

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
April 17, 2017

**Call to Order**

The Allenstown Select Board Meeting for April 17, 2017 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call**

Present on the Board:

Dave Eaton

Ryan Carter

Jason Tardiff

Allenstown Staff:

Shaun Mulholland, Town Administrator

Karen Simmons, Finance Director

Kathleen Pelissier, Town Clerk

Ronnie Pelissier, Road Agent

Other town officials:

Dennis Fowler, Moderator

Loren Martin, Assessor

Evan Roberge, Assessor

Others:

Keith Gagnon, DRA

Residents:

Sandy McKenny

Michael Frascinella

Tom O'Donnell

Kris O'Donnell

Dawn Coviello

Paul Coviello

**Citizens Comments**

A female member thanked the highway, fire and police department for the work they do.

### **Meet with the Avitar and NH DRA representatives to discuss assessing processes.**

Ms. Martin from Avatar began the discussion by introducing herself and Mr. Roberge. She began by giving an overview of the work they have done this year. She stated their goal is to bring all property values to market value. She went on to say the Allentown properties have been hovering at about 90%, which is 10% below the market value. She reiterated that the goal is to bring properties to 100% market value which will increase the value of the properties, tax rate will be coming down. She explained this does not mean any large shift in taxes owed for any one owner. She added that if they do find any properties that are drastically different than the market value they will report that. She went on to explain property values are measured against all sales, and while the law says to go back 2 years, it is an active market and they are trying not to go back that far, rather they concentrate the analysis against newer sales to capture the most current market. Mr. Eaton asked if that is sales in the Town or surrounding area. Ms. Martin went on to explain this analysis is done against sales in Allentown only because there have been enough recent sales and there are so many factors that affect the analysis, such as number of schools. If there were not enough sales in Allentown they would look in the surrounding area. She went on to say only qualified sales are used in the analysis, foreclosures do not qualify. She explained the goal is to provide the Department of Revenue the analysis by the end of May. Ms. Martin stated the goal is to notify property owners of the final assessed value from this analysis by the end of June. She stated she and Mr. Roberge will make themselves available to speak with homeowners. She observed that property owners are more likely to come and discuss an increase in their property value rather than when the value is decreased, which really should be the other way around. She added that the contract states they will have this completed by October 1<sup>st</sup>, just to ensure everything is completed correctly. Ms. Martin stated they will provide information on the internet.

Mr. Gagnon from DRA also spoke on this matter. He began by stating there is a lot going on in the town between the revaluation and the normal 5 year review. He stated the State acts as oversight to the process and comes in and does a review of the assessing process. He went on to say they ensure everything is accurate. Mr. Gagnon stated that the State does send out notification to property owners that he will be doing a property visit for assessment which is done every five years. He went on to say the property owner does not have to allow him to enter their property. He ended by saying his goal is oversight and monetary reporting.

Mr. Frascinella asked who will provide the new tax rate. Ms. Martin answered the new tax rate will be set once everything is turned over to the town. She went on to say the total value of the town will be reported to the state once the entire valuation is complete. She went on to explain the first tax bill is a prepayment and your second bill will reflect what was paid and the actual tax amount for the year. Mr. Tardiff stated that this has been the same for many years and nothing there is changing. Mr. Mulholland added that it is unknown at this time what the tax rate will be. The tax rates are set in the fall.

### **Discuss proposed Northern Pass memorandum of understanding during construction**

Mr. Mulholland stated that the Memorandum of Understanding provides the Town the opportunity to ask for items of consideration. He stressed this would be a request, not an order, and they can choose not to comply. He stated one item the Town wants to ensure that when the equipment accesses the Town's roadways that they notify us and keep the roadways clean. He added the Town would also like to request notification of any impending construction in town. Mr. Pelissier stated he has concern that portions of the Town's roads will not support the heavy equipment they may bring in, especially in spring. He went on to say that there are roads that will not support the equipment. Mr. Mulholland stated the Town could request they not use those roads during March and April. Mr. Pelissier added that if they have to use the roads we should request they use the middle of the roads and work with them to ensure that happens. Mr. Tardiff expressed he is concerned that they may make some of our less sturdy roads worse. Mrs. Coviello stated that they have been promised that her property would not be entered onto, but she does not believe them since the route they stated they would take via Mr. Delight does not make sense. She added that they would like to seek no access to Dowst Road. She went on to say that her daughter would not be able to handle it due to her suffering from high anxiety. She explained that her daughter suffered a three day panic attack when a helicopter had landed on their property. She also stated they would like a no fly zone within two miles of their home. In addition, she added, they would request notification of when the equipment will be in the area since loud noises set off panic attacks for her daughter. Mr. Coviello expressed concern that even if they agree to these terms they will use the road anyway. Mr. Mulholland responded by stating they would then complain to the Public Utilities Commission. Mrs. Coviello asked if they do agree to not use Dowst road would they have to stop their work if they do use that road? Mr. Mulholland replied yes, they would have to comply with a cease and desist order. Mr. Mulholland stated that items to include in the request would be notification of work, hours of work be limited to starting at 7:30 am and ending at 5:00 pm and no Saturday hours – including no overnight deliveries, notification of where the staging and work areas will be located, address safety concerns and equipment or services that would be provided by the Town. He will write up a draft for the board to review and sign then send to Northern Pass.

**• Meet with residents of River Rd. in regards to finish layer of pavement (if any residents have any concerns)**

Mr. Mulholland stated that Mr. Pelissier has not heard any concerns and this apparently is a non-issue. Mr. Eaton asked when the paving will be started. Mr. Pelissier stated that paving has begun and plan to be done in 3-4 weeks.

**• Hearing-Thomas O'Donnell of 27.5 Cross St. in regards to petition for damages pursuant to the provisions of RSA 231:75.**

Mr. Mulholland stated the Town received a petition from Mr. O'Donnell on April 5, 2017 . He went on to say that any work performed before October 26, 2017 is beyond the 6 month period allowed in the statute. Mr. O'Donnell stated that from the time he moved in in 1998 until May

2014 he has not had any issues. He went on to say that when the paving was done at that time he received damage to his car. Mr. Tardiff asked for clarification of what damages Mr. O'Donnell is seeking relief for. Mr. O'Donnell replied the whole thing. Mr. Tardiff asked for clarification of the date when the work was done and stated that any work that was done in 2104 cannot be addressed as the time for petitioning for damages at that time has passed. Mr. Mulholland concurred and stated that the RSA provides six months for a petition to be filed. He added that the petition has to address damages that occurred to the home owner due to the work that was done. Mr. Tardiff then asked for clarification of the damages that occurred due to the work that had been done on or since October 26, 2016. After some general discussion about damages that have occurred, Mr. O'Donnell asked for a continuance of the petition to June 17, 2017.

**Consider bid proposals for the sale of town owned property located at Map 410 Lots 23, 25, 32, 35 and 36.**

Mr. Mulholland began the discussion by stating that no one bid on lots 32, 35 and 36, Northeast Granite and Allentown Aggregate both bid on lot 25. He added that Allentown Aggregate was the high bidder for both lots 23(sole bidder) and 25.

Mr. Eaton made the motion to award the bids from Allentown Aggregate for Map 410 lots 23 and 25 and to have Mr. Mulholland sign the applicable documents for the transaction of the parcels.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Finalize the Capital Improvements Plan**

Mr. Eaton began by asking about the masonry at the Library. Mr. Mulholland stated the library never sent the documentation. Mr. Tardiff then asked does library masonry work come out of the plan? Mr. Mulholland responded that since they don't have any documentation they cannot act on it. Mr. Carter expressed concern that the chimney is a safety hazard. Mr. Mulholland reminded the board that the library does have funds to address the chimney. Mr. Carter also asked if the library could add this request back in at a later time should they need more funds. Mr. Mulholland replied yes, and added they can do the work at any time they just have to get approval to spend the money and if additional money is needed it has to be

determined where the money will come from. He reminded the board the goal is to not increase taxes. Mr. Tardiff asked where would the money come from then. Mr. Mulholland replied they would have to decide to make cuts elsewhere and they will have to prioritize the requests/needs. Mr. Carter suggested they remove the library request. Mr. Tardiff agreed. Members of the board took time to review the most recent documentation provided by each department. Mr. Eaton asked for clarification on the two options for purchasing the breathing apparatus and compressor for the Fire Department. Mr. Pendergast stated that the quotes he received were slightly less than anticipated. Mr. Tardiff asked how does the fire department determine how many air packs are needed. Mr. Pendergast replied one is required for every seat of the fire department vehicles so in the event every seat is filled a decision does not have to be made as to who would have one and who would not have one. Mr. Tardiff asked Mr. Pendergast if he has any suggestions where the money will come from for the air packs and the building construction at the fire department. Mr. Pendergast replied they are working on using capital reserve funds for the air packs. Mr. Tardiff responded they are short \$45,000 and wants to know where that will come from. Mr. Pendergast replied either they lose air packs or they lose services. He added that he could reduce the number of packs by four. Mr. Frascinella asked if all the air packs have to be replaced at once. Mr. Pendergast replied that grant funding allowed all the packs to be purchased all at once. The downfall, he added, is buying all at once means they all become due for replacement at the same time. On the other hand, he added, the old packs will become out of code. Mr. Mulholland stated that funding could possibly come from unspent funds, or make cuts, otherwise taxes will have to be raised. Mr. Eaton suggested that the Town put \$15,000 per year in the Capital Reserve Fund for Fire Department equipment. Mr. Mulholland stated that if they do that they can look to get the funds from the unspent funds. Mr. Eaton added that a warrant could be presented to raise the taxes if needed. Mr. Tardiff stated that is not unreasonable. Mr. Carter asked wasn't there a discussion about shared air compressor equipment. Mr. Pendergast stated that is an option but it would involve getting another town to agree to go in on the purchase or entering into an agreement to use existing equipment, which would mean we are relying on them to support Allentown Fire Department and will lead to wear and tear on their property. Mr. Tardiff asked if other towns such as Manchester turn their equipment in before their life is up or run them into the ground. Mr. Pendergast replied they will run them into the ground. Mr. Pendergast stated that due to the age of the existing equipment it takes many hours to get it up and running and the bottles no longer qualify for inspection because the compressor is meant to fill at 45psi as opposed to 55psi. Mr. Tardiff asked if there would be any trade in value for the current equipment. Mr. Pendergast replied there would be very little trade in value and that they may consider selling them. Mr. Tardiff asked what is the life expectancy for a new compressor? Mr. Pendergast replied over 20 years. Mr. Tardiff confirmed that there are no current funds for the air compressor. He asked if the current compressor will last through 2018 or 2019. Mr. Pendergast replied they could try. Mr. Mulholland stated that there is a solid plan for replacing Highway Department vehicles by continuing the same costs for the current vehicles. Mr. Tardiff stated that using the same plan of using funds to purchase the Police Department vehicle will mean that is a lot of money to try to take from there. He asked if it would be better to lease the compressor. Mr. Eaton suggested looking into a lease for the compressor to see if that is better numbers. Mr. Eaton asked for confirmation that the cost for the new rescue vehicle will

be the same payment as the current lease. Mr. Pendergast replied yes. Mr. Tardiff asked what is needed for construction at the Fire House. Mr. Pendergast replied that there is a tremendous amount of heat and cooling loss from the fire station. He explained insulation will help prevent the loss. The bigger issue he stated is the sprinkler system. He said insulation and sprinkler piping will be a huge improvement. He explained that 75% of the area needs completion including sheetrock. He added that the sheetrock that had been installed was installed incorrectly. Mr. Tardiff asked if new insulation and sheetrock could be installed and hold off on correcting the incorrectly installed sheetrock. Mr. Pendergast replied yes. Mr. Tardiff stated he would rather have insulation be installed than continue to have a loss of heating. Mr. Eaton asked where did the \$125,000 for that project come from? Mr. Pendergast replied that it was a previous estimate. Mr. Mulholland stated on May 8<sup>th</sup> the Select Board will need some real numbers. He added that they are still waiting on numbers for the Highway Department garage. Mr. Mulholland stated that they planned to fund that project with unspent funds moved into the Capital Reserve. He suggested unspent funds normally be moved into the Capital Reserve Fund. Mr. Mulholland added that the House, Senate and Governor have provided different numbers for the amount of funds that will be available for infrastructure projects. He went on to say that since all three entities are quoting numbers there will likely be some funds there. He added that some of that will be spread per capita for road improvements. Mr. Mulholland stated that the plan based on the Capital Reserve Funds requests is to take \$15,000 from either the unspent funds or the operating budget. He went on to say he will draft up the final Capital Reserve Funds request for the Select Board to review and vote on at the next meeting. That will then be presented to the Budget Committee on May 8<sup>th</sup>.

- **Discuss plans to issue RFPs for banking services and supplemental retirement plan services.**

Mr. Mulholland stated that it would be a good plan to take a look at what other options are available. He added it would be good to have the Town Clerk, Sewer Commission and Library Trustee to be involved in the process.

Mr. Carter made the motion to approve to resolution for banking services and supplemental retirement plan services.

Mr. Tardiff second the motion and asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

## **Review expenditure and revenue reports**

Mr. Eaton stated that the budget should be at about 75% remaining. Mr. Mulholland stated that the overall budget would not look that way due to when spending occurs. Salary line items and such would be at 75%. Mr. Tardiff asked if everything is where it should be. Mr. Mulholland replied yes. He explained that certain revenue has not come in such as taxes as those bills have not yet gone out. Mr. Eaton asked if the projected revenue amount is an estimate. Mr. Mulholland replied yes.

**Consider applicant for appoint to the Trustees of the Trust Funds and Cemetery Trustees to fill a vacant position**

Mr. Mulholland stated that Michael O'Meara is the applicant.

Mr. Carter made the motion to appoint Michael O'Meara to Trustee of the Trust Funds with the term expiring March 12, 2019.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Carter made the motion to appoint Michael O'Meara to Trustees of the Cemetery Trustees with the term expiring March 12, 2019.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff made mention that the Trustees of Trust Funds is still down one member. Mr. Mulholland replied there is one alternate.

Mr. Carter made the motion to appoint Ronnie Cox as alternative for the Trustees of the Trust Funds with the term expiring March 12, 2019.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Carter made the motion to appoint Michael O'Meara as a member to the Planning Board with the term expiring June 20, 2019.

Mr. Eaton second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Approve budget adjustment from line 01.4210.10.752 Police Cruiser in the amount of \$37,000 to line 01.4909.10.752 CAP Police Cruiser.**

Mr. Eaton made the motion to approve budget adjustment from line 01.4210.10.752 Police Cruiser in the amount of \$37,000 to line 01.4909.10.752 CAP Police Cruiser.

Mr. Carter second the motion

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Non-Public minutes**



Mr. Eaton: I make the motion to approve the minutes from the non-public session 2 of the April 3, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Eaton: I make the motion to approve the minutes from the non-public session 1 of the April 3, 2017 Select Board meeting.

Mr. Carter: I second that.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Consent calendar, minutes and manifests**

#### **Ratify Consent Calendar: April 17<sup>th</sup>, 2017**

Mr. Eaton made the motion to accept the Consent Calendar of April 17, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Approve Payroll and Accounts Payable Manifests**

Mr. Eaton made the motion to approve the Payroll and Accounts Payable Manifests of April 17, 2017.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Town Administrators report**

Mr. Mulholland stated that a survey for Lincoln Street will need to be done for a roadway layout if we choose to proceed.

Mr. Mulholland stated he let staff know that he will not chase them down for personnel evaluations and wanted to ensure the Board understood that position. The Board concurred.

Mr. Pendergast stated that the Town of Warner rolled over a fire engine destroying it and reached out for assistance. He went on to explain that the Town of Allenstown can loan our spare engine knowing that if we need it we will go and get it. Mr. Mulholland added Warner will pick up the insurance cost which will save the Town funds during that time as well as maintenance and repair costs. Mr. Tardiff asked if this is a spare and are they willing to buy it? Mr. Pendergast confirmed that it is a spare.

Mr. Mulholland stated that the Senate did pass the ratification bill and it has been kicked over to the House. He stated the bill has been tagged onto another bill since the due date to enter bills the bills has passed.

Mr. Mulholland stated that budget review will take place beginning on May 8<sup>th</sup>.

Mr. Mulholland stated that a representative from Robert Half will be focusing on the budget committee minutes. He went on to say that Mrs. Caruso is concentrating on the Select Board minutes, Ms. O'Donnell has been working on zoning board meeting minutes.

Mr. Mulholland stated that the Town is able to get a small grant for the boat launch, it won't cover everything but will help to get that going.

**Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).**

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 8:13 pm.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:25pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all three board members in favor.

Mr. Tardiff made the motion to seal the minutes of the non-public as the information may adversely affect the reputation of a person other than a member of the board.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

**Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a)**

Mr. Carter made the motion to go into Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) at 8:29pm.

Mr. Eaton second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 9:02 pm, as motioned by Mr. Carter, seconded by Mr. Eaton and all three board members in favor.

Mr. Eaton made the motion to seal the non-public meeting minutes as it could adversely affect someone other than a member of the board.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Adjourn**

Mr. Eaton made the motion to adjourn at 9:04 pm.

Mr. Carter second the motion.

Mr. Tardiff: All in favor?

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.



TOWN OF ALLENSTOWN  
OFFICE OF THE SELECT BOARD  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4276

GOS 175 4/17/17

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Kathleen Robinson	Town Clerk / Tax Collector
2.	Loren Martin	Assessor
3.	Evan Roberson	Assessor
4.	Dennis Fowler	Moderator
5.	Keith Gagnon	DRA
6.	Sarah McKerny	President
7.	Michael Frossella	Resident
8.	Tim O'Donnell	" "
9.	Kim O'Donnell	" "
10.	Don Gilman	Highway

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

April 17th , 2017

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	06/07/2017 DATE
 DAVID EATON, Member	06/04/2017 DATE
 RYAN CARTER, Member	6/06/2017 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	DAVID EATON, Member	DATE
	RYAN CARTER, Member	DATE

# Signature Certificate



Document Reference: CWKBEJI8S3T4KLZIGU8TLK

## RightSignature

Easy Online Document Signing



**Ryan Carter**

Party ID: IHLAWBI5CK78KCLC9NF9RN

IP Address: 174.192.0.243

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

ea0f6ed37c2a929040374e15404a22ed02c40851



**David Eaton**

Party ID: XNE2ISINBJ66FCDGSV5KH5

IP Address: 76.119.194.141

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

8747c39ea1b9b59071f529571cca98d979f79a3f



**Jason Tardiff**

Party ID: 973RNWJHML2S4EGNEAKMAT

IP Address: 74.92.23.190

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

e9ed959b03d05cc13bbb8265ecc08775f216a663



### Timestamp

2017-06-07 13:50:38 -0700

2017-06-07 13:50:38 -0700

2017-06-07 13:49:46 -0700

2017-06-06 10:48:20 -0700

2017-06-06 10:47:02 -0700

2017-06-04 18:46:18 -0700

2017-06-04 18:45:15 -0700

2017-06-02 05:17:22 -0700

### Audit

All parties have signed document. Signed copies sent to: Ryan Carter, David Eaton, Jason Tardiff, and Shaun Mulholland.

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 74.92.23.190

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 74.92.23.190

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 174.192.0.243

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 174.192.0.243

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

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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