

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
June 01, 2020

**Call to Order**

The Allenstown Virtual Selectboard Meeting of June 01, 2020 was called to order by Chair Sandy McKenney at 6:04 pm.

Chair McKenney called for the Pledge of Allegiance.

Chair McKenney read the following, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation.

As Chair of the Allenstown Board of Selectmen, I, Sandra McKenney, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are utilizing a Conference Call line, and Zoom Video Conferencing. We will also be attempting to use Facebook Live, as long as bandwidth allows, as a redundant video source for this electronic meeting. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by dialing 603-485-7321 and entering 1234 as the password, or by clicking on the website address link below or typing it into your browser. You may need to download Zoom software to participate.

<https://us02web.zoom.us/j/82337613318?pwd=WmE4R3IzaEFyRzlENmxIRjcrVStMdz09>

Meeting ID: 823 3761 3318; Password: 060120

For Facebook Live you can just tune into the Town of Allenstown Facebook and look for the LIVE video there. If this gets shut off you must tune in through ZOOM or by calling the conference line. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. (see above). Instructions have also been provided on the website of the Town of Allenstown Board of Selectmen page attached to the agenda for the Meeting. This is the Notice as noted on the Meeting Agenda. If anybody has a problem, please call 207-595-0310 or email at: [dgoodine@allenstownnh.gov](mailto:dgoodine@allenstownnh.gov). If the video begins to lag, or there are rare audio issues, then please call the conference line to listen to the meeting. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. The Meeting will only be adjourned if the conference call fails to work. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

Please note that all votes that are taken during this meeting shall be done by roll call vote. The Meeting will start by taking a roll call attendance. (When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.) We will also attempt to capture people remotely attending the meeting - Conference Phone First and then Zoom Video Participants. We ask that Facebook Live viewers type their names into the comments box so we can capture you for attendance also.

### **Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham, Scott McDonald

Allenstown staff: Derik Goodine, Town Administrator

Others present: Mike Frascinella, EDC Chair; Police Chief Michael Stark; Fire Chief Paul St. Germain; Deb Bender, Finance Director; Kathleen Pelissier, Town Clerk/Tax Collector; Chad Pelissier, Road Agent; Trish Caruso, Welfare/HR; Carl Caporale, ASC; Jeff Backman, Sewer Department; Robin Richards, Bear View Crossing; Mike Trainque, Hoyle Tanner

### **New Business**

Mr. Goodine said that the mobile home at 30 Emile Drive was taken by Holiday Acres in foreclosure. Now, the Coop would like to replace it and sign a new agreement. The balance due on property taxes in the amount of \$4,198.83 will be waived if the old (1972) mobile home is removed within 60 days and replaced within six months. The replacement will be newer and therefore will pay more taxes.

Mr. Richards stated that they now have 14 open lots at Bear View Crossing, with ten verified commitments for brand-new, double-wide mobile homes. This, he said, will increase revenue for the Town.

Chair McKenney asked how many owners there have been for the property.

Mr. Goodine said that it has been sold and resold many times, going back to 2013. It was never tax-deeded by the Town.

Chair McKenney said that outstanding property taxes should have been taken care of during foreclosure.

Mr. Goodine said that he sits on the NHMA finance committee, which has been looking into accountability with mobile home sales. There are a lot of casual sales.

Mr. Richards agreed, saying they are doing private sales.

Chair McKenney noted that the assessment of this mobile home went down and then back up again.

Mr. Goodine said the assessment went down due to revaluation.

Ms. Higham noted that there were lots of improvements, so it went back up.

Mr. Richards reported that asbestos remediation was done; the whole roof was removed.

Ms. Higham made a motion to authorize the Town Administrator to sign an agreement with the Bear View Crossing Coop on behalf of the Selectboard, stating that the Coop will remove the old mobile home at 30 Emile Drive (107-12-127) within 60 days and replace it with a newer mobile home within six months, and, in turn, the Town will waive property taxes due in the amount of \$4,198.83, increasing by about one dollar each day. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **Citizens' Comments**

Mr. Frascinella said he wished to thank the Highway Department for installing the first Hometown Heroes banner. He said there will be more on School Street. He then asked Mr. Goodine if he had ordered the American flags.

Mr. Goodine confirmed that he had.

Mr. Frascinella stated that these American flags will be installing along Main and School Streets.

Chair McKenney asked how many orders had been received for Hometown Heroes banners.

Mr. Frascinella said that there are five new orders and the one already completed, for a total of six.

Chair McKenney thanked Mr. Frascinella for all of the work his committee has done.

### **Regular Agenda**

#### **▪ Community Yard Sale – Cancel, Postpone or Have**

Chair McKenney said that she favors postponing the Community Yard Sale because it is still too early to be able to set a date, due to COVID-19.

Ms. Higham said they should postpone or cancel.

Mr. Goodine said this event is not exempt from the restriction of ten or few people in a group. He said they might be able to have it in August.

Chair McKenney stated that it is cancelled.

#### **▪ COVID-19 Update**

Mr. Goodine said that towns are in a holding pattern. He will participate in a webinar on Wednesday, June 3<sup>rd</sup>, to get more information. He said he has a rough draft of a working policy which he borrowed from the Town of Albany. It addresses the taking of temperatures, sanitizing hands, and wearing face masks. It can be fine-tuned for Allenstown, he said. Creating a drop-box for the Town Hall door is a hassle, he said, because of insurance and ADA issues. The box changes the weight of the door and making a hole in the door may not be allowed.

Ms. Pelissier said they will put on box on the wall instead.

Mr. Goodine said he would like this to be a metal one, for the future, so that it can be used long-term. The restroom will not be open to the public, he reported, and knobs will be sanitized regularly. Those with a temperature greater than 100 degrees will be sent home. He continued, saying they can buy an intercom system. The \$100 unit won't fit, so they need one with a spacer plate; these range from \$1,248 to \$1,730. A second one may be needed when the Deputy returns to work. Visitors to Town Hall will need to know when it is their turn to come in. He said that his idea of a stoplight won't work, so they are looking at a video doorbell. Customers can use a phone app for this. Mr. Goodine next said that the first reimbursement form was sent for the June 1<sup>st</sup> deadline. The amount was \$4,718.22. For some items, the reimbursement may be only 75%. He said that additional trash has been collected and that he submitted that expense as well. He said he received a memo late last Friday indicating that items missed on the first reimbursement may be added to the second, due on July 15<sup>th</sup>.

Chief Stark said that the outbreak at CMC involved his wife, who works there, so he has been quarantined at home. He said he has stayed away from the Police Station but finds it challenging to run the department that way. He told the Selectboard that he will keep them informed.

▪ **Award of Library Street Sewer Line and Pump Station Project**

Mr. Backman reported significant progress on the Library Street forced main and pump station.

Mr. Trainque said that he let Mr. Goodine know last week that letters and documents for DES will need to be signed by the Town because of the State Revolving Fund Loan Program. There is a change order (#1) as well which needs the Town's signature.

Mr. Goodine said that he could sign those letters and documents with the authorization of the Board.

Chair McKenney asked when they will start work.

Mr. Trainque said he expects DES approvals within two weeks. This includes approval of the bid award. He said they should be able to start work in late June or early in July.

Chair McKenney asked if the Library Street residents are happy.

Mr. Trainque said they have determined that the widening of Library Street is not practical.

Mr. Backman said that is correct. He continued, saying they had the gravity line on East Webster and Library Streets cleaned and inspected. It is in good shape, so they have decided to use a cure-in-place liner, saving between \$600,000 and \$700,000 on the project. The lining only costs \$70,000.

Mr. McDonald asked why the contract and the change order are being presented at the same time.

Mr. Trainque said that a change order is required for the scope of work, and it happened concurrently with the awarding of the contract. He said the contract has to be awarded for the full price of the bid and then the change order adjusts that amount.

Mr. Goodine said that by slip-lining the gravity line, they will save a lot of money on the project, and it serves the needs of the people on Library Street.

Ms. Bender asked when they start making payments on the Revolving Fund loan.

Mr. Trainque responded that payments begin one year after substantial completion of the project.

Ms. Higham made a motion to authorize the Town Administrator to sign the letter to Beth Malcolm of NHDES WWEB requesting authorization to award the contract for construction to DeFelice Corporation of Dracut, MA in the amount of \$3,084,611.00; to sign Change Order #One, reducing the amount of the contract to \$2,396,621.00; and to sign the monthly disbursement requests. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Mr. Trainque said he would be happy to provide updates to the Selectboard periodically.

Chair McKenney said that would be appreciated. The Board wants to know what is being spent and how the project is going.

Mr. Goodine assured her that all related documents will be in the Consent Calendar.

▪ **Personnel Policy Possible Update Options**

Ms. Bender began, saying that employees currently accrue time off for vacations, sickness and personal time. Checkmate, the vendor, has 19 different profiles for accruing time off, which is complicated. She said that Ms. Caruso suggested looking into combining all time off as paid time off. Having just one accrual would streamline the process.

Chair McKenney asked how this would work.

Ms. Higham said that employees would have a certain amount of paid time off to use for sick time, vacation time and personal time.

Mr. McDonald stated that there is a potential for abuse. He asked about the advantage to the Town.

Mr. Bender said that employees tend to be leery at first, but generally, they like it. At the administrative level, it is easier. It provides an opportunity to tweak the system. Getting there takes a lot of work, and Mr. Pelissier has to weigh in regarding the Highway Department. She said the idea was presented to department heads today and they seem receptive.

Ms. Caruso said that she has worked at two places where they had paid time off. Less time is taken off. When sick time is segregated, there is often a pattern of “use it rather than lose it.”

Ms. Higham said that her business tried this and it didn’t work well, maybe because it is a small operation. She asked if Allentown employees currently are paid for time off not used.

Mr. Goodine said it was considered once, but not implemented.

Ms. Bender said the exception is when employees leave, at which time they get paid for accrued vacation time.

Ms. Caruso said that the Sewer Department pays employees out at the end of the year for a portion of their unused time off.

Chair McKenney asked if most people use all of their sick time.

Ms. Bender said they could look that up and provide some data. Employees can accrue up to 300 hours of sick time and 300 hours of vacation time. If they leave, they are paid for vacation time accrued, but not for sick time. She added that payout can be limited through policy.

Mr. McDonald asked about the end goal for this change.

Ms. Bender stated that it would streamline and simplify the time off procedure. People won't feel that they are losing time, and they are more likely to use it in the way it is intended. She said they will have to devise a way to grandfather time already accrued. Checkmate, she said, would help with the transition. She said they could gather some sample ideas for the Board and provide them ahead of time for review prior to the next meeting.

Chair McKenney asked if time used would still be recorded in the three categories.

Ms. Bender replied that it would not.

Chair McKenney asked if sick time would be lost.

Ms. Bender said that could be addressed in the policy that is devised.

Ms. Caruso said that if someone is seriously ill and does not have much available time off, this system makes it easier for other employees to donate time.

Chair McKenney stated that it will take a lot of work to get this going.

Ms. Higham said that it was a debacle for her business.

▪ **State Budget Balancing – Information of the Past**

Mr. Goodine reported that State revenue is not off as much as they had thought, but they won't know until the end of June. Meals & Lodging may not be off as much as has been anticipated. There is concern amongst the cities and towns about how the State will make up the revenue loss on their end. It is suggested that municipalities write letters to the Governor, State Reps and Senators, asking them not to balance the budget on the backs of the local property tax payers. History shows that State aid to education drops off when revenue is down. Revenue sharing has not yet been fully restored from when it first declined. Funding never seems to get restored.

Mr. Frascinella asked to whom this was addressed and how it was published.

Mr. Goodine said it is from the State of Schools Coalition and part of the NH School Funding Fairness Project.

Mr. McDonald noted that Meals & Lodging revenue is perhaps not down a lot because March and April are not big tourist months.

## Other Business

Chair McKenney stated that she knows Town Clerk/Tax Collector Kathleen Pelissier has put in a lot of time during the COVID-19 crisis, coming in every morning and returning later in the day. Recently, she discovered that Ms. Pelissier is working on Fridays and Saturdays as well. The Chair said she is a dedicated employee and should be recognized for all that she has done.

Ms. Pelissier thanked the Chair. She said that her deputy will be coming back soon, working on Fridays and Saturdays. Ms. Pelissier added that she checks her emails from home on Sundays.

## Town Administrator's Report

Mr. Goodine reported first on the China Mill development. He said that Brady Sullivan's 79-e application will be coming in soon. They are looking for a preliminary or conditional decision on 79-e because they will not be going forward with the project if they don't get that approval, which provides a tax break for renovating the mill.

Mr. Goodine next reported briefly on several items:

- He has ordered the American flags which will be installed on School and Main Streets.
- The Town's natural gas contract will be up in June. They have been running on the cash price and are looking at fixing the price with a longer-term contract because prices are at an historic low.
- He will participate in a webinar on Wednesday, June 3<sup>rd</sup>, regarding the gradual reopening related to the pandemic.
- A proclamation for Dr. Albee is being prepared.

Mr. Goodine said there is no quick fix for the eSubscriber problem they have been experiencing since March. The vendor has a team working on it. They serve about 100 municipalities in New Hampshire, and Allenstown is the only one with this problem. Mr. Goodine asked Mr. Frascinella if he had any ideas.

Mr. Frascinella said they could do a regression test for the pre-existing version and install that. Or, he said, they could examine the code of those who are subscribing successfully, compare it to the ones which are not and migrate the successful code over. Another suggestion is to reinstall this module and have everyone re-subscribe.

Mr. Goodine said that it is not an error on Allenstown's side.

Mr. Goodine next reported that he is stilling checking on pricing for a projector to be used for the proposed drive-in movie project. He asked Mr. Frascinella if there would be a problem if the screen is two feet wider than what can be projected.

Mr. Frascinella said it would be dark and should not be a problem.



Mr. Goodine stated that the GOFERR COVID-19 Relief Fund Grant Acceptance Public Hearing is scheduled for June 15, 2020 at 6:00 pm. This will be in the newspaper on Thursday and is already on the website and in the BOS packets.

Mr. Goodine reported that he participated in a webinar on trails, which was mostly about protecting wildlife and the environment. He also participated in one on community electricity pricing. The PUC is working on the rules for this, he said. Staff and personnel are needed for this, and he prefers using a power broker who would take care of all these needs and take a percentage for it. He said the advantage is that Allenstown, Pembroke, Hooksett and other communities in the area would be bidding as a large group. Anyone can opt out at any time. This will require a Town Meeting vote.

Mr. Goodine next reported that he and Mr. Eisenhart participated in a new webinar on floodplain maps, which was very informative.

Chair McKenney asked if Mr. Goodine had the Tri-Town fee schedule.

Mr. Goodine said that he would obtain that.

Chair McKenney asked if the tax deeding was done.

Mr. Goodine said they could not complete the process because of COVID-19 restrictions on evictions and foreclosures.

Chair McKenney asked if Ron and Brian had checked on Twin Oaks.

Mr. Goodine said they had been out there and didn't find anything wrong.

Mr. Goodine presented the warrant for unlicensed dogs on behalf of the Town Clerk.

Ms. Higham made a motion to approve and sign the warrant for unlicensed dogs. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

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

There were no Consent Calendar items to ratify.

Ms. Higham made a motion to approve the non-public minutes of May 18, 2020. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to approve the minutes of the May 18, 2020 public session. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to approve the Accounts Payable and Payroll Manifests listed on the June 1<sup>st</sup> agenda. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **Non-Public Agenda**

Chair McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:26 pm. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney made a motion to return to public session at 9:14 pm. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **Adjournment**

Chair McKenney made a motion to adjourn at 9:15 pm. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye




Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES  
JUNE 01, 2020**

**SIGNATURE PAGE**

Original Approval:	
	10 / 05 / 2020
SANDRA MCKENNEY, Chair	DATE
	10 / 08 / 2020
MAUREEN HIGHAM, Vice Chair	DATE
	11 / 02 / 2020
SCOTT MCDONALD, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SANDRA MCKENNEY, Chair	DATE
	MAUREEN HIGHAM, Vice Chair	DATE
	SCOTT MCDONALD, Member	DATE