

TOWN OF ALLENSTOWN
Select Board Meeting
16 School Street
Allenstown, New Hampshire 03275
June 18, 2018

Call to Order

The Allenstown Select Board Meeting of June 18, 2018 was called to order by Chairman Ryan Carter at 6:00 p.m. Chairman Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Ryan Carter, Sandy McKenney, Dave Eaton

Allenstown staff: Michael Stark, Interim Town Administrator; Derik Goodine, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector; Ronnie Pelissier, Highway Department; Debbie Bender, Finance Director; Trish Caruso, Human Resources, Accounts Payable & Welfare; Shawn Murray, Fire Chief

Others present: Richard Martineau, Paul Baillarger, Michael Frascinella, Elizabeth Ann Maltais

Citizens' Comments

Ms. Maltais, 70 River Road, stated that the mobile home trailer at 68 River Road has been removed. She said that the parties involved had a disagreement and the crying dog is gone too. Ms. Maltais said that she is grateful and wants to thank the BOS and the Police Department Lieutenant who helped with the situation. She said she didn't realize the level of expertise in Allenstown.

Appointment of Alternate Board Member Keith Klawes to the ZBA as a Regular Member

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was unanimously voted to appoint Keith Klawes as a regular member of the ZBA, term expiring June 1, 2019.

Paving Project Contract Approval

Mr. Pelissier stated that this contract went out to bid as three separate bids to six or eight vendors. There were two responses: GMI and Advanced Excavation & Paving. He said that he prefers to award contracts to local businesses, but in this case GMI's price per ton was one dollar less than that of Advanced. Furthermore, GMI's bid for removing and rebuilding the sidewalks was \$39 per yard, while Advanced's price was \$52 per yard. He said that Advanced's prices have been higher recently. GMI has done work for Allenstown before and it was all good. Mr. Pelissier added that the contract includes about \$500 for grinding the roads. The bidders offered a price per yard for this but it was not part of the original contract.

Chair Carter asked when work would begin.

Mr. Pelissier responded that the Sewer Department has tasks it must complete first, so it will be August.

Chair Carter asked if there are price variations throughout the season.

Mr. Pelissier responded that there are, and that early in the season is when the best price can usually be obtained.

Mr. Eaton made a motion to approve the paving contract with GMI for Reynolds Street in the amount of \$10,789.50 and to authorize the Town Administrator to sign on behalf of the Board of Selectmen. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to approve the paving contract with GMI for Webster Street in the amount of \$63,890.00 and to authorize the Town Administrator to sign on behalf of the Board of Selectmen. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to approve the paving contract with GMI for Whitten Street in the amount of \$57,928.50 and to authorize the Town Administrator to sign on behalf of the Board of Selectmen. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Cross Street Lot Restoration Approval

Mr. Goodine explained that there used to be a law whereby adjacent lots could be combined, making them one lot for Assessing and tax map records. The law has changed and owners can now ask to separate lots. He cited RSA 674:39 – aa (Restoration of Involuntary Merges Lots).

Mr. Baillarger stated that he and Mr. Martineau are grandsons of the original owner of the property (four lots) on Cross Road which were involuntarily combined and they would now like to separate them again. He said they plan to sell a couple of the lots and use the proceeds to renovate the house at 33 Cross Street where Mr. Martineau resides.

Mr. Eaton made a motion to authorize the Assessor to separate the parcel into four separate lots as follows: Lot 9 - Book 464, Page 403; Lot 10 - Book 465, Page 291; Lot 11 - Book 500, Page 294; and Lot 12 - Book 501, Page 284. Ms. McKenney seconded the motion. A roll call vote was taken. Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Economic Development Committee Request to Create a “Business Listing” on the Town’s Website

Mr. Frascinella stated that the Economic Development Committee has a proposal for listing businesses on the website. He read the proposal into the record.

Proposal for an online Allentown Business Directory

From the Economic Development Committee

June 18, 2018

The Pembroke town web site has a top-level button called Business Listing. It occurred to EDC members that our town could also promote existing businesses and encourage new ones by developing our own business friendly web directory.

A prototype of the Business Directory is running on the Allenstown-Alt web site (Allenstown-alt-org), and you were encouraged to examine it last week. As a precaution, the Allenstown Business Directory will avoid the defects that exist on the Pembroke web site, specifically, business entries that are out of date and business categories that lead to empty pages.

For the Allenstown Business Directory, it is proposed that the town send a broadcast e-mail and use other means (fliers, web site notices, signage, PSAs to local media) to encourage town businesses to submit a set number of details about their business as well as a primary contact e-mail address.

A suitably trained town business coordinator would then fill out the web pages for the town site based on content submitted by local businesses. The coordinator would place the contact e-mail addresses on a special mailing list. Every six months or one year, an e-mail would go out to that mailing list asking them to confirm their business details as displayed on the Business Directory.

The businesses could reply with a simple "No changes needed." If some businesses do not reply, that list could be forwarded to the EDC for a decision as to whether to keep or delete that business. Hopefully, that will keep the directory as accurate as possible with minimal effort.

Ms. McKenney said that the proposal is a good idea.

Mr. Frascinella said that Allenstown's website listing of businesses could be more attractive and easier to use than Pembroke's. It would have an alphabetical list of all business categories and the Committee would establish a list of categories. It would be a free service.

Mr. Eaton asked if the permission of the businesses is needed.

Ms. McKenney responded that the businesses would be providing the information.

Mr. Frascinella said they could send an email blast or a wide range solicitation. When a reasonable number of businesses have responded with their data, they can go live. He noted that the Town Administrator maintains the Town's website and they might find someone to enter the data as it is gathered.

Ms. McKenney said that some of the categories that Pembroke has would not be needed in Allenstown, such as Banks and Golf Courses because the Town has neither.

Mr. Frascinella suggested that this list might be added to the search engine lists of Google, Yahoo and/or Bing. He said, "If Pembroke can do it, we can do it better."

Mr. Goodine offered that Allenstown might encourage new businesses to be developed if the list of categories includes those for which Allenstown has no entries.

Ms. McKenney noted that some businesses would be in more than one category. Gas station and convenience store combinations would be an example.

Mr. Frascinella said that, in that case, there could be an internal link to the other category.

Chair Carter stated that his reaction to the idea is positive. Even though many people now use voice commands to do Google searches, it shows and encourages support of local businesses.

Ms. McKenney stated that it makes the Town look good.

Ms. Caruso stated that in a previous career she recruited employers to hire students. She said it is a good way to entice other businesses, adding that electronic forms could be filled out by the businesses, so there would be no typing in of data to be done by the Town.

Chair Carter said that they could go live after getting a minimum number of responses.

Mr. Eaton said that he looked at Pembroke's website and also checked Epsom, but they do not have one. He said that the Town Clerk occasionally gets calls from people who are looking for this information. He added that there should be no preferential treatment; this is not advertising.

Ms. McKenney asked if a list of businesses already exists.

Ms. Caruso responded that the Fire Department has one.

Chief Murray said that Ms. Baxter would have that list.

Mr. Frascinella said that his Committee would come up with a list of categories.

Mr. Eaton said that businesses in Suncook Village should be included.

Chair Carter said this would help the Suncook Village Commission.

Ms. Bender said that there is a pizza place in Pembroke owned by an Allenstown resident.

Code Violation Complaint Discussion

Mr. Goodine stated that Ms. McKenney approached him about junk in various yards in Town.

Ms. McKenney said that residents come to the Board and want us to take care of problems right away. She said they shouldn't have to wait two months for a response. They should at least get an email report of progress made. She said she understood that the Police Department can't initiate complaints. She would like to see the Town hire a Code Enforcement Officer. She referred to a news article saying that the Raymond Selectmen voted down stricter rules for nuisance items.

Mr. Goodine said that there must have been an underlying reason for voting it down.

Ms. McKenney stated that many yards are very messy, and she feels sorry for the neighbors who have to look at these yards full of junk.

Mr. Goodine agreed to check into the situation in Raymond.

Ms. Caruso said that cost might be a factor.

Ms. Maltais mentioned a rundown trailer which has been sitting in a yard for at least 30 years.

Ms. McKenney said that this is a health hazard.

Mr. Eaton stated that they could advertise again for a Code Enforcement Officer.

Ms. McKenney said that Goffstown has an open position for a per diem Building Inspector/Code Enforcement Officer, paying \$25 per hour.

Chair Carter said that Allenstown's per diem Building Inspector is working out well. And, his remuneration comes from the developers, not the Town.

Mr. Stark stated that nuisance complaints are always slow-moving. Often people have junk in their yards because they can't afford to have it moved, so the Town fines them!

Mr. Eaton said that it is important to have a point person who can be called with complaints. Right now, that would be the Town Administrator. He said that people should not hesitate to call if there is a problem. He also said that he didn't think they could find a Code Enforcement Officer because they tried very hard last year and were unsuccessful. He said they should stay with what they have.

Chair Carter said that, as long as it does not place too much of a burden on the Police Department, he also favors keeping things as they are.

Town Hall Renovation Discussion

Ms. McKenney asked if there is a capital reserve fund for renovations.

Mr. Stark responded that there was not.

Ms. Pelissier said that the renovations do not involve much cost.

Mr. Stark said that it was mostly moving printers and other items, modifying work spaces, and changing doorknobs.

Mr. Eaton said that they should come back to the Board with any plans for spending substantial amounts.

Health Officer Appointment Discussion

Mr. Stark stated that the default budget includes \$6,000 for a Health Officer. He proposed hiring an officer, offering an annual stipend of about \$5,000. The State offers training. He will contact an interested candidate.

Tax Deed List from Tax Collector

Ms. Pelissier reported that property tax payments are trickling in. At this point, 19 property owners have payment arrangements with the Town. There are eleven properties on the Tax Deed list, mostly mobile homes. She has not heard from most of them. One commercial property makes up most of the \$18,000 in unpaid taxes for this group. In one situation, the owner is deceased and left the house to family members who do not want it. To pay off all associated liens, they would expend more than the value of the house. Ms. Pelissier said that they want the house deeded; it should be torn down.

Ms. Pelissier stated that she will prepare two documents for each of the eleven properties: a denial of deed and a deed.

Mr. Goodine will talk with the Assessor about the one commercial property on the list.

Discussion of Fire Chief Hiring Process

Chief Murray stated that Ms. McKenney had asked him to put together some options for hiring a Fire Chief. He presented an updated spreadsheet. He said he will be vacating the position in October.

Chair Carter confirmed that Chief Murray recommends a part-time Fire Chief with additional per diem crew.

Chief Murray said that he based his proposal on 26 hours per week for the Fire Chief because NH law only allows retired fire chiefs to work 26 hours per week. He said that this allows enough time to complete administrative work, and three or four additional people would make up the equivalent of one more person, on a per diem basis.

Chair Carter asked if the Town has enough per diem employees.

Chief Murray responded yes and stated that on call firefighters are called first. He explained that one full-time firefighter with benefits and a retirement package would cost \$73,500, while using per diem employees would cost only \$42,900.

Ms. McKenney said that she hates to hire another person but is not satisfied that they can get per diem people five days a week.

Chief Murray stated that they are making good progress toward the MRI recommendations. He said that safety is paramount.

Chair Carter asked how many days each week one person is alone at the Fire Station.

Chief Murray responded that it is three days per week when this might occur. He said that he has had people inquiring about openings but he does not have spare turnout gear.

Mr. Eaton asked about the cost of turnout gear.

Chief Murray said it is \$2,000 to \$2,500 for one fire fighter.

Mr. Eaton said he liked the idea of a part-time Chief and using per diem employees in order to have two people on duty at the Fire Station. He asked if it is easier to hire a part-time Chief or make it a stipend position.

Chief Murray responded that the concern is level of qualification. He questioned whether a fire chief in a stipend position would move the department forward. With a stipend, there are no set hours.

Ms. McKenney stated that she would like the salary data for the previous Fire Chief and for a full-time firefighter.

Chair Carter said that a full-time firefighter starts at \$25 per hour. He stated that their best option is a part-time Fire Chief and per diem personnel.

Chief Murray stated that work will begin on the foundation at the Fire Station on Friday, June 29, 2018.

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

Mr. Eaton made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 7:56 p.m. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to return to public session at 8:20 p.m. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to seal the minutes of the non-public session as they might affect the reputation of a member of the public who is not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Ms. McKenney reported attending the recent School Board meeting with Mr. Goodine. She said they are not likely to cut their budget.

Mr. Goodine said that they are aware of the taxpayers' pain.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Mr. Eaton made a motion to approve the updated Consent Calendar dated June 18, 2018. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to approve the Payroll and Accounts Payable Manifest as listed on the June 18, 2018 BOS meeting agenda. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to approve the minutes of the June 4, 2018 meeting as amended (one correction). Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to approve the minutes of the June 4, 2018 non-public session. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

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

Mr. Eaton made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:35 p.m. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to return to public session at 8:50 p.m. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

Mr. Eaton made a motion to seal the minutes of the non-public session as they might affect the reputation of a member of the public who is not a member of the Board. Ms. McKenney seconded the motion. A roll call vote was taken: Mr. Eaton – aye; Ms. McKenney – aye; Chair Carter – aye. The motion carried.

TOWN ADMINISTRATOR'S REPORT

Mr. Stark reported that the Town website was down June 12th and most of June 13th.

Mr. Stark noted that the Board has already had an update on the River Road situation. The occupant of the trailer on Deerfield Road has moved.

Mr. Stark continued, stating that the Planning Board has a new application from Allenstown Aggregate for an excavation permit. They want to be in compliance.

Mr. Stark reported that the elevator at the Community Center has been inspected.

Mr. Stark reported that they are dropping Seamless.gov and looking for a new source for online electronic signatures. When that is in place, employees can confirm receipt of new and revised policies, such as the Purchasing Policy recently approved.

Mr. Goodine said that he has made a lot of progress and expressed thanks to Mr. Stark for all of his help.

Ms. McKenney suggested that he have someone cross-trained for posting items to the Town website.

Chair Carter stated that there is a problem on Riverside Drive leading down to Jilleric Road where the Town placed stones in 2012 on property purchased from FEMA. Riverside Drive has been blocked off illegally and the area is overgrown and not passable. The owners have access easements. There are damages to the road and the property. He asked Mr. Goodine to research the purchase from FEMA and to place this item on the agenda for the next meeting.

On motion of Mr. Eaton, duly seconded by Ms. McKenney, it was voted to adjourn at 8:57 p.m.

TOWN OF ALLENSTOWN
SELECT BOARD
PUBLIC MEETING MINUTES

June 18, 2018

Signature Page

Original Approval:	
RYAN CARTER, Chair	DATE
DAVID EATON, Member	DATE
SANDRA MCKENNEY, Member	DATE

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