

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
October 05, 2020

**Call to Order**

The Allenstown Selectboard Meeting of October 05, 2020 was called to order by Chair Sandy McKenney at 6:05 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

Others present: Michael Frascinella, Chad Pelissier, Ryan Pelissier

## **Citizens' Comments**

Mr. Frascinella, EDC Chair, stated that the town's first outdoor movie night, featuring *The Goonies*, went very well, with 30 to 40 people in attendance. He also announced a new event being sponsored by the EDC, a Halloween Lighting Contest. First, second and third place prizes and trophies will be awarded to the three best-decorated houses. Residents can register their homes online. He said that four houses have been registered thus far. Open voting begins on October 11<sup>th</sup>, he said, and there will also be a Spooky Story contest for the kids, with the best story being read at the award ceremony.

Mr. Chad Pelissier, Road Agent, introduced a new Highway Department employee, Ryan Pelissier, who comes to Allenstown from Nashua where he has worked for their highway division for the past 11 to 12 years.

Chair McKenney welcomed Ryan to Allentown.

## **Regular Agenda**

### **▪ Rail Trail Properties Update and 41-14a Discussion**

Mr. Goodine reported that the seller of the two properties the Town has been seeking to purchase for the Rail Trail has now added a third parcel which must be purchased along with the first two. The cost is \$3,900.00; the lot is a small, narrow one for which the Town will find some use. He said the purchase will be discussed at the October 7<sup>th</sup> Planning Board meeting. Public hearings will be held on October 19<sup>th</sup> and November 2<sup>nd</sup>. The BOS will then vote on the purchase at their November 16<sup>th</sup> meeting. The funds for this, he said, are in the capital reserve account. He also reported that the Town may have to pay some of the cost for the Brownfield study of these parcels because the grant received may not cover all of the expense.

Mr. McDonald made a motion to approve the proposed hearing schedule for the third Rail Trail property, identified as Map 113, Lot 42. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **▪ COVID-19 Update**

Mr. Goodine said that he presented COVID-19 related expenses in the amount of \$109,000.00 on September 15<sup>th</sup> and received reimbursement for about \$92,000.00. The amount allotted to Allenstown

was \$95,000.00; he said he plans to find out why the reimbursement was \$2,300.00 short. He next said that a larger drop-off box has been ordered so that packages can be left outside the building securely. He said they are working on the logistics of having Town Clerk/Tax Collector customers entering and exiting the building safely, with some talk of seeing customers by appointment only. He asked Mr. Pelissier to check on some signaling options.

- **October 15, 2020 Budget Committee Meeting with School Board and Selectboard**

Mr. Goodine reported a Budget Committee meeting scheduled for October 15<sup>th</sup>. It will be held at the Community Center beginning at 6:00 pm.

Chair McKenney asked Mr. Goodine to prepare a quorum notice for the Select Board.

Mr. Frascinella asked about the purpose of the meeting.

Mr. Goodine said the School would be presenting the findings of the committees which have been studying the school buildings situation, with the options of renovating or constructing a new building.

- **Sign General Election Warrant**

Mr. Goodine presented the General Election Warrant.

Ms. Higham made a motion to approve the Warrant for the November 03, 2020 General Election. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Salt Bid Awards**

Mr. Pelissier stated that the Highway Department signs contracts with two salt companies – Granite State Minerals and Morton. At \$49.50 per ton, Granite State offers the lower price, but they can't always get salt from them when they need it; they have a limited storage area for salt. Morton's price is \$53.40 per ton. Mr. Pelissier said they did not use a lot of salt last year. They have been using sand more, he said, which involves a lot of work during cleanup in the Spring.

Ms. Higham made a motion to approve the Highway Department's salt bid awards to Granite State Minerals (\$49.50) and Morton (\$53.40), and to allow the Town Administrator to sign the Bid Awards. Mr. McDonald seconded the motion.

A roll call vote was taken.  
Maureen Higham – Aye  
Scott McDonald – Aye  
Sandy McKenney – Aye  
The motion carried unanimously.

### **Town Administrator's Report**

Mr. Goodine referred to a BOS vote in August regarding a five percent (5%) match for a FEMA grant for Self-Contained Breathing Apparatus (SCBA). For this match, \$4,928.00 is to be taken from the Fire Safety Apparatus Capital Reserve Fund, which has a current balance of \$151,000.00. Mr. Goodine referenced a memo from Fire Chief St. Germain, indicated the funds were from the account ending in 8125.

Ms. Higham made a motion to approve the withdrawal of \$4,928.00 from the Fire Safety Equipment Apparatus Capital Reserve Fund to pay the five percent (5%) match required for the FEMA grant for SCBA. 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. Goodine next asked the Board members to approve a Welfare Lien Discharge, 39-21.

Ms. Higham made a motion to approve the Welfare Lien Discharge, 39-21. 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. Goodine reported that the paperwork for the Election Grant has been completed and submitted.

Mr. Goodine next reported that the replacement of Energy Recovery Ventilators at the Community Center ran into problems because the attic space opening is too small. He added that they have ongoing plumbing problems at that facility.

Chair McKenney stated that Fire Chief Paul St. Germain is forming a special committee in an effort to purchase a new ladder truck. She said that she can't support the effort; it is bad timing. She noted that they do have Mutual Aid. She instructed Mr. Goodine to draft a letter to Chief St. Germain.

Mr. Goodine reported that he is working on the Transfer Station \$1.50 processing fee per item. He said the Allenstown has been using the Interware service for about 15 years; the Transfer Station has been using them for about six years.

Mr. Goodine reported that he has not yet heard from Police Chief Stark regarding Trick or Treating for Halloween.

Mr. Pelissier stated that the Highway Department ground half of Granite Street today and will be paving on Thursday. They are also doing the catch basins on Albin Avenue. He said that he is looking into something with Mr. Trainque of Hoyle Tanner regarding the outfall, which are currently going across private property and into the river. He said that, for very little cost, they could move the outfall so that it is not on private property.

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

Ms. Higham made a motion to approve the Consent Calendar of the October 5, 2020 BOS 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 Payroll and Accounts Payable Manifests listed on the October 5, 2020 BOS meeting 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.

Ms. Higham made a motion to approve the non-public minutes, Sessions I & II, of the September 21, 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 public meeting minutes of the September 21, 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.

### **Non-Public Agenda Items**

Chair McKenney made a motion to enter non-public session at 7:40 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 return to public session at 8:40 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.

Ms. Higham made a motion to accept the following tax payment applications:

Map 107, Lot 12-102 (\$500.00 per month)

Map 107, Lot 12-167 (\$100.00 per month)

Map 107, Lot 12-051 (\$115.00 per month)

Map 112, Lot 131 (\$500.00 per month, plus the owner's stimulus check, with an agreement to obtain financing as soon as probate closes)

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 adjourn at 8:42 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  
OCTOBER 05, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b> 10 / 19 / 2020	
	03 / 05 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	03 / 31 / 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

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## Document History



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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  
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**03 / 05 / 2021**  
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**03 / 05 / 2021**  
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**03 / 07 / 2021**  
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**03 / 07 / 2021**  
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**03 / 31 / 2021**  
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**03 / 31 / 2021**  
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The document has been completed.