

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
October 23, 2017

Call to Order

The Allenstown Select Board Meeting for October 23, 2017, was called to order by Chair Tardiff at 6:00 p.m.

Chair Tardiff called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Dave Eaton, Jason Tardiff

Allenstown Staff present: Karen Simmons, Finance Director; Shawn Murrar, Fire Chief; Paul Paquette, Police Chief

Others present: Luke Hurley, Gove Environmental Services; Patricia Caruso, resident

Citizens' Comments

There were no citizens wishing to comment.

Consider expedited approval for wetlands application permit for the construction of a driveway on Spring Street, on the property located at Map 407, Lot 18

Ms. Simmons said that since Allenstown has no conservation commission, per the advice of legal counsel, the Board of Selectmen should consider this item. She said that this project has minimal impact on the wetlands and the Board is not asked to approve or disapprove. The decision is made by the State of New Hampshire DES, and they will notify the abutters.

Mr. Luke Hurley, Gove Environmental Services, explained that this is an old project from the early 2000's. Expedited review takes 30 days versus 75 days if not expedited. If the Board members sign the application, they are waiving their right to intervene, and the review will take 30 days. If they do not sign, the review will take 75 days. Either way, the State will review the project and make the final decision. The driveway area is 1,060 square feet and is designed to have minimal impact to wetlands. A 12-inch diameter, 22-foot long culvert will be installed to keep water levels stable. Mr. Hurley said that they were hoping for expedited approval so that they can complete the project before winter. Copies of the plan should be made available at Town Hall for residents to review.

Chair Tardiff said that this is the first time he has seen an issue of this type come before the Board. He asked Ms. Simmons if Mr. Mulholland had any input on it.

Ms. Simmons responded that this is new to him also. She said that many communities deal with these, but if there is a conservation commission, the Selectmen don't get involved.

Ms. Patricia Caruso said that Barnstead deals with them frequently and would be a good resource for getting information.

Mr. Carter said that he is concerned about waiving their right to intervene, per RSA 48:32.

The Board decided to do some research and address this item again at the next meeting.

2018 Budget Presentations – Library, Fire Department, Police Department

Mr. Shawn Murray, Fire Chief, shared some slides with the Board. He read the fire department's mission and vision statements. He projected an incident analysis chart showing that Tuesday is their busiest day of the week. The busiest time is between 7:00 a.m. and 6:00 p.m. His next slide was a chart showing apparatus age. He said that the Town was slowly but surely making progress on the age of its vehicles. He said that EMS calls are the most prevalent now, versus straight fire calls. The next slide showed budget comparisons from 2013 through 2018.

Chief Murray listed some of the projects completed this year.

- 2001 Ford E450 ambulance sold; a new rescue pumper has been ordered
- Plymovent diesel exhaust system installed
- Solar panels installed
- Firefighter protective gear enclosed separately in the apparatus bay to keep contaminants in one area
- Fire sprinkler system repaired, inspected and certified
- Fire pump, hose and ladder tested
- Active shooter exercise occurred in conjunction with the police department and Tri-Town EMS; this was grant-funded

Chief Murray listed some project goals for 2018

- Purchase of a self-contained breathing apparatus; grant funding available
- Purchase of a Quint fire apparatus combination ladder truck and pumper engine; grant funding available
- Repair of foundation crack at the fire station
- Replacement of two HVAC systems at the fire station
- Delivery of mini pump rescue vehicle in January or February
- Eight employees taking an EMR course so they can be first responders
- Service and inspection of the fire pump, hose, and ladder (maintenance plan to reduce costs)

- Organization and inventorying of obsolete tools and equipment for disposal with the permission of the BOS
- Insulation of second floor of the fire station; there is none now and heat loss is great

Mr. Eaton asked Chief Murray to explain the big change in the budget.

Chief Murray stated that he knew the Board had parameters for the budget. He came on board just two weeks before the budget deadline. His proposed budget reflects an increase of 16.6%. Level funding would require reducing the budget by 16.6%. He will explain later what that would mean to his department.

Chief Murray said that the full-time salary line is down 47.8% because the fire chief was a full-time position and is now part-time. Cell phone costs are reduced by \$200. Dues and publications have been reduced because so much is available online. Office supplies, postage and food are level funded. Part-time salaries are up 116% and include the fire chief, the call firefighters, and a portion of the salary for Dawna Baxter. Gas and diesel are down 28%, based on a review of actual usage this year. Personal protective clothing is up 63% because the Chief would like to purchase three sets so that they can have three more on call firefighters.

Chair Tardiff said that he thought they had budgeted for firefighter gear last year.

Chief Murray confirmed that they had, but that money had been used to replaced firefighter gear that was more than ten years old. He added that new gear is provided to new hires only after they have completed their probationary period. He said that fire department supplies and education are level funded in this budget. He has added \$1,000 each for inhouse and outside training. He wants to provide leadership training for fire officers and river rescue specialized training for the call force. Radio maintenance and telephone pagers are level funded. Capital Area Mutual Aid's dispatch fee is up ten percent. Vehicle repairs is up 12%. Municipal hydrants are up four percent because of a water company increase. Physicals and shots are down 29%; three physical exams have been scheduled in the event that they are able to bring on more personnel. Fire and EMS supplies are up 167%, the sole reason being that they want to purchase three automatic defibrators, used when a patient is in cardiac arrest. Two of the units they currently have are over ten years old and one is over twenty years old. Chief Murray said that they would like to replace them with newer technology, per State protocol.

Chair Tardiff asked about the life expectancy of the defibrators.

Chief Murray responded ten years. He continued with his presentation, saying that sewer and water budgeted amounts were based on historical funding levels. Under building maintenance and repair, he has budgeted to have the overhead bay doors serviced and repaired; for the Plymovent diesel exhaust system, he has budgeted for service, maintenance and filters. Regarding the fire alarm system, he said they are getting rid of the boxes and going to private monitoring and testing. For facilities general maintenance and repair, he said there are issues at the facility which should be addressed. The amount budgeted for heat is down 33%, due to the savings because of the new solar panels. The panels are creating a tremendous amount of power. The change out to LED lighting should result in energy savings as well. He said that the budget gives greater detail on the maintenance category. He emphasized the importance of safety inspections.

Chair Tardiff asked Chief Murray what changes he would make to his budget if he was required to stay within the parameters of level funding. He asked if he could reduce the \$10,000 in maintenance.

Chief Murray responded that he would have to make some cuts in building and apparatus maintenance. He noted that a lot has been left out over the past few years.

Mr. Carter asked if they might use a tiered format regarding the purchase of defibrillators, buying one each year instead of all three in 2018.

Chief Murray responded that they could if that is what the BOS wishes. He added that he gets these from the State via a grant.

Chair Tardiff asked if there was money in the capital reserve fund for this.

Ms. Simmons responded that she didn't think there was. There is money for SCBA pacs.

Chief Murray said that he plans to apply for a federal grant for those, but there are no guarantees that they will get the grant. He has applied for this funding in the past and received it.

Mr. Eaton said that insulation is a priority. He recently visited the fire station and it is extremely cold on the second floor. There would be energy savings if the installation is installed. He also said that the foundation crack runs the length of the building and should be a priority.

Chair Tardiff asked how much the foundation repair would cost.

Chief Murray responded \$48,000.

Mr. Eaton said that it would be prudent to start planning over time regarding insulation and those types of projects, to spread the cost over multiple years.

Chief Murray said that there is a federal grant of \$25,000 available for facilities. He plans to apply for that.

Mr. Carter said that new managers tend to find deficiencies that they want to correct. However, this 16% increase represents \$43,000. He said that safety is the number one priority, and the Chief might look to cut the budget somewhere else.

Chief Murray offered Mr. Carter to come for a tour of the fire station and he accepted.

Mr. Eaton mentioned an Eagle Scout project which created the exercise room. He asked if there might be others working on their Eagle Scout award.

Chief Murray said that the National Guard sometimes takes on projects, and he plans to contact them. He added that the fire department cut a lot from their budget a few years ago and is paying for that now.

Mr. Eaton stated that training is critical. In the military, they train all of the time.

Mr. Paquette, Police Chief, began his presentation, saying that his budget is up 0.6%, due exclusively to salary increases. He said that the cruiser is in the overlay budget now.

Mr. Carter asked about the procedure when an Allenstown police officer assists in another town.

Chief Paquette said that the other town is billed, and the department actually makes money.

Mr. Carter asked if there were items which Chief Paquette would have liked to include but omitted.

Chief Paquette responded that he had wanted to budget for carpeting and outside gravel but put those aside because the officers need new tablets and stands. He wants to get Tough Books for all of the officers. They last 12 years and there is a grant to help with the purchase. The tablets they have are flimsy and were inexpensive. They cannot withstand the wear and tear. Chief Paquette assured the Board that the new tablets would be able to accept software upgrades and should last 12 years.

Chief Paquette continued, saying that he has applied again for a grant for DUI speed patrol and operation safety.

Chair Tardiff asked if they would be doing sobriety check points.

Chief Paquette said they would not be able to because they don't have the staff.

Chair Tardiff noted that no one from the library was present to talk about their budget. Since they have not submitted a budget, they will be level funded.

Ms. Simmons said that the library personnel want to do their own accounts payable, but they want the Town to continue doing payroll. The Town would cut them a check twice a year from their budgeted amount, minus salaries.

Mr. Eaton asked who is responsible if they make mistakes.

Chair Tardiff said that the Board of Selectmen are ultimately responsible.

Ms. Simmons said that they would be invited again for the next meeting, and if they don't come, they will be level funded. She added that they have their own checking account and the items they pay from that account the Town does not see, and they have a Town credit card for utilities, etc.

Ms. Simmons said that there was a situation last year when the library wanted to keep its surplus. That's how they ended up with the capital reserve account they have now of about \$10,000.

Discuss offering VSP Eye Care Coverage Plan to employees

Ms. Simmons said that the Town does not currently have a vision plan for its employees. With this plan, there is no cost to the Town, other than the cost of administering the program. It is a way to give employees a group plan, and it is a very good one. There are two options: \$9.76 per month with new frames every year or \$7.40 per month with new frames every other year. A minimum of ten employees must enroll. Ms. Simmons said that she would check about whether some employees could take one option and some take the other – and if each group would require a minimum of ten participants.

Approve the Mid State Regional Transportation Council MOU

Ms. Simmons said that there is a lack of public transportation in New Hampshire and an aging population. This is a coalition that meets monthly and joining would require the Town to name one representative or two alternates. There is no cost to participate.

Chair Tardiff said that he would contact Sandy McKenney to see if she is interested in representing the Town on this council.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the Mid State Regional Transportation Council Memorandum of Understanding.

Town Administrator's Report

Ms. Simmons said that the school department would like to hold the Deliberative Session in the school gym this year because it is crowded in the Community Center.

Mr. Eaton said the acoustics in the gym are not good but he understands the need for more space.

The Board members approved this change of venue for the Deliberative Session.

Ms. Simmons said that the Town now has its 2018 tax rate. She compared the new rate to the 2017 rate:

| YEAR | 2017 TAX RATE | 2018 TAX RATE |
|--------------|----------------------|----------------------|
| TOWN | 11.36 | 10.04 |
| COUNTY | 2.99 | 2.74 |
| SCHOOL | <u>19.54</u> | <u>19.33</u> |
| TOTAL | <u>33.89</u> | <u>32.11</u> |

Ms. Simmons noted that the assessed value of property in the Town went up due to revaluation from \$249 million to \$288 million, so the lower tax rate does not mean that tax bills will go down.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to accept the 2017 Tax Equalization Municipal Assessment Data Certificate.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to accept the Tax Collector's Warrant for Property Tax Levy of 2017.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the discharge of the welfare lien for the property at 6 Jackson Avenue (407-40-56).

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the property tax lien for the property at 24 Fullam Circle (410-39-21).

Ms. Simmons informed the Board that, regarding tax deeded property, three have been redeemed by the owners and there is a good possibility that the owner of a tax deeded property on Garden Drive would like to buy the property back.

Consent Calendar

There were no items on the consent calendar.

Review minutes

There were no minutes to review.

Approve Payroll and Accounts Payable Manifests

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the payroll and accounts payable manifests listed on the agenda for October 23, 2017.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to approve the minutes of the October 16, 2017 non-public session.

On motion of Mr. Eaton, duly seconded by Mr. Carter, it was voted to adjourn at 7:43 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 23th, 2017

Signature Page

| Original Approval: | |
|--|--------------------|
|  JASON TARDIFF, Chair | 11/08/2017 DATE |
|  DAVID EATON, Member | 11/06/2017 DATE |
|  RYAN CARTER, Member | 11/20/2017 DATE |

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

Signature Certificate



Document Reference: LUAR4GIAI3DLLDWUI6T4ZC

RightSignature
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Ryan Carter

Party ID: 8KLAKWIIKZKLAJFK4IETTMK

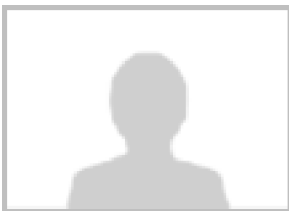
IP Address: 64.222.96.214

VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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David Eaton

Party ID: PTL8CUJXJ3X8MTB6ZDNL73

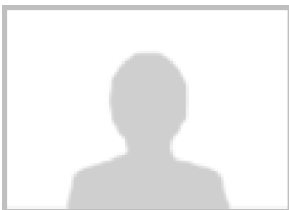
IP Address: 162.220.42.26

VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

1c1756ef154d2b713797fc8336b74133fa569ff8



Jason Tardiff

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Digital Fingerprint Checksum

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Timestamp

2017-11-20 13:29:32 -0800

2017-11-20 13:29:31 -0800

2017-11-20 13:27:36 -0800

2017-11-08 06:30:39 -0800

2017-11-08 06:29:54 -0800

2017-11-06 12:34:27 -0800

2017-11-06 12:25:23 -0800

2017-11-06 06:23:08 -0800

Audit

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

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 64.222.96.214

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

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



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