

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
November 30, 2020

**Call to Order**

The Allenstown Selectboard Meeting of November 30, 2020 was called to order by Chair Sandy McKenney at 6:10 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](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. 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; Kyle Gingras, Plodzick & Sanderson; Michael Stark, Chief of Police; Chad Pelissier, Road Agent

## **CITIZENS' COMMENTS**

Mr. Frascinella reported that the Christmas Lighting Contest began over the weekend and will end on December 17<sup>th</sup>, with awards to be presented on December 19<sup>th</sup>.

### **Regular Agenda**

#### ▪ **2019 Audit Presentation**

Mr. Gingras of Plodzik and Sanderson presented a summary of the 2019 financial audit of the Town. In the opinion letter, he said the only adverse comment relates to the Business-Type accounts, which is the Sewer Fund. The comment is about the inventory of infrastructure assets, which Allenstown has been working on. The report gave the Town an unmodified (clean) opinion. He said that the Town has added GASB #84, which addresses how the Town reports its fiduciary activities. This, he said, has two impacts: It moves the School's portion of tax receivables out of the Town's balance sheet into fiduciary funds. and it restates the net position of School District Trust Funds. Exhibits A, he said, is the Governmental Activities (General Fund and Special Revenue accounts) and the Business-type Activities (just the Sewer Fund), which list long-term assets and liabilities, and the related expenditures such as pensions. C1 is the Balance Sheet and C3 is the Revenues and Expenses. They do not include capital assets or long-term liabilities. Exhibit D compares budgeted amounts to actual revenue and expenses for the General Fund, thus reconciling the Unassigned Fund Balance from one year to the next. E1, 2 & 3 are the Sewer Financial Funds. Exhibit F shows the property taxes now held as fiduciary funds on behalf of the School. Note 18 on page 46, he said, shows prior period adjustments, which are the fiduciary fund adjustments due to the adding of GSB #84. Schedules 1, 2, & 3 beginning on page 55 show the beginning Unassigned Fund Balance of \$2,255,930.00 in more detail. After deductions for encumbrances, the new total is \$2,489,229.00. This is an accounting balance and not the GAF derived Unassigned Fund Balance, which has two reconciling items. Comparing budget to actual, the most significant difference is in Motor Vehicle Registrations, whose revenue came in at \$130,000.00 more than budgeted.

Chair McKenney asked how they did overall, and she asked if there were items to be improved upon.

Mr. Gingras said that the Town did not overspend the budget, which is good. The Town also increased the Unassigned Fund Balance, which is also commendable. He said that the taxpayers should be pleased with the performance.

Ms. Bender said that there are policies which should be reviewed more often, such as the purchasing policy. Investment policies do not have to be reviewed as often. She said that the Highway Department is working on identifying roads, catch basins, etc.

#### ▪ **Police Detail Rates**

Police Chief Stark stated that he would like to increase the hourly rate for Details from \$41.00 to \$47.00. With no change to the administrative charges, the total would be \$70.00 per hour. He said this is equal to or less than amounts charged in neighboring communities. He would like this to go into effect on January 1, 2021.

Chair McKenney stated that they would hold a public hearing at the December 16, 2020 BOS meeting.

## ▪ Budget Discussion

Mr. Goodine said that the Budget Committee will be meeting on December 12<sup>th</sup> and December 17<sup>th</sup>. They might also be meeting this Thursday, December 3<sup>rd</sup>.

Chair McKenney stated that she would like to discuss the Fire Department's proposed budget which has been revised recently. She said that she would prefer that the ladder truck (actually a Quint) be presented in a warrant article, because if it is in the budget, the voters may not know about it.

Mr. Goodine said that 15 years is a long lease time. He also said that the MRI study which has been referenced recommended that a SAFER grant be obtained in order to beef up the number of call firefighters, not for four (4) full-time firefighters. He noted that there will be two, and possibly three, new Select Board members next year, and they might not support the idea of a new truck. He reminded the Board members that, even if the new truck is in the approved budget, they cannot be forced to approve the purchase.

Chair McKenney said she feels that a new ladder truck is out of our reach. She said that is a lot of money for one vehicle.

Mr. McDonald said that they have access to ladder trucks through the Mutual Aid agreement.

Ms. Bender said that, with the interest included, the actual cost of the truck is about \$1.5 million.

Mr. McDonald said that he approves of the plan to purchase forestry trucks and equipment. He noted that the SCBA funds are available.

Chair McKenney said she disagrees with the use of those funds for the purchase of forestry trucks and equipment because it is not being honest with the residents.

Ms. Bender agreed that this is a slippery slope. She added that the purchase of a vehicle such as the pickup which is part of this package is typical of the items purchased via a three year lease.

Mr. Frascinella said there is no need to buy a ladder truck because Allenstown is surrounded by them via Mutual Aid. As Chair of the EDC, he said, he is opposed to projects which will discourage development. Taxes will go up, and the School Board is looking for \$30 million for a new school.

Mr. Pelissier said that the Fire Department's plan is to replace three (3) vehicles with two (2).

Mr. McDonald said that they are looking to purchase a new pickup truck with a plow, a skid, a trailer, and a side-by-side. The total is \$85,666.00: \$63,646.00 for the pickup & plow; \$14,999.00 for the side-by-side; \$2,396.00 for the trailer, and \$4,625.00 for the skid.

Mr. Goodine said that they will be short \$1,666.00, based on putting \$84,000.00 in the Capital Outlay line.

Ms. Bender said that they should lease the pickup.

Mr. Goodine said that he totally agrees with that. He said that after the China Mill and Optimus developments are complete, and after they add to the number of call firefighters, is when they might consider the new truck. He said that a ladder truck doesn't operate with only two firefighters. He

continued, saying that the vendor got the annual cost of the new truck down to \$84,000.00 by taking off accessories. He said it is better to start with new accessories because they would all be the same age. Also, a water source is needed, he said. Allenstown does not have a tanker truck. Mutual Aid will be needed anyway, because, unless the fire is near a hydrant, the Quint doesn't hold enough water on its own. Furthermore, purchasing this new truck will not affect ISO ratings in rural areas because the town still doesn't have a tanker truck.

Chair McKenney said that the residents could vote down the whole budget and they would be operating with the default budget. She emphasized that they want to be honest with the residents.

Mr. Goodine displayed the language from Goffstown for a SAFER grant warrant article. He said that the Board needs to get involved and take a stand now, rather than later, with the Budget Committee.

Chair McKenney said that the Board, not the Budget Committee, creates the budget.

Ms. Bender said she is waiting for a response from the DRA to a question she posed: Whose budget is it?

Mr. Goodine said that the Select Board cannot be forced to buy a truck or to hire full-time firefighters. However, the Budget Committee can send the budget that they want. He said they are dealing with three issues: manpower, the forestry package, and the ladder truck. He said that the Board needs to offer suggestions now.

Ms. Bender said that one warrant article will be the operating budget. A second could be the ladder truck. Although warrant article items in Allenstown are usually funded by the Unassigned Fund Balance, that doesn't have to be the case. She said they could leave the forestry package in the operating budget because it fits the pattern of similar purchases – same timeframe, same type of cost. For manpower, that could also be a warrant article.

Mr. Goodine shared information he found regarding the role of the Budget Committee, which stated that the Budget Committee prepares the proposed budget and the default budget. It is their budget, and the voters decide. He said that it would be best for the Select Board members to provide input and opinions now. He added that the SAFER grant should be for call firefighters. No surrounding communities have six (6) full-time firefighters.

Ms. Higham made a motion to oppose the purchase of a new ladder truck in 2021 or 2022 by using capital outlay funds which would be tied to the operating budget in subsequent years. 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 stated that one-third of Allenstown's land area is forested.

Mr. Pelissier said he would like to look at the Fire Department's old pickup truck before it is sold. The Highway Department might be able to use it.

Ms. Higham made a motion that the Forestry Package of Vehicles and Equipment be in the operating budget. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Nay

The motion carried 2-1.

#### ▪ **IT Services Contract**

Ms. Bender reported that the IT Services vendor has agreed to a two-year contract for an annual cost of \$56,961.00. She reminded the Board members that some items included in this contract were not in the previous contract, but the Town was billed separately for them. It made sense, she said, to include them in the contract.

Ms. Higham made a motion to approve the two-year IT Services contract, and further to authorize the Town Administrator to sign the contract with CCS of NH. Mr. McDonald 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 stated that he would like to have a policy for when the vaccine is available. It would state that employees opting not to have the vaccine shot(s) would be able to use accumulated sick/vacation time, but if none is available, they would be without pay.

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

Mr. Goodine asked for a vote of consent for the Brownfields grant related to the Rail Trail. Also related to the Rail Trail, he said the Town will be reimbursed for the survey which needs to be done for the third parcel.

Mr. Pelissier said that he plans to use the new snowblower for the Community Center, and he will cover it. The old one, he said, would be good for the Fire Department.

Mr. Goodine reported on changes to Comcast programming.

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

Ms. Higham made a motion to ratify the Consent Calendar of the November 30, 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 non-public sessions I & II of the November 16, 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 public sessions of the November 9, 2020 and November 16, 2020 meetings. 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 30, 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**

Chair McKenney made a motion to enter non-public session at 8:32 pm in accordance with the provisions of RSA 91-A:3, II (b). 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 8:47 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, with regret, the resignation of Carl Caporale as a member of the Allenstown Sewer Commission. 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 stated his thanks to Mr. Caporale for his service to the community.

Ms. Higham made a motion authorizing the Town Administrator to continue with the hiring process for a Code Enforcement Officer/Building Inspector. Mr. McDonald 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 8:48 pm. Chair McKenney 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 30, 2020  
SIGNATURE PAGE**

<b>Original Approval:</b> 12 / 14 / 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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**03 / 04 / 2021**

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IP: 64.222.96.214



VIEWED

**03 / 05 / 2021**

16:37:19 UTC

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**03 / 05 / 2021**

16:37:44 UTC

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**03 / 07 / 2021**

22:16:10 UTC

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**03 / 07 / 2021**

22:16:28 UTC

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## Document History



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