

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
November 04, 2019

Call to Order

The Allenstown Selectboard Meeting of November 04, 2019 was called to order by Vice Chair Sandy McKenney at 6:00 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham; Ryan Carter was excused.

Allenstown Staff: Derik Goodine, Town Administrator; Kathleen Pelissier, Town Clerk/Tax Collector

Others Present: Chip Fredette, Vice President of Merrimack Valley Trails Riders; Michael Frascinella, EDC; Brian Arsenault, Code Enforcement Officer; Jeff Backman, Sewer Department Superintendent; Roxanne Chomas, Sewer Department Assistant Superintendent; Jim Rodger, ASC; Chad Pelissier, ASC Chairman; Craig Tufts, Central NH Regional Planning Commission; Tim Blagden, Friends of the Concord-Lake Sunapee Rail Trail; Eric Lambert, Deputy Fire Chief; Marc Boisvert, Acting Road Agent; David Raymond, Resident; Brian Goss, Resident

Citizens' Comments

Mr. Fredette stated that he was representing the Merrimack Valley Trail Riders and the Cystic Fibrosis Foundation who wish to request conditional use of the Allenstown portion of Chester Turnpike for the Club's annual Charity Classic Trail Ride for Cystic Fibrosis. The organization has been in existence since 1972 and is made up of 500 men, women and children dirt bike riders. This is the 40th year of this flagship event, which is a two-day ride covering 200 miles, starting in Loudon. This event is held the second weekend in June, is non-competitive, and raises over \$100,000. Mr. Fredette said the club understands Bear Paw and respects the Town Council. They do not tolerate the "poaching" of trails. Turn-by-turn directions are provided for participants and they have course marshals and sweep riders who clear signage along the route. He said there are two pre-event days when they would need to use the trail – one in May for three or four riders to clear the route of blowdowns and another day for three or four riders to apply proper field signage, which will be removed at the end of the second day.

Mr. Goodine said that the trails were recently closed, but that the Police Chief unlocks the gates for this event.

Ms. Pelissier said that this is a great event.

Ms. Higham made a motion to allow the Merrimack Valley Trail Riders to use the Allenstown section of Chester Turnpike for their charity event in June 2020. Ms. McKenney seconded the motion, which carried unanimously.

Public Hearing

- **Purchase of Land Identified as Map and Lots 114-001 and 115-001 by the Town of Allenstown for a Future Trail (first of two public hearings)**

Mr. Goodine said that the owner of these two lots approached the town with an offer to sell them. The lots are along the path of a possible future rail trail which would connect Allenstown to Hooksett's rail trail on one end and Pembroke's on the other.

Mr. Tufts said that this section is a gap in the rail trail extending from northern to southern New Hampshire. It was part of the charette created in 2016. Pembroke and Hooksett are working on their segments.

Mr. Blagden said the rail trail is about ten feet wide, with a ground of stone, dust or pavement. It is conducive to walking, jogging, bicycling or pushing a stroller. The trail is straight, which enhances safety, and it is popular as a municipal asset. Throughout the United States are 20,000 miles of rail trail. Of this total, 115 miles are in New Hampshire, running from Salem to West Lebanon. This, he said, is good for economic development and spurs overnight stays.

Vice Chair McKenney asked if there were restrictions for vehicles such as snowmobiles.

Mr. Blagden said that this is up to the owner of the segment for each easement and must be requested. Generally, the trails are for non-motorized 'quiet' sports.

Vice Chair McKenney asked if grants are available for trail development.

Mr. Blagden said that grants are available. He said that the Department of Transportation (DOT) offers grants through the Transportation Alternative Program (TAP). There are also grants awarded via Congestion Mitigation and Air Quality (CMAQ) funds, and the Bureau of Trails has funds for recreational trails.

Mr. Tufts stated that getting easements is the most difficult task.

Mr. Goodine said that the town wishes to purchase the two lots for \$14,600, using the Parks and Recreation Projects capital reserve fund. There is a third lot available which the town might wish to purchase in the future.

Mr. Tufts said that an engineer has been retained to prepare a design/cost estimate for a trail across the Suncook River.

Vice Chair McKenney opened the public hearing at 6:20 pm.

Ms. Chomas said that she used to hike to Littleton, stopping to purchase candy or ice cream. She said the rail trail was not directly connected to Littleton.

Mr. Goodine addressed the issue of possible pollution problems. He said that the railroad bed is mostly gone, as the railroad has not been used for 60 to 70 years. Railroad ties have been buried.

Ms. Pelissier said that the charette had strong public support.

Mr. Goodine said that the Planning Board endorses the purchase of these two lots. He said the second public hearing will be held on November 18, 2019.

Vice Chair McKenney closed the public hearing at 6:25 pm.

Regular Agenda

- **Code Enforcement Officer Appointment**

Ms. Higham made a motion to appoint Brian Arsenault to fill the vacancy of Code Enforcement Officer, term beginning November 4, 2019.

Budget Review

- **Sewer Department Budget**

Mr. Backman began his presentation, saying that the Sewer Department's proposed budget is 0.8% over last year's budget. The Contractor line has the most significant increase, \$70,000.

Vice Chair McKenney asked if this was for any specific items.

Mr. Backman responded that it was mostly for the rehabilitation of the collections system, primarily manholes and pipes. He added that the Waste Management line is up three percent, per the contract. Financial Services is up from \$8,000 to \$11,700; this is a charge from Town Hall for financial services and HR, per a 2016 Memorandum of Agreement. He said that he has budgeted for three truckloads of magnetite instead of the usual two truckloads. One truckload is \$12,000.

Vice Chair McKenney noted a 1.6% COLA and a 2.6% merit increase for employees. She asked about the Health Reimbursement Account.

Mr. Backman explained that this helps employees pay medical expenses by being part of a pool.

Mr. Goodine said that employees have a higher deductible to get a better premium. The Town covers a portion of the deductible.

Vice Chair McKenney observed that workers comp is down in 2020 to \$4,300. It was \$6,600 in 2019. She next asked about the fluctuations in Building Maintenance.

Mr. Backman said they maintain nine buildings, all constructed in the 1970's.

Ms. Chomas stated that the Budget Committee would be touring the plant on November 16th or 23rd and invited those present to attend.

Vice Chair McKenney noted that there is still an odor from the plant.

Mr. Backman said there would always be some odor. He said they are looking at an \$80,000 unit which is promising for further reduction of odor. He said that a plant in Scarborough, Maine operates this unit and a trip is being planned to view it in operation.

Ms. Chomas said that perhaps Brady Sullivan will pay for the unit, since they are planning development of 120 apartments nearby.

Mr. Goodine said that Brady Sullivan will have hookup fees.

Ms. Chomas said that the expense of this new unit can't be justified unless odor complaints are logged.

Mr. Backman said that there are no guarantees, even if lots of money is spent on odor control.

Ms. Chomas said that the unit they are looking at uses only water; the operation is simple.

Vice Chair McKenney asked if there was money in the budget for this.

Mr. Backman responded that they could move some money around and would be able to purchase it. He said that odor is mostly noticeable when the barometric pressure is low.

Ms. Pelissier said the town is hoping to develop a new park at the boat launch area and a rail trail. Anything that can be done about the odor would be helpful.

Ms. Chomas said that this odor control unit was chosen for testing because of its small footprint.

Mr. Goodine asked how the sludge was disposed of.

Mr. Backman said it goes into the landfill.

Vice Chair McKenney said that any amount of odor reduction would be beneficial.

Ms. Chomas said that it is up to the Allenstown Sewer Commissioners. She emphasized that odor complaints must be logged.

Ms. Pelissier said that people call the Police Department a few times and then they stop calling. She said the odor problem is much better than it was.

Mr. Pelissier said that it comes for five minutes and then is gone.

Mr. Backman said that they are lining manholes and sections of pipe rather than replacing them. It is a bit more expensive but is better than digging up the road.

Vice Chair McKenney asked about the cost and use of personal protection. She asked if employees wear masks.

Mr. Backman said he would have to get back to the Board with specifics; he said they do wear masks sometimes.

Ms. Chomas said they have a great young staff and have done a lot.

Mr. Goodine stated that the Sewer Department will go before the Budget Committee on November 21st.

Regular Agenda (continued)

- **Fire Department Grant Writer Contract**

Mr. Goodine explained that the Fire Department has an opportunity to apply for four grants totaling \$160,000. These are available through the Homeland Security Fire Act.

Deputy Chief Lambert said that they want to obtain the services of a grant writer for one year at a cost of \$15,000 to assist with this process. A lieutenant in the Fire Department will work with him. He noted that grant writing is a specialized skill. One of the grants is for Self-Contained Breathing Apparatus (CSBA) which the Department will be needing.

Ms. Higham made a motion to authorize the Town Administrator to hire a grant writer for the Fire Department from First Responders Grants LLC and to authorize the Town Administrator to sign the one-year contract in the amount of \$15,000. Ms. McKenney seconded the motion which carried unanimously.

- **Audit Presentation**

Mr. Goodine said this item will be tabled until the next meeting.

- **Health Insurance and Dental Insurance Agreement (tabled 10/21/19)**

Mr. Goodine said this item will remain tabled.

- **Sale of Highway Department 2001 F550 Authorization**

Mr. Goodine said this truck is not inspectable. The plan is to park it at Town Hall and offer it for sale via sealed bids, with a deadline of November 18th at 4:00 pm. He said the truck will be posted on the town Facebook page, which has taken off and reaches more people than email blasts.

- **Deck Mower, two Push Mowers and two Weed Whackers Purchase Approval**

Mr. Goodine verified that the Highway Department has obtained the required three quotes for these items.

Mr. Boisvert said that his department mows the Library, Community Center, Fire Department, Town Hall, Police Department, Cemeteries and Old Allenstown Meeting House. They need a new deck mower because the one they have is seven or eight years old. The new one is commercial grade and suited to their needs. He said their push mowers is one they found at the dump. They also need two weed whackers. The deck mower, push mowers and one of the weed whackers would be purchased from Greenland Equipment. The second weed whacker, a steel trimmer, will come from Turf Depot. He said they have an assortment of steel blades which can be used with this.

Ms. Higham made a motion to approve the Highway Department's purchase from Greenland Equipment of a Cub Cadet Z-force Lx 54 deck mower for \$4,399.20 with a mulch kit for \$199.99; two Husqvarna 21-inch push mowers at \$284.95 each; and an Echo brush cutter/trimmer at \$359.99 with a steel blade for an additional \$26.80. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Highway Department's purchase from Turf Depot of a steel trimmer FS 111 RX at a cost of \$263.95. Ms. McKenney seconded the motion, which carried unanimously.

- **River Road Shim Project (Paving Project Proposal)**

Mr. Boisvert stated that there is money in the budget to shim three small portions of River Road totaling about 600 feet. He said he is asking for approval to put this out to bid again. He said that GMI might hold their price of \$69.50 per ton as an addendum to their contract. He said this bid would be done via informal quotes, not RFP packages. He said that pavers are busy now. Advanced Paving might wish to offer a quote. Mr. Boisvert emphasized that this is a “Band-Aid” approach because there is no drainage.

- **Roadside Mowing Award**

Mr. Goodine said that roadside mowing has not been done in the past few years and the growth of vegetation creates a canopy over the roads, creating an icing hazard because the sun doesn’t reach the roads.

Mr. Boisvert stated that he received proposals as follows: Brandon Talon will work 40 hours (one week) at a cost of \$4,200. He said that Brandon has done a great job for them in the past and also works for Epsom and other communities; another vendor, Brown, charges \$1,200 per day; a machine can be rented for \$3,200 a week. Mr. Boisvert said that there is money in the budget for this.

Ms. Higham made a motion to approve the hiring of Brandon Talon by the Highway Department for roadside mowing at a weekly cost of \$4,200. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Boisvert said that if the work took more than a week, Mr. Talon will prorate his charge for the additional time.

- **Public Works Garage Doors Discussion and Proposal Discussion and Award**

Mr. Boisvert first discussed motors. New motors are \$1,275 each. However, the existing motors work fine and both companies which have offered prices are willing to use the existing motors. One quote is from Overhead Door in the amount of \$9,833, which includes the two doors plus installation labor. The other is a company in Hooksett offering re2S doors for \$5,920. Mr. Boisvert emphasized that money for the doors is not in the budget.

Mr. Pelissier said the purchase and installation of the doors is a good investment. Although there have been discussions about a new site for the Highway garage, that would be costly. There have been concerns about trash under the building, but it is well monitored. Expansion at the current site would be better.

Mr. Boisvert agreed, saying there is plenty of room to expand the existing facility. Furthermore, it would be nearly impossible to obtain land for a new landfill, given that no one wants one ‘in their backyard.’ And, it is convenient to have the Highway garage located next to the landfill because of efficiency and sharing of equipment.

Mr. Goodine said that the expense could come out of a capital reserve fund associated with a Highway Garage warrant article. He said that he, Ms. Bender and Ms. Pelissier have been searching for the date of the establishment of the capital reserve fund. He suggested waiting for the approval of this item until this information is obtained and until it is determined whether or not the established fund is only for a new garage or if it could be used for repair and expansion of the existing one.

- **Snow Push Box Proposal**

Mr. Boisvert referred to a previous discussion about selling or trading in the broom they currently have. It cost about \$5,000, was purchased nine years ago, and was used only once. He reported that Ats offered \$2,500 for a trade in toward the purchase of a snow push box costing \$4,680. Therefore, the push box would cost \$2,180. There is money in the budget for this, he said.

Ms. Higham made a motion to approve the Public Works purchase of a snow push box from Ats in the amount of \$4,680, to be offset by the trade in of a broom in the amount of \$2,500, the actual cost then being \$2,180. Ms. McKenney seconded the motion, which carried unanimously.

- **School Street Drainage Pipe and Outfall**

Mr. Boisvert explained that three years ago, concern was raised about a yellow pipe on private property which is part of the outfall system into an Iris Pond catch basin. This is part of the MS4. The pipe had collapsed. It is now rotting and will start backing up. He and former Road Agent Ron Pelissier purchased pipe to fix the problem but were told it was a State pipe and the town should not replace it. There are big sinkholes on Letendre Avenue. The State has since denied that the pipe is theirs. Mr. Boisvert said he has offered to supply one-half of the pipe, as it was purchased three years ago and the cost was less than \$500.

Ms. McKenney made a motion to approve supplying the drainage pipe purchased by the Highway Department to replace the collapsed yellow pipe which is part of the MS4 outfall system which drains into an Iris Pond catch basin. Ms. Higham seconded the motion, which carried unanimously.

- **Hometown Heroes Banners Project Approval**

Mr. Frascinella stated that Matt Seiler of the Hometown Heroes project made a presentation to the Economic Development Committee two weeks ago. He offers four by two-foot, double-sided banners printed on heavy-duty vinyl to honor local veterans. The cost of each banner is \$200 and includes installation in the Spring and removal in the Fall for three years. Families or friends of veterans would purchase the banners. Mr. Frascinella said these banners line Main Street in Concord and are on display in Franklin as well. Others have been ordered and are being made for other communities. He noted that Pembroke turned down Mr. Seiler's proposal. He noted, also, that Allenstown does not have an honor roll for veterans.

Ms. Pelissier said that there used to be a display on a wall in the Library, adding that Claudette Verville might know something about this.

Mr. Frascinella said that School Street has 28 poles, and this would be an ideal location for the display of these banners. He said that flyers are available for promoting the purchase of the banners.

Ms. Pelissier said that Facebook would be a good place to promote the banners.

Mr. Pelissier suggested a mailer to residents with veteran credits. He asked about stipulations.

Mr. Frascinella said that would be up to the town. While some communities are restrictive, he said he favors honoring living or deceased veterans, whether or not their service was during wartime. Family members or friends could order the banners.

Mr. Goodine said he favors including those currently serving.

Mr. Frascinella suggested that the town offer \$50 toward each banner to help defray the cost. These funds could come from the EDC capital reserve fund.

Mr. Goodine said he liked that idea, but suggested limiting it to the first ten purchases.

Ms. Higham made a motion to approve Allenstown's participation in the Hometown Heroes Banner Program. Ms. McKenney seconded the motion, which carried unanimously.

Vice Chair McKenney asked about plans for a Holiday Decorating contest.

Mr. Frascinella said that the EDC is working on it and might be including a tree-lighting ceremony and singing of holiday songs.

▪ **Tax Rate Setting 2019**

Mr. Goodine reported that the tax rate calculation from the State DRA is \$31.26 per thousand. The current Unassigned Fund Balance is \$2,086,999. Of this amount, \$199,300 is proposed to be added to the various capital reserve funds. He said that he and Finance Director Debbie Bender have been studying this from a multi-year perspective, with a goal of avoiding significant swings in the tax rate. He said they have concluded that a tax rate of \$31.10 is the most responsible. Since approximately \$29,000 is equivalent to ten cents on the tax rate, \$47,227 from the Unassigned Fund Balance would be used to lower the tax rate from \$31.26 to \$31.10. Including all of the unanticipated revenue from State Mutual Aid (\$81,000), the new Unassigned Fund Balance would be \$1,840,472, higher than the 17% recommended amount (\$1,774,000). He noted that the Town portion of the tax rate would be \$9.68 per thousand, down from \$10.12 last year. The School portion goes from \$15.19 to \$16.54. The County portion is up five cents. Actual revenue for the year is expected to be \$129,400 above the budgeted amount, which more than offsets the budget expense increase of \$98,135. He noted that, with revenue projections becoming more accurate, they cannot expect much extra revenue in future years. Also, there is no guarantee that State Mutual Aid will be granted in future years.

Ms. Higham made a motion to approve setting the tax rate at \$31.10 per thousand for 2019, with approximately \$47,227 being used from the Unassigned Fund Balance to offset property taxes. Ms. McKenney seconded the motion, which carried unanimously.

Budget Review (continued)

▪ **CIP Budget Proposed Articles**

Mr. Goodine offered a list of the capital reserve fund amounts making up the \$199,300 to be placed in the various funds:

<u>CAPITAL RESERVE FUNDS</u>	<u>\$ AMOUNT</u>
Town Hall	10,000

Library	2,000
Public Safety Facilities	20,000
Streetlight	6,500
Landfill	9,000
Highway Equipment	15,000
Town Building Maintenance	20,000
Economic Development Committee	20,000
Assessing Valuation Update	16,800
Road Repair and Paving	50,000
Parks and Recreation Projects	30,000
TOTAL	199,300

Mr. Goodine explained that the Landfill capital reserve fund was increased because of a new law which will require PFAS testing. The Highway Equipment fund was \$50,000 last year because of the purchase of a truck and is only \$15,000 this year. He said \$10,000 was added to the Town Building Maintenance fund in case a new boiler is needed. The EDC budget was increased in hopes of purchasing an LED sign for announcement of Town events. The Road Repair and Paving fund is new this year, with a plan to reduce or eliminate paving encumbrances. The Selectboard would be the agents for spending. The Parks and Recreation Projects fund, which was repurposed last year, will fund the purchase of two lots in conjunction with future rail trail development (\$14,900). It will also be available for such items as a skateboard park, an ice-skating rink, matching fund grants for rail trail construction and the purchase of a third lot for the rail trail project. Mr. Goodine said he is leery of federal funds because of possible strings attached. He said that Mike O'Meara and Matt Monahan (CNHRPC) are working on zoning articles and the MS-4 post construction illicit discharge ordinance. Mr. Goodine said he did not know of any petition warrant articles.

Regular Agenda (continued)

- **Electric Floor Scrubbing Machine for the Community Center Cafeteria and Senior Center Room**

Mr. Goodine presented information on an electric floor scrubber for use on the cafeteria floor. He said the floor has 'taken a beating' and the tiles will need to be replaced soon. The 1.6 HP machine is self-propelled and would be able to clean the floor in about one hour. He said it would be much easier than mopping.

Ms. Higham asked how often the floor is cleaned.

Mr. Goodine responded about two times per week.

Vice Chair McKenney asked if the current custodian, Louise, would be able to handle it.

Mr. Goodine said that she would. He said he wants to find a local vendor in order to save the \$200 shipping cost. He plans to check aa janitorial supply company on Kelly Street on the west side of Manchester.

Other Business

Vice Chair McKenney said she would like to know more about the two committees established by the Budget Committee to explore options for school facilities. She wants to know what they have spent so far and how much more they might be spending. She asked Ms. Higham to ask about this at the next Budget Committee. She is concerned that Pembroke does not want to have Allenstown students at Three Rivers. She said she has heard they won't take (or need) Allenstown teachers, who are paid more than those in Pembroke. She said she would like to see a non-binding referendum in both towns in March regarding this issue.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Ms. Higham made a motion to ratify the Consent Calendar of the November 4, 2019 Selectboard meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve as presented the minutes of the October 21, 2019M Selectboard public meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve as presented the non-public minutes of Session I the October 21, 2019 Selectboard meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve as presented the non-public minutes of Session II of the October 21, 2019 Selectboard meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the payroll and accounts payable manifests listed on the November 4, 2019 agenda. Ms. McKenney seconded the motion, which carried unanimously.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine reported on a meeting with a developer for an assisted living complex. The developer looked at a piece of land for sale. This would be a \$16 million investment and might require waivers from the Planning Board or an ordinance change. The town limits construction of buildings over three stories or more than 45 feet tall. Mr. Goodine said the Fire Chief says this is an old ordinance provision that perhaps ought to be reviewed and possibly removed.

Non-Public Agenda Items

Ms. Higham made a motion to enter Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c) at 9:22 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. Higham made a motion to return to public session at 9:37 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. Higham made a motion to enter Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c) at 9:37 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. Higham made a motion to return to public session at 9:40 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session as they might adversely affect the reputation of someone not a member of the Board. Ms. Higham seconded the motion. A roll call vote was taken: Ms. Higham – aye; Ms. McKenney – aye.

Ms. McKenney made a motion to accept the tax payment plan for Map 112, Lot 244. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney raised a concern about the hours the dump is open. She has had several complaints from people who rake their leaves and do other cleanup on Saturday morning and cannot get to the dump before it closes at noon.

Mr. Goodine said they could look into this, especially during Spring and Fall cleanup.

Ms. Higham made a motion to adjourn at 9:50 pm. Ms. McKenney seconded the motion, which carried unanimously.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

NOVEMBER 04, 2019

Signature Page

Original Approval:	
RYAN CARTER, Chair	DATE
SANDRA MCKENNEY, Vice Chair	DATE
MAUREEN HIGHAM, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
<div style="font-size: 48px; opacity: 0.3; transform: rotate(-15deg); pointer-events: none;">DRAFT</div>		
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE