

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
January 06, 2020

**Call to Order**

The Allenstown Selectboard Meeting of January 06, 2020 was called to order by Chair Ryan Carter at 6:08 pm.

Chair Carter called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Police Chief Michael Stark, Mike Frascinella, Kathleen Pelissier, Town Clerk/Tax Collector; Beth Tower, Police Department

**Citizens' Comments**

Mr. Frascinella stated that on Deerfield Road, there is a section where the speed limit goes from 35 mph to 25 mph and back to 35 mph in a short distance.

Chief Stark explained that all town roads have a speed limit of 25 mph and the section of Deerfield Road to which Mr. Frascinella is referring is a town road.

Mr. Frascinella said that it makes no sense and the entire section should be 35 mph.

**Regular Agenda**

▪ **CIP Project and Paperwork**

Ms. McKenney stated that the first meeting of the CIP Committee would be held on Tuesday, January 14, 2020, and she has been asked to inform the following people that their attendance is mandatory: Mike Frascinella, Derik Goodine, Chief Stark, Kathleen Pelissier and Debbie Bender.

Ms. Pelissier said she has already indicated that she cannot attend on Tuesday because her deputy is not in the office on Tuesdays to cover for her.

Mr. Goodine said that the only project he is putting on the list is for the paving of the Town Hall parking lot - upper and lower sections – in 2015. It said it has been suggested that \$4,500 be put aside each year starting in 2013 for this project. Marc Boisvert, he said, has a myriad of roads listed; the Fire Department has a couple of projects on the list; and the School has a couple. One is \$100,000 for buses in case students have to be transported to Pembroke and the other is \$10 million for a new school.

Ms. McKenney asked when these projects will be approved.

Mr. Goodine said they would be reviewed at the meeting on January 14<sup>th</sup>.

Ms. Pelissier said she has heard that the State has money available for school building construction.

Mr. Goodine said that was true, but Allentown would have to compete with other communities for the funds.

Ms. Higham added that it is only a percentage, not the full amount.

Chair Carter said they should add a Recycling and Trash project in case they don't get a new contract with Casella in 2024.

Ms. McKenney said they would want to make sure the recycling doesn't get contaminated by the trash, as happened in Pembroke. There are many options to explore, she said.

Mr. Goodine said he will create a Recycling and Trash item for the CIP list for next Tuesday's meeting.

- **Encumbrances**

Mr. Goodine stated that he had a list of encumbrances and a Resolution to be read.

Ms. Higham made a motion to accept the Resolution for the following funds to be encumbered from the 2019 budget into the 2020 budget for the purposes indicated below:

New England Seal Coating Company, Inc. for sealing and line striping the Police Department Parking Lot in the amount of **\$3,141**.

Talco Roadside Enterprises for mowing and cleanup in the amount of **\$4,500**.

Arrow Equipment for repairs to the Waste Oil furnace in the amount of **\$9,850**.

RG Tombs Door Company, Inc. for two new overhead doors for the Highway Department in the amount of **\$7,520**.

CCM & Supply for a Scrubber for Parks & Rec and Town Hall in the amount of **\$2,539**.

The total funds to be encumbered from 2019 equal **\$27,550**.

Ms. McKenney seconded the motion.

Mr. Goodine explained that they recently had the Waste Oil furnace serviced and a hole was discovered in the top. This has already been patched once. The furnace, which is eleven years old, saves \$8,000 per year in fuel costs. To patch it again would cost \$5,000 and it would not have a ten-year warranty. A new top would cost \$9,850 and comes with a ten-year warranty.

Chair Carter called for a vote on the motion to accept the Encumbrances Resolution. It was voted unanimously in favor.

- **Personnel Policy Changes Discussion**

Mr. Goodine said that the Highway Department employees have complained that when they come in to plow on Saturday, especially on a holiday weekend, they are not paid time and a half. This has been a bone of contention. What is being proposed is a compromise. Sick days, leaves of absence, personal days and vacation days will not count toward overtime, but holidays will. He said that the Sewer Department does this. Ms. Bender checked with other towns via email and the response was about 50/50.

Chief Stark said it is more of an issue with vacation time in his department because they work seven days per week. All he can do is give them back their vacation time.

Mr. Goodine said they are giving up their weekend and not getting anything but straight time.

Chief Stark said this won't change anything at the Police Department but it is significant for the Highway Department. They have no control over snowstorms, which are meteorological events; they are not the cause of the problem. They are not paid well, so this is a good incentive. Also, there are lots of holidays in the winter when snowstorms occur.

Ms. Higham asked about the effect on the budget of this change.

Ms. Bender responded that the maximum would be \$2,000 per year, assuming the additional cost per employee, per hour would be about ten dollars. Using an eight-hour day, four employees, and an estimated five snowstorms, that would total less than \$2,000.

Mr. Goodine said they could vote on this proposed change at the next meeting.

- **Hazard Mitigation Committee Membership**

Mr. Goodine said that Mr. Eisenhart has a grant for updating the Hazard Mitigation report. He has been formulating a list of committee members, with the help of Chief Stark, Kathleen Pelissier and Melaine Boisvert. He said they need a representative from the business community and one from a non-profit organization. The report is over 300 pages long, but a lot of it doesn't have to be updated. The Committee needs to update emergency events and identify new problem areas – potential new emergencies on the radar – in order for Allenstown to be eligible for FEMA and Hazard Mitigation funds. Pre-planning must be demonstrated and population data has to be updated. He said that there should be six to eight members attending 'constantly.' The meetings will begin in February. Since the town owes a match for the grant in terms of time put into this activity, Mr. Eisenhart will maintain a log of hours spent, including hours members spend outside of committee meetings doing research.

Ms. Higham made a motion to accept the appointments of the individuals on the Hazard Mitigation Committee for 2020, listed below. Ms. McKenney seconded the motion, which carried unanimously.

<b>Emergency Management Director</b>	<b>Ron Eisenhart</b>
<b>Assistant Emergency Management Director</b>	<b>Denise DeBlois</b>
<b>Staff Coordinator of Hazard Mitigation Committee</b>	<b>Ron Eisenhart</b>
<b>Town Administrator/Administrative Assistant</b>	<b>Derik Goodine</b>
<b>Fire Chief or Officer</b>	<b>Paul St Germain</b>
<b>Police Chief or Officer</b>	<b>Michael Stark</b>
<b>Highway Dept Road Agent or Staff</b>	<b>Marc Boisvert</b>
<b>Transfer Station Supervisor</b>	<b>Alan Turcotte</b>
<b>Land Use Planner / Building Inspector</b>	<b>Steve Paquin</b>
<b>Sewer Department Supervisor or Staff</b>	<b>Jeff Backman</b>
<b>Board of Selectmen member</b>	<b>Sandy McKenney</b>
<b>Planning Board member</b>	<b>Mike O'Meara</b>
<b>Conservation Commission member</b>	<b>N/A</b>
<b>Budget Committee member</b>	<b>Keith Klawes</b>
<b>State Part&lt; Representative</b>	
<b>Code Enforcement Officer</b>	<b>Brian Arseneault</b>
<b>Building Inspector Administration</b>	<b>Dawna Baxter</b>
<b>School Official</b>	
<b>Budget Committee Member</b>	<b>Melaine Boisvert</b>
<b>Town Clerk</b>	<b>Kathleen Pelissier</b>

- **Police Department Vehicle Lease/Purchase**

Chief Stark stated that he has located a used 2018 Ford Explorer with \$40,000 miles on it. The price is \$26,000, and with a trade-in of \$500 on the existing vehicle, the cost is \$25,500, a savings of between \$6,000 and \$8,000 compared with the \$32,000 price of a new police cruiser. The owner is in Allenstown, which is nice. He said he would have the lease financing details at the next meeting.

Ms. Higham made a motion to authorize the purchase of a 2018 Ford Explorer from the Bob Mariano dealership for \$25,500, financing to be established after the fact for a three-year lease. Ms. McKenney seconded the motion, which carried unanimously.

### **Town Administrator's Report**

Mr. Goodine reported that Suncook Business Park has withdrawn its abatement appeal.

Mr. Goodine stated that the Budget Committee public hearing would be held on Saturday, January 18, 2020 beginning at 9:00 am at the ARD School. Some budget changes have been made at the Committee level. Funds have been added to stripe Deerfield Road. The Landfill Capital Reserve warrant article has been increased by \$8,525 to adjust for an error in the accounting of PFAS testing funds. Money was added to the Highway Department Building Capital Reserve Fund, with no effect on the tax rate. The Deliberative Session will be held on February 1, 2020, with a make-up date of February 5<sup>th</sup>. The Town Election will be held on March 10, 2020.

Mr. Goodine reported that Ms. Bender has received a \$300 scholarship to attend a certification program in Concord.

Ms. Bender said this consists the conference itself and about a dozen classes covering several government-financing issues. She said it looks very thorough and will provide a good networking opportunity.

Mr. Goodine said that he has been working for four or five months with a developer on a proposed \$15 million investment in an Assisted Living complex on the corner of Chester Turnpike and Route 28. A Purchase & Sale agreement has been formulated for this 120-unit facility which will employ between 50 and 70 full- and part-time workers. They will need a ZBA variance to place the facility in a Commercial/Industrial zone, as well as a variance to have a four-story structure because only three stories are allowed under the current ordinance. The developer wants assurance that they will be eligible for the Commercial and Industrial Construction Exemption authorized by RSA 72:81. The intent of the exemption is to provide incentives to businesses to build, rebuild, modernize, or enlarge within a municipality. Qualifying parcels will receive the exemption for a specified percentage of the increase in assessment which results from the new construction for a maximum period of ten years. They have been working with our Assessor Evan Roberge on this. They plan to open the facility in 2021.

Chair Carter asked if there are other assisted living facilities in Allenstown.

Mr. Goodine said they have a zone which allows adult day care, but this is day and night. He said it might be a business zone.

### **Other Business**

Ms. McKenney reported a complaint about Notre Dame Avenue not being plowed during a storm. She talked with those making the complaint after the last storm and they said it was perfect; they are happy.

Ms. McKenney next asked if there should be flaggers when contractors are working on roads. This, she said, relates to sewer work being done on Al's Avenue.

Mr. Goodine said this might be a question for Chief Stark, but he said he would mention it to the Sewer Department. There should be a flagger at each end, depending upon the extent of the project. He said there is a Manual of Uniform Traffic Control Devices (MUTCD).

Ms. McKenney asked if there was an ordinance regarding flaggers.

Mr. Goodine said that there was not. He said they should have cones with proper tapering. These safety measures, he said, are more to protect those working at the site.

Ms. McKenney next asked Ms. Pelissier if there would be a cop on duty all day for the February election.

Ms. Pelissier said that wouldn't be necessary. The police would respond immediately if requested, and the busiest time is after people get out of work. Even then, the longest wait is about one half hour.

### **Consent Calendar, Minutes and Manifests**

Ms. Higham made a motion to ratify the Consent Calendar of December 30, 2019. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the December 30, 2019 public meeting. Ms. McKenney seconded the motion.

Chair Carter said that the motion to seal the non-public minutes was not the correct one. It should be "because it is determined that it would likely render a proposed action ineffective".

Chair Carter called for a vote on the motion to approve the December 30, 2019 public meeting minutes as amended. Voted unanimously in favor.

Ms. Higham made a motion to approve the Payroll and Accounts Payable Manifests listed on the January 6, 2020 agenda. Ms. McKenney seconded the motion, which carried unanimously.

### **Non-Public Agenda Item**

Ms. Higham made a motion to enter non-public session at 7:29 pm under the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. McKenney made a motion to return to public session at 7:49 pm. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. McKenney made a motion to seal the minutes of the non-public session, as they might adversely affect someone not a member of this Board. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Chair Carter made a motion to adjourn at 7:50 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**JANUARY 06, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
RYAN CARTER, Chair	DATE
SANDRA MCKENNEY, Vice Chair	DATE
MAUREEN HIGHAM, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE