 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 render the proposed action of the Board ineffective. . Ms. McKenney 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 enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:59 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

Mr. Eaton made a motion to return to public session at 9:25 pm. The motion was seconded by Ms. McKenney. A roll call vote was taken on the motion. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

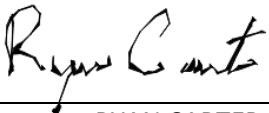

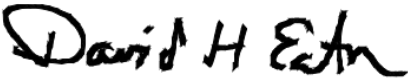
Mr. Eaton made a motion to seal the minutes of the non-public session as they could affect the reputation of someone not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye. The motion carried unanimously.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to adjourn at 9:25 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

DECEMBER 17, 2018

Signature Page

Original Approval:	
	03/04/2019
RYAN CARTER, Chair	DATE
	02/25/2019
SANDRA MCKENNEY, Vice Chair	DATE
	02/20/2019
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: VUCUAFILXLCKLIAICR2MHP

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Easy Online Document Signing



David Eaton

Party ID: LES6BK14A59VLYAPEDYIZZ

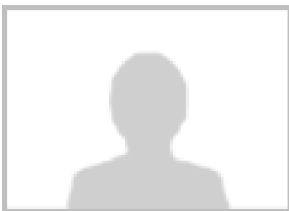
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

cff745008828fad4abdb3c44070b48655481a449



Sandra McKenney

Party ID: 5IYFG3IS8K6KX4F8CMZ6D4

IP Address: 64.222.96.214

VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

19bf745d7382061dd739666a80c8cad727c832f



Ryan Carter

Party ID: AURNPEJS83IP23NFLH6KJH

IP Address: 24.62.156.240

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

5832eed6247395adb957263099d32330e317058f



Timestamp

2019-03-04 15:59:09 -0800

2019-03-04 15:59:08 -0800

2019-03-04 15:57:38 -0800

2019-02-25 09:41:05 -0800

2019-02-25 09:41:04 -0800

2019-02-25 09:40:15 -0800

2019-02-20 04:26:49 -0800

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. - 64.222.96.214

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2019-02-19 13:28:39 -0800

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