

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
January 13, 2020

Call to Order

The Allenstown Selectboard Meeting of January 13, 2020 was called to order by Chair Ryan Carter at 6:04 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: Christian Boysen, Optima Senior Living; Mike Frascinella, Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark, Beth Tower, Police Department; Dawn Shea, Police Department; Trish Caruso, Welfare & Administration

Citizens' Comments

None.

Regular Agenda

▪ **Business Tax Exemption (RSA 72:81) Application**

Mr. Boysen, representing Optima Senior Living, introduced himself, saying his company is looking to build an assisted living facility at the intersection of Chester Turnpike and Route 28. The company is requesting approval for a Business Tax Exemption, per RSA 72:81, as well as three zoning variances. These include permission to be located in a Commercial/Industrial zone, a variance to construct a four-floor facility (one more than the current ordinance allows), and another variance to have a 60-foot tall structure (45 feet is the current maximum). He said that his company has several senior living facilities in Massachusetts and Connecticut; this would be their first in New Hampshire. Mr. Boysen stated that they have three levels for their residents: independent living, assisted living for those needing help with three or more daily tasks, and memory care for those with Alzheimer disease or some other form of dementia. They offer three dining areas for the three levels of care, served by one central kitchen. There are activity rooms, a chapel, an exercise room and a hair salon. The company is big on community outreach and interacts with the Police and Fire departments, the schools and other senior facilities in the area. They like to participate in community events. They will hire between 50 and 60 employees – both full-time and part-time. Typically, he said, one-third of these come from the community in which the facility is located. The facility should add about \$1 million per year to the local economy via the purchase of goods and services, frequenting local stores, florists, and restaurants, to name a few. People visiting the

residents will contribute to the local economy as well. Their payroll will be about \$1.5 million. During the 16-month construction period, the 100 or so on-site workers will give a temporary but substantial boost to the local economy. They are not a non-profit company, so will pay a healthy tax bill on their property which will have an assessed value of approximately \$11 million. They will operate a small bus and a van, and will pay a motor vehicle tax for them.

Mr. Goodine asked Mr. Boysen to explain why Allenstown was chose.

Mr. Boysen said that they look for holes in the market with the right demographics. Allenstown's location between two large cities – Concord and Manchester – was a big factor. He added that Mr. Goodine and other officials he has worked with have been helpful, cooperative and friendly. He said that on Wednesday they would be before the ZBA regarding their variances.

Mr. Goodine said that he has consulted with the Fire Chief, who has no concerns about the height of the building.

Mr. Boysen said his company prides itself in finding its own sites, as well as permitting, building and operating them.

Ms. Caruso asked Mr. Boysen where else in New Hampshire they are located.

Mr. Boysen responded that this is their first facility in New Hampshire.

Ms. Caruso asked where the entrance to the facility would be located.

Mr. Boysen said it would be from Chester Turnpike. He continued, saying their target clientele are people who have sold a home and have a nest egg to live on, or people with pensions.

Ms. Caruso said that Allenstown has no public transportation and only a moderate level of resources.

Mr. Boysen said they have a small bus and a van to transport people. Some of the residents will have vehicles of their own. He said they plan trips to aquariums, casinos and museums, among other activities.

Ms. Caruso asked about possible residents needing Welfare.

Mr. Boysen said theirs are private pay facilities. They take no outside State or federal dollars.

Ms. McKenney asked about the monthly price of living in one of these facilities.

Mr. Boysen said that is not his area of expertise but it would be a few thousand dollars per month. Compared with a single-family home or a condo, he said their rates are attractive.

Chair Carter asked about emergency services.

Mr. Boysen said they would call a local ambulance if they needed service.

Ms. McKenney asked if they would have a doctor at the facility, especially for the memory care residents.

Mr. Boysen said they would have nurses, but not doctors. There are special magnetic locks for the memory care section but a resident might be able to get out. He emphasized that this is not a nursing home, saying that nursing homes are more medically intense. He said that at each facility they have been granted tax incentives. He added that they would be looking to have full occupancy in three years.

Ms. Higham made a motion to approve the application for a business tax exemption for 15 Pinewood Road (Map 109, Lot 017) per RSA 72:81, pending the final recommendation of the Assessor. Ms. McKenney seconded the motion, which carried unanimously.

- **Personnel Policy Change Approval on Holiday and Overtime**

Ms. Higham made a motion to approve Amendment 9, Revision 13, overtime calculation to include holiday time in the Personnel Policies and Procedures Manual of Allenstown, New Hampshire. Ms. McKenney seconded the motion, which carried unanimously.

- **Warrant Review and Budget Update**

Mr. Goodine stated that tomorrow he will ask the Town Attorney, who has already reviewed the eight warrant articles relating to zoning ordinances, to review the rest of the articles. He said that the first warrant article will be expanded to include the offices provided by Town Clerk Kathleen Pelissier. He then read the eight warrant articles related to the zoning ordinance changes:

ARTICLE 2

Are you in favor of the adoption of Amendment No. 1 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To enact certain administrative revisions to the Ordinance including:

To ensure that the title page, including the Town Seal, document title, revision date, and the name and address of the town is included before the table of contents.

To ensure the table of contents accurately reflects the sections and page numbers correctly.

To change the "Dates of Revision" heading to "Revision History."

To ensure that each major Article starts at the top of a new page.

To list page numbers in the footer at the bottom of the page and to list page numbers as a specific page of a set number of pages; for example, "page 12 of 125."

ARTICLE 3

Are you in favor of the adoption of Amendment No. 2 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Clarify that Article III, Section 302.c is referring to “Home Occupations” in Section 1102, not “Uses Not Permitted.”

ARTICLE 4

Are you in favor of the adoption of Amendment No. 3 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article III, Section 311 by including the proper citation as section 1102, Home Occupations.

ARTICLE 5

Are you in favor of the adoption of Amendment No. 4 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article VI, Section 601 by listing Carports complying with setbacks as a permitted use as item “j.”

ARTICLE 6

Are you in favor of the adoption of Amendment No. 5 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article VII, Section 701 by listing Carports complying with setbacks as a permitted use as item “i.”

ARTICLE 7

Are you in favor of the adoption of Amendment No. 6 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article X, Section 1001.t by adding “Nursing Home/Assisted Living” as a permitted use.

ARTICLE 8

Are you in favor of the adoption of Amendment No. 7 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article XI, Section 1123.c.1 by changing the term “accessory dwelling unit” to just “dwelling unit.”

ARTICLE 9

Are you in favor of the adoption of Amendment No. 8 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article XVII, Section 1702.b.5 by clarifying that Supplemental Regulation Section 1125, not Article VI, Section 602.m controls the clustering of pre-site-built homes on a permanent foundation.

Mr. Goodine next presented a budget change made by the Municipal Budget Committee. It adds \$3,810 to the Highway Construction Services line for the striping of Deerfield Road.

Ms. Bender presented a change to one capital reserve warrant article. She explained that, in 2018, \$8,525 was withdrawn from the Landfill capital reserve fund but not spent. According to the DRA, a warrant article is required to put the funds back. Therefore, they are adding \$8,525 to the \$9,000 being added to the fund, for a total of \$17,525.

Mr. Goodine said that Ms. Bender will be adding the Town and Sewer Department default budgets soon.

Ms. Bender said that the Town default budget will be about \$20,000 less than the proposed budget, which is closer than it was last year.

Ms. Goodine next presented other warrant articles as follows:

- ARTICLE 12 Fire Safety Equipment Capital Reserve Fund - \$10,000
- ARTICLE 13 Library Capital Reserve Fund – approximately \$2,000, per Ms. Bender.
- ARTICLE 14 Public Safety Facilities Capital Reserve Fund - \$20,000
- ARTICLE 15 Streetlight Capital Reserve Fund - \$6,500
- ARTICLE 16 Landfill Capital Reserve Fund - \$17,525
- ARTICLE 17 Highway Equipment Capital Reserve Fund - \$15,000
- ARTICLE 18 Town Building/Maintenance Capital Reserve Fund - \$20,000
- ARTICLE 19 Economic Development Capital Reserve Fund - \$20,000
- ARTICLE 20 Assessing Valuation Update Capital Reserve Fund - \$16,800
- ARTICLE 21 Establish and Fund Road Repair and Paving Capital Reserve Fund - \$50,000
- ARTICLE 22 Parks and Recreation Projects Capital Reserve Fund - \$30,000
- ARTICLE 23 Highway Facilities Capital Reserve Fund - \$25,000
- ARTICLE 24 Petition Article for five-member Board

Mr. Goodine said that Article 21 is new, and that most road work will be coming from this fund in future years. Article 22 was repurposed last year so that it could be used to purchase land for Parks & Recreation projects. This fund will be used to purchase land for the rail trail and might be used for an ice- skating rink and a skateboard park.

Ms. Pelissier asked how much money is in the Parks & Rec fund now.

Mr. Goodine said there is \$20,000 currently in the fund, but about \$14,000 has been earmarked for the purchase of two lots in conjunction with the rail trail.

Ms. Pelissier said she would love to get Parks & Rec up and running again. Regarding the petition warrant article, she said that those opposing a five-member board are saying that there is not enough interest in filling the positions and that decisions won't get made.

Chair Carter asked if this had been reviewed by legal.

Mr. Goodine confirmed that it had.

Ms. Pelissier said it is spelled out in an RSA how this is set up and how the elections of the five members are staggered. She added that the action is reversible; if the voters decide they want to return to a three-member Board they can.

- **Set Special Selectboard Meeting to sign Town Meeting Warrant**

Ms. McKenney made a motion to have a special Selectboard meeting on January 22, 2020 at 6:00 pm to sign the Town Meeting Warrant. Ms. Higham seconded the motion, which carried unanimously.

- **China Mill Update**

Mr. Goodine reported on a recent meeting at which there was an update on the China Mill development. He said that they have been working on having an historic designation for State Tax Credits and another year of 79e credits. The developers estimate it will take about 60 days to get federal level approvals, four to six weeks of civil engineering, and six to eight months to work through the Planning Board process. They are now planning on between 150 and 200 units, with 1.75 parking spaces per unit. Parking will be tight; in some cases, one car will block another and the tenants will have to coordinate that. The Waste unit which hides at the bottom of the hill will have 12 units with parking. The developer is now planning between 127 and 150 units in the main mill. Part of the bottom, bottom floor is the canal where Eversource generates substantial kilowatts of electricity. Perfect Fit has a lease which runs out in the fall. They will have the opportunity to move into the swimming pool building. They have plans to widen Canal Street.

Ms. McKenney asked if they will be allowed to go up Ferry Street.

Mr. Goodine said that is a Planning Board issue. They are planning on 50% two-bedroom apartments, 25% one-bedroom, and maybe 25% three-bedroom. They plan to remove the extension in the back and do some stabilization of the slopes. There will be some parking in the back, but they are really packing it in, he said. If the industry doesn't stay, they will use that building for apartments. As a side note, Mr. Goodine said that it appears that Hemlock Island might be in Pembroke, not Allenstown. The property totals eight or nine acres. The developers plan to have an initial site plan ready for the Planning Board within 30 days. They have officially purchased the property and are moving forward.

Chair Carter observed that they will have to do some traffic studies.

Town Administrator's Report

Mr. Goodine said that he has talked with one of the parties involved regarding their last non-public session.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the January 13, 2020 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Chair Carter made a motion to approve the minutes of the December 16, 2019 non-public session. Ms. McKenney seconded the motion, which carried unanimously.

Chair Carter made a motion to approve the minutes of the January 6, 2020 non-public session. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the December 16, 2019 public session. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Accounts Payable manifests listed on the January 13, 2020 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Non-Public Agenda

Ms. McKenney made a motion to enter non-public session at 7:46 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 return to public session at 8:08 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 8:12 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

JANUARY 13, 2020

SIGNATURE PAGE

Original Approval:	
 RYAN CARTER, Chair	02/20/2020 DATE
 SANDRA MCKENNEY, Vice Chair	02/12/2020 DATE
 MAUREEN HIGHAM, Member	02/09/2020 DATE

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

Signature Certificate

 Document Reference: R35U5XIH65SK7HX4LMMCB8

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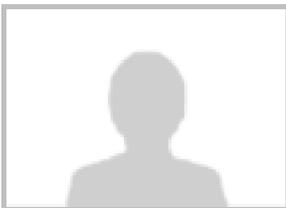
Maureen Higham
Party ID: 4WCWGDIUNJRHLASUSPHVP9
IP Address: 64.222.96.214
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Higham

Multi-Factor
Digital Fingerprint Checksum

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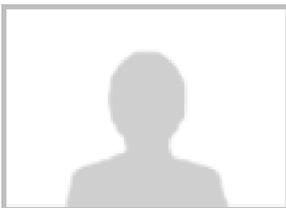
Sandra McKenney
Party ID: 8E2M6TIAZLX74JL4PIDP4Y
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Digital Fingerprint Checksum

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Ryan Carter
Party ID: G5APNMJCC3H4HCUM3CGXBI
IP Address: 73.143.242.74
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Electronic Signature:

Ryan Carter

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2020-02-20 06:57:18 -0800
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2020-02-12 18:10:07 -0800
2020-02-09 06:01:07 -0800
2020-02-09 06:00:43 -0800

Audit

All parties have signed document. Signed copies sent to: Maureen Higham, Sandra McKenney, Ryan Carter, and Derik Goodine.
Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 73.143.242.74
Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 73.143.242.74
Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.65.122.248
Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.65.122.248
Document signed by Maureen Higham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214
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