

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
July 29, 2019

**Call to Order**

The Allenstown Selectboard Meeting of July 29, 2019 was called to order by Vice Chair Sandy McKenney at 6:00 pm. The meeting began outside on the Village Green.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham

Absent: Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator

Others present: Mike Frascinella, Police Chief Michel Stark, Beth Tower, PD; Dawn Shea, PD; Cheryl Hey, PD; Dawn Chabot, PD; Kristine Rose, Kelly Gamache, Katie Baron, Emily Festa, Karen Festa, Melinda Donahue, Annette Alley, Fred Roukey, Connie Roukey, Debora Roukey, Adam Tower, Bev Chartier, Carl Shea, Kathryn Shea, Margaret Lougee

Vice Chair McKenney called for the Pledge of Allegiance.

**Appointment and Swearing in of Lieutenants Shea and Tower**

Chief Stark said that the word 'lieutenant' is 400 years old and means 'acting in place of.' He said he chose his two lieutenants very carefully because of the importance of the positions. He said the individuals he has selected care about others. They have given many years of service and have endured many tests. He stressed that you have to do for something higher than yourself.

Chief Stark administered the oath of office to Beth Tower and Dawn Shea.

**Citizens' Comments**

None.

**Regular Agenda**

- **Cruiser Purchase**

Chief Stark explained that this new cruiser will replace a white sedan. It is a 2020 black SUV. It costs a bit more than they normally pay because it is the new model and because it will cost more to outfit it. Still, he said, it is within the line. The new vehicle will cost \$32,900; stripping and refitting will add \$10,500. For a three-year lease, the annual payments will be approximately \$14,740. Until the interest rate is fixed, an exact payment cannot be calculated.

Mr. Goodine asked if the State bidding process was used.

Chief Stark responded no. He said he has not enjoyed working with that process, because all extras are paid for separately, and Grappone is able to compete with the total price. Grappone offers free inspections and ease of service. He said he would like to get the lease going and will return with details and paperwork.

Mr. Frascinella asked why the total is higher.

- Chief Stark responded that there are things which have to be added and changed. Going from a sedan to an SUV adds work and expense.

Ms. Higham made a motion to allow Chief Stark to go forward with the purchase of a police cruiser. Ms. McKenney seconded the motion, which carried unanimously.

- **Emergency Management Performance Grant Acceptance**

Chief Stark stated that this grant would be used to purchase a 6 X 12-foot trailer and equipment to be used for an instant command post. Such items as a radio, lights and a generator would allow the trailer to be occupied for about two days, until help from the State arrives. The grant requires a 50% match, he said, the good news being that Allentown's match is a cruiser to pull the trailer, which the Police Department has already. The amount of the grant is \$26,600, so the grant will provide \$13,300 for the trailer and equipment. It is a win/win, with no cost to the town.

Ms. McKenney asked about signage.

Chief Stark said it will be on the side of the trailer and will say, 'Funded by EMPG.' He told the Board that they will see large PO's because the Police Department will pay for the items and then be reimbursed.

Ms. Higham made a motion, by majority vote, to accept the terms of the EMPG as presented, in the amount of \$13,300 for an emergency management trailer and equipment, and to acknowledge that the total amount of the grant is \$26,600, of which the town will be responsible for a 50% match of \$13,300

- **Interlocal Agreement on Ambulance Service (Tri-Town EMS)**

Ms. Higham motioned to approve the Interlocal Agreement on Ambulance Service (Tri-Town EMS). Ms. McKenney seconded the motion, which carried unanimously.

- **Crack Sealing Work**

Mr. Goodine stated that three bids are required for the crack sealing work of the Highway Department. No formal RFP was prepared, but an RFP prepared by Pembroke for cracking sealing work was given to four contractors. There were two bids by one contractor at \$1.74 per pound. One bid was based on a daily rate and so could not be considered. Another bid was for \$1.60 per pound, but it was to be subcontracted out, which is not allowed. The contract has a limit of \$20,000. Mr. Goodine said that Mr. Boisvert has done his due diligence.

Mr. Frascinella asked if this is done once a year.

Mr. Goodine said it is done as needed. Roads are classified as A, B, C, and D. The town wants to keep A & B roads at their current level. Generally, class C & D roads are not crack sealed because of their poor condition. That is, they need more work than just crack sealing. The Road Service Management Plan

being instituted will monitor all roads and indicate what needs to be done for each. This project includes the old part of Chestnut Drive, Deerfield Road from 428 to 394, and Deerfield Road from 352 to 288. Mr. Goodine continued, saying that an increased number of jobs are being bid by the day, so he will monitor this crack seal project so that he can make a comparison.

Ms. Higham made a motion to award the crack seal work to Indus at \$1.74 per pound, up to \$20,000. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine said that he would like to change the purchasing policy to make it more efficient and keep the same spirit. If there is a council of governments, a state bidding organization or a cooperative of neighboring towns which has bid out a service or product, Allenstown could get that price without going through the bidding steps. Another idea is to use large buying groups such as New England Metropolitan Area Planning Council, which bids out a lot of goods and services in 101 communities around Boston. A second is Houston-Galveston, which has a website for bidding on 7,245 products and services offered by 834 vendors. For this one, Allenstown would have to become a member.

Ms. McKenney asked if there is a cost to join.

Mr. Goodine responded that there has not been in the past, but he will check. He said that with these groups, you know you are getting the best price and the product you want. He said he will start exploring this purchasing method.

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

Ms. Higham made a motion to approve the minutes of the July 15, 2019 public session. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public Session I of the July 15, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public Session II of the July 15, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public Session III of the July 15, 2019 meeting. Ms. McKenney seconded the motion, which carried unanimously.

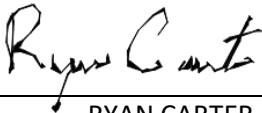

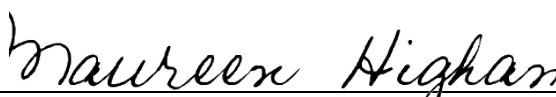
Ms. Higham made a motion to adjourn at 7:20 pm. Ms. McKenney seconded the motion, which carried unanimously.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

JULY 29, 2019

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**Signature Page**

Original Approval:	
 RYAN CARTER, Chair	08/26/2019 DATE
 SANDRA MCKENNEY, Vice Chair	08/20/2019 DATE
 MAUREEN HIGHAM, Member	08/21/2019 DATE

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

# Signature Certificate



Document Reference: 4LESAMIJIJGMP2B4EEWYPU

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**Maureen Highham**

Party ID: P9E8ZZIEJJ9SETLRB7XIYD

IP Address: 64.222.96.214

VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

*Maureen Highham*

Multi-Factor  
Digital Fingerprint Checksum

76fc9d3cff7c531d421c881dc8a3db65fb56e70b



**Sandra McKenney**

Party ID: PG3JVWI9DK62E5LZ4TM6LN

IP Address: 72.71.231.203

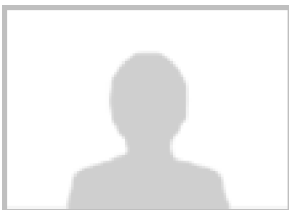
VERIFIED EMAIL: smckenney@allentownnh.gov

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ef73d3a52efcbf234868f05d1e9de4dcfa25ecb2



**Ryan Carter**

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7fa6012b1eb09a93e6da2754a38a4aa52b73a956



## Timestamp

2019-08-26 14:03:21 -0700

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2019-08-26 14:00:20 -0700

2019-08-21 10:35:57 -0700

2019-08-21 10:35:26 -0700

2019-08-20 08:33:27 -0700

2019-08-20 08:32:39 -0700

## Audit

All parties have signed document. Signed copies sent to: Beth Tower, Maureen Highham, Sandra McKenney, Ryan Carter, and Derik Goodine.

Document signed by Ryan Carter (rcarter@allentownnh.gov) with drawn signature. - 24.62.156.240

Document viewed by Ryan Carter (rcarter@allentownnh.gov). - 24.62.156.240

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