

TOWN OF ALLENSTOWN
Selectboard Meeting
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
November 02, 2020

Call to Order

The Allenstown Selectboard Meeting of November 02, 2020 was called to order by Chair Sandy McKenney at 6:15 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 limited seating for observing and listening 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 (603-485-7321, password 1234), which is 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. If Facebook Live gets shut off, it cannot be restored, so listeners would have to tune in through ZOOM or call the conference line, which is the official platform. 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. If anybody has a problem, please call 207-595-0310 or email at: 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. 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 arrived at 6:18 pm.

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

Others present: Michael Frascinella, EDC Chair; Kathleen Pelissier, Town Clerk/Tax Collector; Chad Pelissier, Road Agent; Michael Stark, Chief of Police; Trish Caruso, Welfare/HR

Citizens' Comments

Mr. Frascinella reported that the Halloween Lighting Contest was a big success. For the awards ceremony on Friday afternoon, about 24 people were in attendance. First prize was awarded to Jeff and Sophie Ciampa of 6 Sullivan Drive, second place to Russ and Jackie Langille of 39 River Road and third place to Richard and Kathryn Brockstedt of 13 Pine Acres Road. Jeffrey Venegas announced and handed out the prizes, and in an interesting, generous twist, when Mr. and Mrs. Brockstedt heard that Keith Klawes was in fourth place, they gave him their gift certificate. The Committee will now be working on the Christmas decorating contest, with 14 homes already registered, compared with eight last year. Due to high winds, the Hometown Hero banner for Wayne Martel's father was torn beyond repair. Matt Seiler of the Hometown Heroes organization will make a new one at no cost.

Chair McKenney thanked Mr. Frascinella for all of the great work being done by his Committee.

Public Hearing

▪ Purchase of Land Identified as Map 113, Lot 42 as Part of the Rail Trail Property Deal

Chair McKenney opened the public hearing at 6:20 pm.

Mr. Goodine stated that purchase of two lots already approved for purchase requires the purchase of this third small lot, which was part of the rail line switchback. He added that Brownfields expenses for this parcel will be covered by the grant already received.

Chair McKenney closed the public hearing at 6:25 pm.

Regular Agenda

▪ Budget Discussion

Ms. Bender reported that they are working on the budget in earnest. The proposed budget at this point is \$146,570.00 above the 2020 budget. The plan is to offset the new tax rate with about \$50,000.00 from the Unassigned Fund Balance. They are holding back on the funding of some capital reserve funds because of budget uncertainties due to COVID. They plan to designate about \$120,000.00 to these funds, versus \$230,000.00 last year. As an example, it is important to continue funding the Revaluation fund. She noted that the amount owed to Tri-Town is up about \$42,000.00. Two years ago, Tri-Town returned to Pembroke and Allentown a substantial amount from their fund balance, causing this amount to fluctuate a lot in the past few years. The NHRS has a large increase. More detail, she said, will be provided at the budget meetings.

Chair McKenney observed that the legal line is low.

Mr. Goodine said that was cut by \$10,000.00 because of an anticipated decrease in the need for legal services. The Capital Fire Vehicle line has been reduced by \$24,000.00. The expectation is that lost revenue will come back after the pandemic

Ms. Bender said they are anticipating a 30% reduction in Meals & Lodging revenue and a reduction of about \$20,000.00 in Highway Block Grant funding. Allentown's COVID-related expenses have been reimbursed in the amount of about \$200,000.00.

- **Deputy Town Clerk**

Ms. Pelissier reported that her current Deputy Town Clerk is planning to move out of Allenstown and therefore will not be able to keep that position, as State law requires her to be a resident of Allenstown. When that happens, Ms. Pelissier said, she would like to change her title to Assistant Town Clerk. For now, she would like to advertise for a Deputy Clerk position, working ten (10) hours per week with no benefits.

Ms. Higham made a motion to authorize the Town Clerk to advertise for a Deputy Clerk position, working ten (10) hours per week, and further to authorize the Town Clerk to change the title of her current deputy to Assistant Clerk when she is no longer an Allenstown resident. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Police Chief Update on Hiring Officer**

Chief Stark stated that Officer Carlos Morel has resigned, and his last day will be November 6th. The Chief has advertised for a new officer, he said, but it will be a challenge to fill the position. The Police Academy is doing lots of virtual instruction much of the training cannot be done that way.

Chief Stark reported receiving three bids for the Patrol Room project. He said it should be affordable and will create a better place to work.

Ms. McKenney stated that the Police Department did an awesome job with Halloween. The event organized by Hannah Higgins at Bear Brook went very well.

Chief Stark said that Trick or Treating was low-keyed and there were no issues.

- **Angel Tree Program**

Ms. Caruso offered a report on the Angel Tree Program which provides Christmas gifts for children. She said that Easter Seals is using Walmart as their vendor. However, Walmart requires 501-C3 status, so the Town is using Target instead. Describing the process, Ms. Caruso said that families supply her with a list of items they want for their children, with a limit of \$100.00 per child, and she coordinates the donations, shopping and distribution.

- **Quit Claim Correction for 15 Pinewood Road**

Mr. Goodine explained that this property was deeded for taxes in 2014 and subsequently re-purchased by the owners. A correction needs to be made to the quit claim document which was prepared because

it did not clearly indicate that all of the parcel was returned to the owner. This, he said, is the site of the proposed assisted living facility.

Ms. Higham made a motion to sign the corrected quit claim for the property at 15 Pinewood Road. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **IT Services Contract – Tabled**

Mr. Goodie said this item will remain tabled as they work on the contract renewal.

Mr. McDonald said that his IT issue was resolved and working with the IT person was a good experience.

- **COVID 19 Update**

Mr. Goodine stated that the number of COVID cases just about everywhere is up and projected to rise even more, although Allenstown has not had an increase. He said that the new Town Hall door has been installed and matches the building better than the previous one. They are now working on the electricity for the handicapped access mechanism and the buzzer. He said that he and Mr. Pelissier are looking at a 'Take-a-Number' device for the Town Clerk/Tax Collector's office so that people will not lose their place in line. He reported receipt of CARES Act funds in the amount of \$95,052.89.

Town Administrator's Report

Mr. Goodine asked for a motion to approve a payroll change order from July for Marc Boisvert, moving him to Grade 10, Step 7.

Ms. Higham made a motion to approve a payroll change order from July for Marc Boisvert, moving him to Grade 10, Step 7. Ms. 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 asked for a motion to approve a Certificate of Appointment for Brian Arsenault, Code Enforcement Officer, as temporary Building Inspector. He is currently the Deputy Building Inspector, and this will allow him to fill in until a permanent Building Inspector is hired to replace the current one.

Ms. Higham made a motion to approve a Certificate of Appointment making Brian Arsenault the temporary Building Inspector, such appointment expiring upon the permanent appointment to the position. 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 announced a joint meeting of the Budget Committee and the BOS to be held Saturday, November 7th beginning at 9:00 am at the Community Center.

Other Business

Mr. Pelissier reported that both Highway trucks were sold at auction for a little over \$20,000.00. He had been offered \$10,000.00 for them at trade-in. He said that the drainage work on Albin Avenue will be done this week. Grading will be done next Monday and paving on Tuesday, weather permitting. He said he had been working with Hoyle Tanner to move the outfall so that it does not pass over the two properties not owned by the town. He said there is one pipe for all drainage there. Hoyle Tanner believes this can be accomplished with a Permit by Notice from NHDES.

Chair McKenney expressed concern about the use of foul (inappropriate) language at a public committee meeting.

Mr. Goodine said this will be discussed in a non-public session.

Ms. Higham said that the chairs in the meeting room are falling apart.

Mr. Goodine told her that there is money in the budget to replace the chairs; they only need to be selected and ordered.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the November 02, 2020 Select Board 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 session minutes of the October 19, 2020 Select Board 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 non-public sessions I, II, and III of the October 19, 2020 Select Board 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 Accounts Payable and Payroll Manifests listed on the November 02, 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

Chair McKenney made a motion to enter non-public session I at 7:47 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 8:25 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.

Chair McKenney announced that the Select Board will hold a special meeting on Monday, November 9, 2020 at 5:00 pm. This will be a brief meeting, the purpose of which is to sign the tax warrant.

Chair McKenney made a motion to adjourn at 8:27 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**

NOVEMBER 02, 2020

SIGNATURE PAGE

Original Approval: 11 / 16 / 2020	
	03 / 05 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	03 / 31 / 2021
SCOTT MCDONALD, Member	DATE

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

TITLE	BOS Minutes 11/02/20
FILE NAME	BOS Minutes 11.02.2020.pdf
DOCUMENT ID	026ad514ac46cb06bb9bbb075e4cabcadcff7b99
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

03 / 04 / 2021

01:02:45 UTC

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



VIEWED

03 / 05 / 2021

16:39:13 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 174.196.209.12



SIGNED

03 / 05 / 2021

16:40:00 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 174.196.209.12



VIEWED

03 / 07 / 2021

22:17:30 UTC

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



SIGNED

03 / 07 / 2021

22:17:44 UTC

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

TITLE	BOS Minutes 11/02/20
FILE NAME	BOS Minutes 11.02.2020.pdf
DOCUMENT ID	026ad514ac46cb06bb9bbb075e4cabcadcff7b99
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



03 / 31 / 2021
13:18:59 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 162.95.216.222



03 / 31 / 2021
13:20:12 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 162.95.216.222



03 / 31 / 2021
13:20:12 UTC

The document has been completed.