

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

Call to Order

The Allenstown Selectboard Meeting of November 16, 2020 was called to order by Chair Sandy McKenney at 6:08 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

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

Others present: Michael Frascinella, EDC Chair; Michael Stark, Chief of Police; Chad Pelissier, Road Agent; Paul St. Germain, Fire Chief

Citizens' Comments

Mr. Frascinella said that the Economic Development Committee will begin work during the week of Thanksgiving on the Second Annual Christmas Lighting Contest. He reported that Hooksett Rotary will be purchasing a Hometown Hero Banner for PFC Ernest Gamelin, Jr. who died in Vietnam in 1968. It was Mr. Gamelin's sister Yvette Philibert who put forth her brother's name. She was ten years old when her brother died. At the next Hooksett Rotary meeting, Mr. Matt Seiler of Hometown Heroes and Ms. Philibert will attend for a ceremony honoring her hero brother, who received 12 medals during his time in the military, including a Purple Heart and the Silver Star.

Chair McKenney told Mr. Frascinella that he was doing a wonderful job.

Mr. Frascinella said that four banners will go up in the spring, and he is hopeful that there will be more requests.

Regular Agenda

- **RSA 41-14A-Purchase of Land Identified as Map 113, Lot 42 as part of Rail Trail Property**

Chair McKenney stated that the Select Board has held two public hearings on the purchase of the parcel identified as Map 113, Lot 42 as part of the Rail Trail property. The Board previously approved the purchase of two parcels for the Rail Trail and will vote tonight on the acquisition of this third parcel as part of a package deal for all three parcels.

Ms. Higham made a motion to authorize the acquisition, by the Town of Allenstown from Vera B. Buck, Betty Gail Fifield and Vernon Christopher Hipkiss, Successor Trustees of the Lucille A. Ladd 2004 Revocable Trust, of a certain parcel of land identified as Tax Map 113, Lot 042 containing 4.1 acres, more or less, situated off Main Street, in the Town of Allenstown, New Hampshire, as further described in a deed dated January 10, 2019 and recorded in the Merrimack County Registry of Deeds at Book 3620, Page 1164, pursuant to authority under RSA 41:14-a. This transfer follows the requirements of RSA 41:14-a, including but not limited to a referral to the planning board for review and recommendation, two properly noticed and timed public hearings and a properly timed vote by the Selectboard to acquire the above referenced parcels of land. The purpose of the purchase is to supplement the purchase of two parcels of land which the Selectboard previously approved to be purchased and which are identified as Map 114, Lot 001 and Map 115, Lot 001. The previously approved land purchases will be used for trails which will be used in conjunction with the Hookset Rail Trail and possible locations in Pembroke. The authorization of this transfer is conditioned upon the successful negotiation of a purchase and sale agreement for the purchase price of \$3,250.00 and which shall contain such other terms and conditions that are in the best interest of the Town. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

▪ **Election Cares Act Grant Reimbursement Part 2**

Mr. Goodine stated that this Election CARES Act reimbursement is based on absentee ballots in the amount of \$3,214.05. He said that \$1,185.00 has already been received for the first fall election, the Primary, and the current reimbursement includes \$4,735.00, which is the 'true up' amount or balance owed Allenstown for the Primary election.

Ms. Higham made a motion to have the Town Administrator sign the CARES Act Reimbursement Part 2 document for the General Election in the amount of \$3,214.05 and also \$4,735.00, the true up amount of reimbursement for the Primary 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.

Ms. Bender said that \$5,000 has been received from the Center for Tech & Civic Life (CTCL), which must be reconciled by the end of December to ascertain how much must be returned.

▪ **2020 Preliminary Assessment Ratio**

Mr. Goodine reported a preliminary 2020 Assessment Ratio of 79.2%

Chair McKenney said she thought this ratio should be in the mid 90's.

Mr. Goodine said that the real estate market is high, so properties are selling for substantially more than their assessed values. That is, typical, arm's length sales are about 20% above assessed value. When a revaluation is done in 2024, the ratio will be brought much closer to 100%.

Ms. Higham made a motion to approve the preliminary 2020 assessment ratio of 79.2% and to instruct the Assessor's agent to turn this information into the State. 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 Station Construction Project**

Police Chief Michael Stark said that they are trying to create more space for the officers' patrol room. The plan calls for converting the existing patrol room into an organized storage area and using a larger area for the new patrol room, with counter space, a half wall, and cubicles. The big blue door must be moved to the smaller hallway, and for this they need a contractor. He explained that, because the State operates on a fiscal year, July 1st through June 30th, and Allenstown is on a calendar year budget cycle,

the grant reimbursement revenue of just under \$13,000 for the trailer (for the special response vehicle they already owned), is available for this expense. Chief Stark requested bids and received three: Paxor Construction- \$11,917.61; JBC Construction - \$12,125.00; and Target NE Historical Restorations - \$18,670.00. The Chief said they plan to go with the lowest bidder, Paxor. He said they will also create a small, private interview room so people will be more comfortable talking about sensitive matters. As a point of interest, Chief Stark said that the Police Station used to be a bank.

Ms. Higham made a motion to approve the contracting with Paxor Construction for the construction work at the Police Station for an amount not to exceed \$13,000.00, and to authorize the Police Chief to sign the construction agreement. 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 Discussion**

Chair McKenney asked Ms. Bender to provide YTD actuals at the next budget presentation.

Mr. Pelissier said that the new format, with Saturday meetings held jointly between the Budget Committee and the BOS, is much better. He said it is a wonderful change.

Ms. Higham said it is more efficient to hear the proposals once all together.

▪ **IT Services Contract**

Mr. Goodine said that the new IT Services Contract will be approximately \$56,342 per year, based on a monthly charge of \$4,686.75. This includes most of the services, he said, and it includes the amount prorated out to the Sewer Department.

Chair McKenney asked if this is a good price for the service they get.

Mr. Goodine said it is less costly than having an IT person on staff. He said that the company, CCS, has had a tenfold increase in calls related to the pandemic, and they are struggling to keep up and hire more staff. Setting people up for working remotely and holding virtual meetings takes up a lot of their time.

Mr. McDonald stated that it takes a lot of effort to swap IT companies because of all of the data which needs to be transferred. For this reason, entities are reluctant to swap services.

Chair McKenney noted that this is a five-year contract, and she asked if they should ask for a one-year contract to give them time to make a decision.

Mr. Frascinella said that what the Town has is 'pitifully inferior' to the tools he has at home.

Mr. Goodine said that Civic+ does the website, not CCS.

Chief Stark said they have worked with this company for over ten years in the Police Department and they have been great. He said they are very well prepared in terms of cyber security. Everything is safely backed up.

Ms. Higham noted that there are several other departments with whom they should check. She said they would need about two years to explore other options.

Fire Chief Paul St. Germain said the Fire Department has had some repetitive issues, and they think the cost is high.

Chair McKenney asked Ms. Bender to request a two-year contract with the current vendor.

Ms. Bender confirmed that she would do that.

▪ **COVID19 Update**

Mr. Goodine said he met last week with Mr. Eisenhart to discuss vaccinations for COVID. They prepared questions to ask Primex regarding this issue, from the perspective of an employer.

Chief St. Germain reported on trends in the Capital Area, based on records kept by the Mutual Aid group. He said this area is tracking similar to the State, with a decline in cases over the summer and an upward trend beginning in the fall, and a serious spike in the last couple of weeks. He said we will not be out of this any time soon.

Mr. Goodine asked if this is because people are inside more, or because students are back in school, or just because of COVID fatigue.

Chief St. Germain said his data is based on call volume.

Mr. Goodine said there have been spikes in rural areas such as Plymouth and Durham. Both communities have colleges.

Town Administrator's Report

Mr. Goodine said he will be attending (virtually) the NHMA Annual Conference over the next three days. He said he has five or six workshops scheduled.

Mr. Goodine reported that the new drop-box has been installed at Town Hall. He said they are working on getting an electrician to install the handicap button for the front door. He and Mr. Pelissier have continued their work to devise a safe, orderly way to take customers at the Town Clerk/Tax Collector's office. Right now, some sort of 'take-a-number' system seems to be the best.

Consent Calendar, Minutes, and Manifests

There were no Consent Calendar items to ratify.

Ms. Higham made a motion to approve the public minutes of the November 2, 2020 meeting. Ms. 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 non-public session of November 02, 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 payroll and accounts payable manifests listed on the November 16, 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 in accordance with the provisions of RSA 91-A:3, II (c) at 7:40 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 return to public session at 8:50 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 made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (b) at 8:51 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 9:10 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 made a motion to adjourn at 9:11 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 ALLENTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

NOVEMBER 16, 2020

SIGNATURE PAGE

Original Approval: 11 / 30 / 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

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16:38:29 UTC

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SIGNED

03 / 07 / 2021

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