

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
August 21, 2017

**Call to Order**

The Allenstown Select Board Meeting for August 21, 2017 was called to order by Mr. Tardiff at 6:00p.m.

**Roll Call**

Present on the Board:

Dave Eaton

Jason Tardiff

Ryan Carter

Allenstown Staff:

Shaun Mulholland, Town Administrator

Ronnie Pelissier, Road Agent

Others:

Loren Martin, Avitar

Evan Roberge, Avitar

Alan Gould, MRI

Michael Bobinsky, MRI

Residents:

Sandy McKenney

**Citizens Comments**

A member of the audience asked if there is an alternate opening on the ZBA. Mr. Mulholland stated there will be after the Select Board meeting this evening. Mr. Tardiff directed them to email their interest to Mr. Mulholland.

### **Meet with members of the Board of Directors for the Suncook Rod & Gun Club in reference to property assessment.**

A representative for the Suncook Rod & Gun Club spoke about the increased assessment of their property. He believes it is over assessed at and should be assessed at \$25,000. He stated the property no longer has a Current Use exemption. Ms. Martin from Avitar addressed the increase in assessment by beginning with an explanation that a portion of the property had been cleared back five years ago. Additionally, she stated, a recent aerial photo shows that the clearing is larger and top soiled. This changes the current use for the land. She explained the RSA states that trees have to be growing on the land to meet the requirements. The Suncook Rod & Gun Club representative responded with more recent photos to show that there is growth there which is different from the photo that Ms. Martin presented. He went on to say that the growth will continue and they should qualify for a Current Use abatement. Ms. Martin responded that at least 10 acres is needed to allow for Current Use and the Club property does not have that much land with trees that qualifies for Current Use.

Mr. Eaton asked for an explanation of what is Current Use versus what is not. Ms. Martin explained that Current Use was enacted to protect land owners with large pieces of property from being taxed on land that they cannot build on. She also stated that a Current Use Abatement lowers the value of the property and the tax rate remains the same. Mr. Tardiff asked what and how many trees are needed. Ms. Martin replied 10 acres have to be covered with trees and the trees do not have to be large. Mr. Tardiff informed the Club representative that there is nothing that can be done for them at this time to provide them with a Current Use abatement. He suggested that they get trees planted.

### **Meet with representatives from MRI to discuss the Highway Department risk assessment.**

Mr. Mulholland began by stating the MRI assessment had previously been completed for the Police and Fire Departments. He added that there were less issues reported for the Highway Department than there had been for the other departments. Mr. Gould thanked Mr. Mulholland for the introduction. Mr. Bobinsky gave a brief description of his background experience. He stated that Ron Pelissier at the Highway Department was very helpful, open and available during the process, as well as the Road Foreman, Mark Boisvert. He explained that they looked at every facet of the department – training, positions (needs long and short term), moving to electronic records keeping. He stated that the GIS intern has a valuable role and he believed that the position should become a permanent position. Linking data between the Police, Fire, Town Hall and Highway department would be advantageous in performing tasks. He also recommended that the Town hire a Facilities Maintenance Manager to relieve the Town Administrator who is working in that capacity. He lauded the relationship between the Town and Highway Department with the State and the state prison. He stated that many of the staff are nearing retirement and a staffing plan should be considered. He explained that there is plenty of training available to the Highway Department and recommendations have been made to help this Highway Department. Another recommendation he made was the Highway Department work 5 days per week rather than 4 longer days. He stated the recommendations that MRI makes build upon the department's strengths and dedicated staff.

It is also recommended that community awareness be increased for the Highway Department where they are and where they plan to be, along with a name change to Public Works. Mr. Pelissier stated that he believes it is important that the Highway Department begin to think about additional staff and/or how to most effectively replace staff that may resign. Mr. Tardiff asked if temporary help would be beneficial. Mr. Bobinsky replied that seasonal help in this field is generally beneficial. Mr. Mulholland added to the conversation by stating the Highway Department should conduct a staffing analysis before making any hiring decision.

**Meet with Larisa Djuvelek-Ruggiero from Belknap-Merrimack County Community Action Program to discuss transportation planning.**

Ms. Djuvelek-Ruggiero introduced herself as an employee at Community Action Program (CAP) and provided some background about herself. She went on to give a presentation, including a slide show, regarding the RCC transportation program that CAP would like to collaborate with the Town of Allenstown. The RCC was created by the State Wide Coordinating Counsel for Transportation in 2009 and is meant to recognize and improve transportation needs in the community. The RCC is comprised of 32 organizations, including human services agencies, transportation providers, local government agencies, funding agencies, etc. Ms. Djuvelek-Ruggiero explained the RCC meets bimonthly and to belong to the RCC is free and they would like a representative from the Town of Allenstown to join. Members act as a governing body presenting community needs, review budget and discuss and decide RCC actions. Town participation is imperative in order to implement transportation programs in that town. Ms. Djuvelek-Ruggiero highlighted the current growing elderly population who will require increased available transportation as they become unable to drive their own vehicles. A member of the audience spoke to the need within Allenstown and concerns around coordination of services. Ms. Djuvelek-Ruggiero responded by stating at this time she is asking for the Town of Allenstown to become involved with the RCC efforts. She also stated that transportation providers coordinate rides (times and locations) striving to group riders to reduce the amount of time and resources used. Ms. Djuvelek-Ruggiero explained that the services are tax supported and have a \$1.00 suggested donation from riders. Select Board members stated they will review the information and make their decision to join known at a future meeting.

**Review proposed changes to the Personnel Policy Revision 11.**

Mr. Mulholland began by stating that the Sewer Department requested some changes, as well as the Fire Department and grammatical corrections are included. He asked the Board to review the proposed changes to determine what they will allow. A public hearing will be held on September 25<sup>th</sup>, during which the Board will discuss the changes. Mr. Frascinella asked if there is or will be a maintained document that reflects a complete history of revisions/changes made to the Personnel Policy. General discussion around this idea commenced with the Board members agreeing that keeping a revision history document will not be needed or done. Mr. Mulholland informed that historical changes can be found in the minutes of previous meetings posted online.

### **Consider proposed Cyber Security Policy.**

Mr. Mulholland began by stating that the Town does not have a Cyber Security Policy. He has asked other Towns and it appears no other Town has one either, but realize they probably should. Mr. Eaton asked if there should be a public hearing on the proposed policy. Mr. Mulholland suggested their not be a public hearing as they would not want the contents to be publicly known as a measure to prevent hacking. Mr. Carter stated he would like to take more time to review the policy before making a decision. This will be revisited at the September 11 meeting.

### **Approve the MS-1 Inventory of Evaluation of Properties.**

Mr. Eaton made the motion to approve the MS-1 Inventory of Evaluation of Properties.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Consider request by the ZBA for additional funding.**

Mr. Mulholland stated that the Zoning Board of Adjustment budget is \$5,000, however they have \$7,000 in legal costs so far, therefore it is requested that they be able to spend up to \$8,000. He reminded the Board that additional funding was requested the past two years. And, he went on to suggest that the Board meet with the ZBA to discuss the flow of the work. Members of the Board agreed to meet with the ZBA. Mr. Eaton asked if the Board does not approve the additional funding what happens. Mr. Mulholland replied that they (ZBA) will not be able to do anything, although parties disputing a ZBA finding will continue to engage their legal counsel. He added that Mr. Monahan from Hoyle, Tanner is involved and is being paid \$50.00 per hour and currently the Town is paying the attorney a couple hundred dollars per hour for their involvement in a ZBA discussion, and escrow accounts have been over extended.

Mr. Eaton made the motion to authorize the Zoning Board of Adjustment to spend up to \$8,000 in the 2017 budget.

Mr. Carter asked if this is not approved what happens with the process. Mr. Mulholland stated the ZBA (volunteers) would have to act on their own without legal consultation. And, the opposing party will still have their attorney present.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

**Accept resignation of Robert Bergeron as a member of the ZBA and consider appointment of an alternate member of the ZBA to permanent status.**

Mr. Mulholland stated that Mr. Bergeron has been having difficulty attending the ZBA meetings so Mr. Mulholland asked if he would be willing to step down so someone else could step in to allow for the ZBA to move forward. Mr. Mulholland went on to say that Ms. Dawna Baxter, current alternate, and is interested in filling the permanent role.

Mr. Eaton made the motion to accept resignation of Robert Bergeron as a member of the ZBA.

Mr. Carter 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 Dawna Baxter as a permanent member to the Zoning Board of Adjustment with a term expiring June 1, 2019.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Ms. McKenney commented that the ZBA need training. Mr. Tardiff stated they have met more this year than in the past and agreed that training is needed.

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

#### **Ratify Consent Calendar: August 21, 2017**

Mr. Eaton made the motion to ratify the Consent Calendar of August 21, 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 as listed on the agenda for August 21, 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 community member is running a physical fitness program at the Community Center, which is expanding. He requested the program have access to the restrooms at the Community Center. He went on to say since the Town cannot afford to run such a program it is a good partnership. Mr. Carter agreed but questioned what are liability insurance requirements be if someone else wants to run a program. Mr. Mulholland stated it will depend on the type of program, however current insurance does allow for this.

Other items Mr. Mulholland spoke about:

LED light retrofit program at the fire station and a few remaining lights at town hall is up and running and should be done by November.

Solar panels are up at Fire Department. Sprinkler system at the fire station is leaking and the Fire Chief is looking into that. It will cost approximately \$48,000 to fix the crack in the foundation and will get worse the longer it goes untreated. The current fire alarm system will no longer be active as of July 2018.

The boiler relay at the Community Center will be fixed.

Mrs. Simmons is putting in extra hours to cover the Administrative Assistant functions due to Mrs. Baird's resignation.

2018 budgets are due at the end of the month.

Financial Services Review Committee is putting together an RFI.

There are two Town recycling funds – money in 2 different accounts. There was never any town meeting action to put funds into one of the accounts. Mr. Mulholland spoke with the attorney about the two accounts and they stated nothing needs to be done at this time. Voters could elect to move funds from one account to the other.

Tri-Town Ambulance has been named the ambulance service of the year in NH. And, the Allenstown Fire Department has been named the EMS provider of the year.

A high school volunteer will paint the benches in front of Town Hall as community service.

Mr. Mulholland reached out to surrounding towns regarding shared a Fire Chief position. A few stated they are not interested. Epsom and Deerfield may be interested.

### **Approve restatement of covenant for Map 411, Lot3.**

This is a correction to a deed that goes back to the 90s and affects the sale of the property.

Mr. Eaton made the motion to approve the restatement of covenant for Map 411, Lot 3

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Cater: Aye.

Mr. Tardiff: Aye.

### **Approve Minutes**

Mr. Eaton made the motion to approve the minutes of the non-public session 1 from the August 7, 2017 Board of Selectmen meeting.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 2 from the August 7, 2017 Board of Selectmen meeting.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.

Mr. Eaton made the motion to approve the minutes of the non-public session 3 from the August 7, 2017 Board of Selectmen meeting.

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Carter: Aye.

Mr. Eaton: Aye.

Mr. Tardiff: Aye.



Mr. Eaton made the motion to approve the minutes of the non-public session 4 from the August 7, 2017 Board of Selectmen meeting.

Mr. Carter second the motion.

Mr. Tardiff asked for 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 8:22p.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:28pm, as motioned by Mr. Eaton and seconded by Mr. Carter and all board members in favor.

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

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: 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 asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 8:43pm, as motioned by Mr. Eaton, seconded by Mr. Carter and all board members in favor

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

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: 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 8:44pm.

Mr. Eaton second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

Mr. Tardiff announced the Select Board re-entered public meeting at 9:11pm, as motioned by Mr. Eaton, seconded by Mr. Carter and all board members in favor

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

Mr. Carter second the motion.

Mr. Tardiff asked for all in favor.

Mr. Eaton: Aye.

Mr. Carter: Aye.

Mr. Tardiff: Aye.

### **Adjourn**

Mr. Eaton made the motion to adjourn at 9:14pm.

Mr. Carter second the motion.

Mr. Tardiff asked for 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  
603-485-4275

8/21/17

603 775

ATTENDANCE LIST

	NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1.	Emily McHorney	Resident
2.	Loren Martin	Artist
3.	Erin Robarge	Artist
4.	Alan Gould	MRI
5.	Michael Bobinski	MRT
6.	Loren Pihlman	Highway
7.		
8.		
9.		
10.		

TOWN OF ALLENSTOWN, NEW HAMPSHIRE

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

August 21st , 2017

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**Signature Page**

Original Approval:	
 JASON TARDIFF, Chair	09/28/2017 DATE
 DAVID EATON, Member	09/25/2017 DATE
 RYAN CARTER, Member	10/30/2017 DATE

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

# Signature Certificate



Document Reference: BJH2YAIMVJ559WXS IH2FSV

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**Ryan Carter**

Party ID: JI5EZ5JRK4URY6NIX85FMD

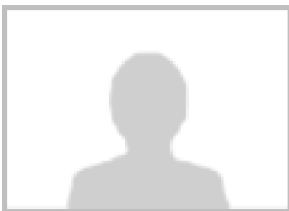
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**David Eaton**

Party ID: X48WNMJ9J5D2Z4K6SFI8AW

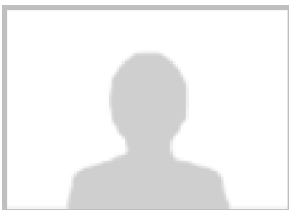
IP Address: 24.103.25.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jason Tardiff**

Party ID: UP2JL5IIP68ZUSHCAYMW

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VERIFIED EMAIL: jtardiff@allentownnh.gov

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Multi-Factor  
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46f0f46a1e8a2c6f5d8c902e78f2f3115d0dc246



## Timestamp

2017-10-30 14:45:34 -0700

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2017-10-30 14:44:45 -0700

2017-10-30 12:00:00 -0700

2017-10-25 17:01:02 -0700

2017-09-28 05:39:51 -0700

2017-09-26 05:38:27 -0700

## Audit

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

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Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

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2017-09-25 17:26:13 -0700	Document viewed by David Eaton (deaton@allentownnh.gov). - 24.103.25.26
2017-09-25 08:41:09 -0700	Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



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