

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
September 24, 2018

Call to Order

The Allenstown Select Board Meeting of September 24, 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: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Ronnie Pelissier, Road Agent; Kathleen Pelissier, Town Clerk/Tax Collector; Paul St. Germain, Deputy Fire Chief

Others present: Michael Frascinella, Chad Pelissier, Joey Gagnon, Holly Sears, Matt Monahan of the Central NH Regional Planning Commission

Citizens' Comments

There were no comments from citizens.

Sancoucy Contract for PSNH Case

Mr. Goodine explained that the approximately 100 communities that are parties in the PSNH case want to share the services of one expert witness, George Sancoucy. This will insure consistency, save money, and strengthen the case. The cost is expected to be \$6,000 per year for two years, and the funds will be from the Legal Fees line.

Mr. Eaton asked if there is money in the legal line for this.

Mr. Goodine responded that \$13,000 has been spent so far, and there is \$37,000 remaining in the line. He said that there are three methods for determining the value of utility properties: cost approach, market sales, and income approach. PSNH wants to make it as cheap as possible.

Chair Carter expressed concern about having all eggs in one basket.

Mr. Goodine stated that the other appraisers agree this is the way to go.

Mr. Eaton made a motion to approve the contract with George Sancoucy to provide general consulting, valuation, and expert witness services for Allenstown in conjunction with the lawsuit with PSNH. Ms. McKenney seconded the motion, which carried unanimously.

Mt. Delight Road Paving

Mr. Ronnie Pelissier stated that he met today with Ms. Bender, Finance Director, and they are pretty confident that they can expend the funds to pave all of Mt. Delight Road. The budget is showing \$83,340 available after estimating all costs through year-end. The Mt. Delight project will cost about \$70,000. They may be able to shorten some of the distance.

Ms. McKenney asked if there were funds to fall back on if unexpected expenses are incurred.

Mr. Ronnie Pelissier responded that there are a couple of other lines they could take from, and it makes a lot of sense to do the entire road now.

Chair Carter asked if there might be more negotiating on the price, since they are adding more to the project.

Mr. Ronnie Pelissier said that was possible.

Ms. Bender said that they looked at actual expenses for the first three quarters, estimated expenses for the last quarter, and erred on the side of caution.

Ms. McKenney asked how much salt they have on hand.

Mr. Ronnie Pelissier responded that they have six loads of salt on hand.

Mr. Eaton asked about the life of the paving (shimming) job.

Mr. Ronnie Pelissier responded 15 to 20 years.

Ms. Bender noted that \$50,000 has already been allocated for this project, so only \$20,000 is needed.

The Board members agreed that the project should go forward.

Mr. Ronnie Pelissier stated that the 2000 Sterling pickup truck's brakes failed and it won't pass inspection. He said it is time to send this truck to auction. When they purchase another truck as dictated by the CIP schedule, they will not need a sander or a plow, which will save about \$30,000. He added that the other trucks are in good shape and they will be in super shape by the end of next year.

MS4 Notice of Intent Paperwork

Mr. Goodine stated that the MS4 (Municipal Stormwater Separate Sewer System) requires Allentown to comply with the Environmental Protection Agency (EPA) permit, which requires the filing of a Notice of Intent (NOI) by October 1, 2018. This is because of the 19 outfalls into the Suncook River within the Town. He indicated on a map the location of these outfalls. The NOI is a summary of the Town's plan to manage the MS4 during the following year; there are fines for non-compliance. The goal of the EPA is to limit the amount of contamination into the river via the Town's stormwater system. Two threatened species have been identified: the Northern Long-eared Bat and the Small Whorled Pogonia.

Mr. Eaton said that he thought the Northern Long-eared Bat was outside of the area.

Mr. Goodine said that it still has to be mentioned. He added that there is nothing on the Historic Preservation Report.

Mr. Monahan of the Central NH Regional Planning Commission stated that 16 of the outfalls are at the Suncook River and three are at unnamed tributaries. He explained the minimum control measures. The first is public outreach and education. Another is public involvement. The most important is the prevention of illicit discharge, which includes hook-ups that are not legal and illegal dumping. The NOI includes plans for ordinances governing site plans, subdivisions, and excavation. The Highway Department and the Allenstown Sewer Commission are required to have a Stormwater Pollution Prevention Plan. Mr. Monahan stated that the closing of the storm ring is an awesome thing that Allenstown did. He added that Allenstown is already doing a lot, probably 80% of what is required. He said that there are training components for Town staff. He said the DES has done a good job of laying out what needs to be done, and Allenstown can use and adopt their training tools. Pooling resources and efforts with other communities also helps with the process. Once the plan is done, implementation begins, and each year a report of what has been done must be submitted.

Chair Carter said that this makes more sense now.

Mr. Monahan said that he has created a matrix, a checklist of tasks to be completed. He said there is a lot of redundancy.

Mr. Ronnie Pelissier stated that it seems more complicated than it actually is. The EPA just doesn't want contamination of the water. Hoyle Tanner and Associates has done required outfall testing. The Highway Department discourages people from disposing of yard waste, including dog waste into brooks and other places which might lead to water contamination.

Mr. Eaton observed that passage of ordinances would require warrant articles for Town Meeting.

Chair Carter asked when the list of tasks would be available.

Mr. Monahan said that they will have a one-year checklist for 2019, and the DES will be very helpful.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the MS4 Notice of Intent and to authorize the Town Administrator to sign the document on behalf of the Board of Selectmen.

Tax Deed

Mr. Goodine stated that he needs the Board's approval to instruct the Tax Collector to file deeds for the eleven properties on the tax deed list. The list consists of eight properties with unpaid taxes which have not requested payment plans and three with payment plans which have not made the required payments. These are mostly mobile homes; one is a stick-built home. They will meet with Catamount Road on Wednesday to complete a payment agreement and they still need an agreement with Holiday Acres.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to allow the Town Administrator to instruct the Tax Collector to file tax deeds on the eleven properties on the list.

2019 Municipal Budget Overview

Mr. Goodine presented a master sheet with all budgets combined. He mentioned the directive not to exceed 2.5% over the 2018 proposed budget of \$4,003,181. He said he and Ms. Bender started with the 2018 default budget, which was \$40,000 less than the 2018 proposed budget. The proposed 2019 budget at this time is \$3,982,908, which is 0.51% over the 2018 default budget. At this point, the proposed 2019 budget is 0.51% below the 2018 Proposed budget of \$4,003,181, not including Capital Reserve expenditures in the amount of \$123,000, which will be dealt with separately. He said that they should have the insurance numbers by the middle of October, and the Sewer budget is not yet available. He noted that the estimated non-property tax revenue is over the 2018 budgeted non-property tax revenue by \$30,298. He concluded by saying that the Budget Committee met last Thursday.

Mr. Eaton asked if they had heard any rumors about insurance rates.

Ms. Bender said they had not, but had estimated a ten percent increase. She added that the New Hampshire Retirement System amount will go down, starting in July 2019.

Mr. Goodine said that the ambulance service budget is down by \$62,133, which is commendable and is helpful in keeping the overall budget down. She said that they will eliminate duplicate lines, as well as lines which have not been used for the past two or three years in order to neaten up the budget. She said the goal is to avoid getting another default budget.

Chair Carter asked that the proposed budget be cleaned up and made ready to be viewed by the public as soon as possible.

Ms. McKenney asked that all spreadsheet columns appear on one page so that it will be easier to understand.

Ms. Bender agreed to do that.

2019 Highway Budget Presentation

Mr. Ronnie Pelissier began by saying that extra amounts from other lines have been moved to the paving line. He said that the Salt line was reduced a few years ago because of mild winters but is now back to \$27,000. The Drug Testing line shows an increase to more accurately reflect that cost. Drug testing is done randomly from a pool, so it is difficult to budget accurately.

Ms. McKenney recommended removing Pagers from the Telephone Pagers and Cell Phone line.

Chair Carter asked about the increase in small equipment repairs.

Mr. Ronnie Pelissier responded that they use a homeowner grade versus commercial grade lawn mower and it needs repairs more often. He would like to purchase a commercial grade Exmark Zero-Turn mower, perhaps in conjunction with the Police Department. He said that they retrieved two mowers from the dump – one a John Deere mower which they repaired for \$135, making it worth \$1,100.

Ms. McKenney asked about the General Supplies line.

Mr. Ronnie Pelissier said that it is food for inmates, laundry soap, paper towels and toilet tissue.

Ms. McKenney asked about repairs for signs which are knocked over.

Ms. Bender said that they plan to change that to a Highway Construction Supplies line.

Ms. McKenney asked about Solid Waste Testing.

Mr. Ronnie Pelissier explained that this is Stormwater Testing required by the MS4 permit. He continued, saying that if there are extra dollars left in the budget, he will encumber them for projects. He noted that the recycling market is way down, but they have a contract with Casella, so residents should be encouraged to recycle as much as possible because we are not incurring extra costs due to recycling volume.

Ms. McKenney suggested emphasizing this at the Deliberative Session.

Ms. Pelissier said that she could prepare permit stickers which could be handed out at the transfer station.

Ms. McKenney asked that all lines with zero dollars be removed from the budget.

Mr. Goodine said this could be done, unless there was an actual expense in 2018.

Town Administrator's Report

Mr. Goodine updated the Board regarding the situation Riverside Drive where a resident continues to mow Town-owned property. The Police Department delivered him a letter from Mr. Goodine requesting that he stop mowing. It has been learned that he was warned several years ago.

Chair Carter asked if they should put up No Trespassing signs. He also asked if this is a code enforcement issue. He expressed concern regarding adverse possession.

Mr. Goodine said he doesn't know what ordinance is being violated.

Mr. Chad Pelissier warned that they could be opening a can of worms, since there are other places where residents use Town-owned property.

Mr. Goodine said that he would check with the Town attorney.

Mr. Goodine said that there was a resignation at Public Works, and they have received two applications for this truck driver position. Another application is on its way as well.

Mr. Goodine reported that the daycare program at the Community Center had some electrical work done to separate lighting circuits. They are also installing a diaper-changing table in the women's bathroom. It is in the women's bathroom because all of the employees are female.

Chair Carter asked if the company doing the electrical work has proper insurance for the liability involved.

Mr. Goodine said he assumed they did.

Mr. Goodine then stated that a Library Trustee asked him about snow removal. They have their own contract but asked if the Town could do it. He told the Trustee that the Town doesn't have anybody.

However, he and Mr. Ronnie Pelissier will be addressing the removal of snow from sidewalks and walkways.

Mr. Goodine said that he was looking for the Board's approval to work with Mr. Frascinella on improving the appearance of the website. It is bland and they presented changes which would make it "pop." Regarding the EDC page, they want it to provide incentive for developers instead of simply listing rules and membership. They would like to create a list of steps involved with starting a business in Allenstown.

Ms. McKenney said that some towns have scrolling pictures.

Mr. Goodine said that for most changes the website developer has to make the changes for them. He and Mr. Frascinella have been looking at the websites of other towns to gather ideas.

Mr. Frascinella said that they are limited because their website developer uses one design for every town, and Allenstown can't be changed without affecting their other customers.

Mr. Goodine said that the colors could be changed.

The Board gave Mr. Goodine the green light to proceed with changes.

Mr. Goodine said that he has updated the alarm call list. It includes Mr. Carter, Ms. McKenney and himself. Mr. Eaton has been removed from the list. He will provide the password when he gets it.

Mr. Goodine announced that a presentation, 'NH School Funding 101 Forum' will be held at the Christa McAuliffe Auditorium at Concord High School on October 2, 2018 at 6:00 p.m. This is sponsored by Allenstown, Pembroke and Concord. He said he has posted this information on the website.

Mr. Goodine reported that he attended the NHMA Legislative Policy Committee meeting recently. It lasted three hours. He met a lot of people and learned that all but three or four of Allenstown's recommendations have been adopted by the group.

Mr. Goodine said that the Planning Board has tabled its action regarding Holiday Acres until the BOS makes its decision. Holiday Acres will be before the ZBA this Wednesday.

Other Business

Ms. McKenney said that a resident asked about the procedure for purchasing a small piece of Town-owned land. The abutters on both sides wish to make the purchase. The 0.12 acre parcel is Map 109, Lot 67.

Mr. Goodine said he would look into the process.

Ms. McKenney said that she has pictures from 48 River Road related to possible code violations. These will be provided to the Police Department and checked out by the Code Enforcer and the Health Officer.

Ms. McKenney said that Tom Irzyk asked her about obtaining the Fire Call Box at the school, based on his 20 years of service to the school system. She has added his name to the list.

CONSENT CALENDAR, MINUTES AND MANIFESTS

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to ratify the Consent Calendar of the September 24, 2018 agenda.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to approve the Accounts Payable and Payroll Manifests listed on the September 24, 2018 agenda.

Mr. Eaton made a motion to approve the minutes of the September 13, 2018 meeting as amended to correct the results of a vote taken regarding the Holiday Acres request for an extension of the P & S agreement. Ms. McKenney seconded the motion. The motion carried: Mr. Eaton voted aye; Ms. McKenney voted aye; Chair Carter abstained.

Ms. McKenney said that a similar error was made on the August 22, 2018 meeting minutes.

Mr. Goodine said that they could approve that correction at the next meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted unanimously to approve the minutes of the September 10, 2018 minutes.

Non-Public Session in Accordance with the provisions of RSA 91-A:3, II (c)

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter into non-public session, with consultation, in accordance with the provisions of RSA 91-A:3, II (c) at 8:15 p.m. Mr. Eaton voted aye; Ms. McKenney voted aye; Chair Carter voted aye.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 8:47 p.m. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to seal the minutes of the non-public session as they might affect the reputation of someone not a member of the Board. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye.

Non-Public Session in Accordance with the provisions of RSA 91-A:3, II (d)

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 8:47 p.m. Mr. Eaton voted aye; Ms. McKenney voted aye; Chair Carter voted aye.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to return to public session at 10:06 p.m. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to seal the minutes of the non-public session, as they might affect the reputation of someone not a member of the Board. Mr. Eaton, aye; Ms. McKenney, aye; Chair Carter, aye.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to adjourn at 10:07 p.m.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 24, 2018

Signature Page

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

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

Signature Certificate



Document Reference: 7V5B4SJ6Y4NBPYYWUDT9VR

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David Eaton

Party ID: VARPBVJBS4KM6V6YFNXP2

IP Address: 76.119.194.141

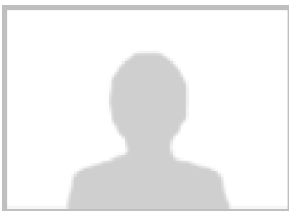
VERIFIED EMAIL: deaton@allentownnh.gov

Electronic Signature:

David H Eaton

Multi-Factor
Digital Fingerprint Checksum

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Sandra McKenney

Party ID: 4WSV4MIYALHJUF8FXBIKUL

IP Address: 64.222.216.171

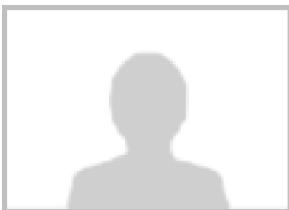
VERIFIED EMAIL: smckenney@allentownnh.gov

Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

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Ryan Carter

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VERIFIED EMAIL: rcarter@allentownnh.gov

Electronic Signature:

Ryan Carter

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Digital Fingerprint Checksum

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Timestamp

2018-11-14 16:52:08 -0800

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2018-11-05 06:42:05 -0800

2018-11-05 06:39:34 -0800

2018-11-02 17:52:46 -0700

2018-11-02 17:52:28 -0700

Audit

All parties have signed document. Signed copies sent to: Derik Goodine, David Eaton, Sandra McKenney, and Ryan Carter.

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. - 64.222.216.171

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