

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
August 24, 2020

**Call to Order**

The Allenstown Selectboard Meeting of August 24, 2020 was called to order by Chair Sandy McKenney at 6:07 pm.

Chair McKenney called for the Pledge of Allegiance.

The following statement, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation, was read for the record.

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, the official connection, and Zoom Video Conferencing. We will also be using Facebook Live. 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=WmE4R3lzaEFyRzIENmxIRjcrVStMdz09>

For Facebook Live you can tune into the Town of Allenstown Facebook and look for the LIVE video there. If this gets shut off, it cannot be restored, so listeners would have to tune in through ZOOM or by calling the conference line, which is the official electronic source. 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. 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 via the conference line, the meeting will be adjourned and rescheduled. The Meeting will only be adjourned if the conference call fails to work, as that is the official meeting. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

## **Roll Call**

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

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Paul St. Germain, Fire Chief; Michael Stark, Police Chief; Sharon Somers, Town Attorney; Robin Richards, Bear View Crossing; Mike Tardiff, Central NH Regional Planning Commission; Stephanie Alexander, Central NH Regional Planning Commission, Attorney John Cronin, and Kris Raymond

## **Citizens' Comments**

None.

## **Public Hearing**

### **▪ Application for RSA 79-E Tax Exemption for One Wall Allenstown China Mill (Brady Sullivan)**

Attorney Somers stated that applications for RSA 79-E Tax Exemption must establish that a proposed development has public benefit. The purpose of this hearing, she said, is to hear comments of the One Wall Allenstown China Mill applicant and members of the public regarding the public benefit accruing from the proposed development. The role of the BOS is to listen and gather commentary. The applicant must demonstrate that 'substantially rehabilitation' will occur, based on one or more of these four criteria:

- ✓ The development will enhance the vitality of the designated area.
- ✓ The development will restore a culturally/historically important property.
- ✓ The development will promote downtown development.
- ✓ The development will increase residential housing.

Attorney Somers continued, saying that the prevue of the Planning Board is broader. When the public hearing is closed – not tonight but at a subsequent, future meeting – the BOS will decide the duration of the tax relief. A covenant, or contract, between the Town and the applicant for 'substantial rehabilitation' will be prepared and recorded at the Rockingham County Registry of Deeds.

Chair McKenney made a motion to open the public hearing at 6:15 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.

Attorney Cronin stated that he began working with Brady Sullivan on this project over a year ago. The current owner of China Mill approached them about purchasing the property. Brady Sullivan, he said, has a regional record of success in restoring old mills in New Hampshire for residential dwellings and commercial operations. One example of many is Jefferson Mills in Manchester. In 2006, the New

Hampshire Legislature passed RSA 79-E to assist with capital intensive projects, encouraged by the Smart Growth Initiative of RSA 9-B. The purpose was to give developers a temporary respite from increased taxes – a break of between five and nine years, at the discretion of the local governing body. This project is indeed capital intensive, with estimated development and construction costs of \$20 million. The current property taxes must still be paid during construction and a public benefit must be established. New Hampshire's current rental vacancy rate is one percent (1%), while the ideal is between seven (7) and ten (10) percent.

Attorney Cronin stated that, of the four criteria listed for 79-E eligibility, the developer needs to meet only one. This development, he said, meets most, if not all four. First, it will enhance the economic vitality of the downtown area, adding 150 new, market-rate units, whose occupants will be spending money and becoming involved in civic activities. Second, the project will preserve a culturally and historically important building, the China Mill. Next, the project will promote downtown development, and lastly, it will increase residential housing. Mr. Cronin said this development meets most, if not all, of the criteria and is looking for the five-year minimum, plus two more years, for tax relief. Without it, he said, the project is a 'no go.' He said that the applicant met early on with Town Administrator Derik Goodine, several department heads and elected town officials. A Special Town Meeting was held to authorize 79-E in Allenstown. He added that the ripple effect of this type of redevelopment motivates long-term economic improvement and public benefit.

Chair McKenney stated that the public hearing would be recessed until September 10, 2020, resuming on that date at 6:00 pm.

Mr. Goodine said that the Board will not meet on Labor Day, September 7<sup>th</sup>, but will meet on September 10<sup>th</sup> and then vote on this issue on September 21, 2020.

Chair McKenney made a motion to hold the next BOS meeting on September 10, 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.

### **Regular Agenda**

- **Hazard Mitigation Plan Discussion with Mike Tardiff, NH Regional Planning Commission**

Mr. Tardiff began saying that he is addressing the concern about the use of the term "climate change" in Allenstown's Hazard Mitigation document. He said that he has gone through the document and noted incidents of the use of that term and similar ones such as 'changes in climate' due to temperature changes and less snow over the years.

Mr. McDonald said that these references make it sound conditional, and he asked if it makes any difference what is the cause of extreme weather. He asked why attribute it to....

Mr. Tardiff said that there are a number of places where it doesn't have to be attributed to a change in climate, and they will scratch those. He said that the Planning Commission is conservative about its role versus the Town's in changing the document. The Hazard Mitigation Committee in Allenstown has held 14 meetings to develop this plan. He said they could meet once more and go through the strike-throughs, and that Mr. McDonald can be included in that meeting, which would be a Zoom meeting. He noted that the FEMA review for conditional approval takes a long time.

Ms. Alexander said that they could meet on September 15<sup>th</sup> at 1:00 pm.

Chair McKenney asked if there is a deadline.

Ms. Alexander said that the current plan expires in mid-December. If they meet on September 15<sup>th</sup>, the plan could be approved by the BOS at their September 21<sup>st</sup> meeting, and that should allow enough time for the FEMA review.

Mr. McDonald asked if FEMA will be concerned if the term 'climate change' is removed.

Mr. Tardiff said they can reference changes in overall temperatures over the years. He said the timeframe is doable.

Mr. McDonald said that he hasn't read the entire plan yet; Mr. Goodine told him there are about 18 references. He added that he cannot make the September 15<sup>th</sup> meeting.

Mr. Tardiff said that he could talk with Mr. McDonald offline to go over this.

▪ **Police OHRV Grant Acceptance**

Chief Stark stated that the Police Department has received an OHRV Fish & Game grant in the amount of \$1,080, similar to one received for the current year. He presented a Resolution from the State for BOS approval. Allenstown police officers will receive \$45 per hour for patrolling OHRV's, and the grant money will reimburse them.

Ms. Higham made a motion, stating that, whereas the State of New Hampshire, through the Department of Fish & Game, has approved a grant in the amount of \$1,080 to fund OHRV patrol in the Town of Allenstown for the State of New Hampshire for the fiscal year starting July 1, 2020 and ending June 20, 2021, be it resolved that the Town of Allenstown BOS approves acceptance of these funds and further empowers the Police Chief to execute any and all documents needed to accept these funds, approval effective today, August 24, 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.

- **Assistance to Firefighters Grant Acceptance**

Chief St. Germain stated that the Fire Department has received an Assistance to Firefighters grant in the amount of \$189,489.52 for the replacement of its end-of-life breathing apparatus. He said that he enlisted Lieutenant Mo Paquette to work with a grant writer for this endeavor. The Town will be responsible for five percent (5%) of the grant, representing about \$9,700. Included are 19 air packs and a new air compressor and fill station. It is a cascade system. The Department's current air compressor is 25 years old, he said.

Chair McKenney asked about the source of the Town's portion of the grant.

Chief St. Germain said that the funds will come from a capital reserve account which has a balance of \$141,000. This will cover items not included in the grant. He said their bottles expire on September 1, 2020, and therefore he would like the Board to consider this an emergency purchase and waive the three-bid rule. He said they are staying with a vendor from Mass State Bid, which they used before.

Mr. Goodine asked if it is okay with FEMA if three bids are not obtained.

Chief St. Germain said that it is fine with FEMA.

Ms. Higham made a motion to authorize the Fire Chief to accept an Assistance to Firefighters grant in the amount of \$189,489.52, of which the Town is responsible for five percent (5%), for the replacement of breathing apparatus, and further to authorize the purchase of such apparatus as an emergency purchase. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **HelloSign – Electronic Signature Program**

Ms. Bender stated that the Allenstown Sewer Commissioners asked Mr. Backman to look into other electronic signature programs when they were having issues with the RightSignature upgrade. She noted that others in Allenstown have had similar problems with the recent upgrade. She said that HelloSign is similar and easy to use. They will charge \$180 for five users; RightSignature currently charges \$130 and have said that their fee will be going up soon. The users will be Derik Goodine, Trish Caruso, Evan McIntosh and herself. Dave Jodoin also uses it for Tri-Town. Both she and Ms. Caruso like this program better, and it is good to be using the same program as ASC.

Mr. Goodine said that HelloSign does not have the 'force complete' option which RightSignature had, but it will work fine for him.

Ms. Higham made a motion to authorize the change from RightSignature to HelloSign for the Town's electronic signature program. 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 asked when HelloSign would be effective.

Ms. Bender said the programs will overlap in September, and they will be fully using HelloSign by October.

- **Bear View Crossing Waiver Agreements**

Mr. Richards stated that there are two demolitions to be done to complete the task of removing the old mobile homes at Bear View Crossing. He said that 6 New Yorker Drive has been abandoned and 3 New Yorker Drive was previously taken by the Heinz Group. He would like to make an agreement with the Town to abate the back taxes if the homes are removed and replaced with new ones.

Chair McKenney asked how long the homes have been empty.

Mr. Richards said that they have been empty since July 27, 2019. He added that they are infested with asbestos and mold.

Ms. Higham made a motion to enter into a consent agreement with Bear View Crossing regarding the demolishing and replacing of the mobile homes at 6 New Yorker Drive and 3 New Yorker Drive in exchange for an agreement to abate back taxes. 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. Richards said he inherited 14 empty lots. Six are coming in, he said, and all are sold. He plans to complete foreclosures by Thanksgiving.

- **COVID-19 Update**

Mr. Goodine reported that Town Hall is now open Monday through Thursday from 9:00 am until 4:00 pm. Traffic has been brisk and people continue to use the drop box. People are social distancing. He said that the full second-round reimbursement was received.

Ms. Higham asked about the new door.

Mr. Goodine said it will arrive by the end of September.

- **Blueberry Express Park Sign Update**

Mr. Goodine reported that Mr. Frascinella is trying to track down Boy Scout Aaron Cassidy who made the original sign. His plan is to refurbish the original sign and put it near Town Hall, and then to make a new Blueberry Express Park sign for the lawn.

- **Budget 2021 COLA**

Mr. Goodine said that the current COLA is one percent (1%). After starting the year at about 2.3%, the COLA dropped to .03% in March as the economy shut down and since then has slowly rebounded.

Ms. Higham made a motion to establish a COLA of one percent (1%) for 2021 budget preparations. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Budget 2021 Selectboard Review Schedule Discussion**

Mr. Goodine said that, following a similar schedule as that of last year, the BOS would meet on September 28<sup>th</sup>, October 13<sup>th</sup> and 26<sup>th</sup> and November 9<sup>th</sup> to review department budgets.

Chair McKenney said she would like the Budget Committee to get the department budgets sooners.

Ms. Bender said that she would like to close out some small, inactive capital reserve funds. There are between six (6) and ten (10) of these. To close them and move the funds to the General Fund will require a vote at the Town Election in March.

Chair McKenney said that she would like to consider holding two Saturday sessions from 8:00 until noon to review all budgets.

Ms. Higham stated that, because she serves on the BOS and the Budget Committee, she sits through these department budget presentations twice, which means they have to make the same presentation

twice. She suggested that the BOS and Budget Committee hear the budget presentations jointly to save time and make the process more efficient.

Chair McKenney asked Mr. Goodine to check with Mr. Klawes, Chair of the Budget Committee, about the possibility of reviewing the department budgets together.

#### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine stated that the Driver's ad schedule is on the town website and the NHMA website.

Mr. Goodine stated that the EDC would like to schedule the presentation to Dr. Albee at the September 21<sup>st</sup> BOS meeting, said meeting to be held at the Community Center.

Mr. Goodine said the Community Center is looking at serving outside meals to eight (8) people.

Mr. Goodine said that the personnel doing Avitar's assessments are not going inside homes.

Mr. Goodine reported that Ms. Caruso and the Fire Chief have been working on the Capital Region Holiday Food Program.

Mr. Goodine mentioned that the BOS packets include a Comcast update.

Mr. Goodine said that they are in a drought situation but do not yet have mandatory orders to conserve water.

Mr. Goodine reported that there is a cell tower license hearing notice in the Board members' packets.

Mr. Goodine reported that New Hampshire Electric Cooperative is seeking permission to offer broadband service to rural areas. This will require a special vote in October.

Mr. Goodine reported receiving a thank you note from Dick and Tina Courtemarche for their proclamations in May.

Mr. Goodine concluded his report, saying that the MS-1 shows an increase of \$4.8 million in valuations.

#### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

Ms. Higham made a motion to ratify the Consent Calendar of the August 24, 2020 meeting. 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 August 10, 2020 meeting as written. 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 August 24, 2020 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 Items**

Ms. Higham made a motion to enter non-public session at 8:07 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 8:39 pm. Ms. Higham 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.

Ms. Higham made a motion to enter non-public session at 8:40 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 8:56 pm. Ms. Higham 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.

Mr. McDonald made a motion to accept the property owner's payment plan offer to pay \$100 per month on the property identified as Map 106, Lot 38-28. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **Adjournment**

Mr. McDonald made a motion to adjourn at 8:58 pm. Ms. Higham 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  
AUGUST 24, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b> 09 / 10 / 2020	
	03 / 07 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	03 / 04 / 2021
SCOTT MCDONALD, Member	DATE

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

<b>TITLE</b>	Minutes for 8-24-20
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## Document History



**03 / 04 / 2021**  
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Sent for signature to Sandra McKenney (smckenney@allentownnh.gov), Maureen Higham (mhigham@allentownnh.gov) and Scott McDonald (smcdonald@allentownnh.gov) from dgoodine@allentownnh.gov  
IP: 64.222.96.214



**03 / 04 / 2021**  
01:23:59 UTC

Viewed by Maureen Higham (mhigham@allentownnh.gov)  
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**03 / 04 / 2021**  
15:35:43 UTC

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**03 / 04 / 2021**  
15:38:47 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)  
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**03 / 07 / 2021**  
20:30:11 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)  
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## Document History



**03 / 07 / 2021**  
20:30:39 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)  
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**03 / 07 / 2021**  
22:19:54 UTC

Signed by Maureen Higham (mhigham@allentownnh.gov)  
IP: 64.222.96.214



COMPLETED

**03 / 07 / 2021**  
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The document has been completed.