

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
February 08, 2021

**Call to Order**

The Allenstown Selectboard Meeting of February 08, 2021 was called to order by Chair Sandy McKenney at 6:12 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, which is a simulcast of the Zoom meeting, and we do not follow the Facebook comments. 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, 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 Line 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, Scott McDonald, Maureen Higham

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

Others present: Michael Frascinella, EDC Chair; Fire Chief Paul St. Germain; Chad Pelissier, Road Agent; Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark; CEO Brian Arsenault

### **Citizens' Comments**

Mr. Frascinella said he would like the Select Board to confer with, motivate or lean on whomever is in charge of the voter checklist because thousands of people are registered and only between 300 and 500 actually vote in elections. He said he was reading a newsletter of ***Judicial Watch***, a conservative organization concerned with transparency in government, and learned that 14 of the 102 counties in Illinois had more registered voters than people in the county. There are 800,000 inactive voters on checklists in Pennsylvania because they are behind in culling the lists. The Voter Registration Act, he said, requires that voters be removed if they fail to vote in X number of elections. He said that these voter lists need to be cleaned up.

Ms. Bender said that Dawna Baxter, one of the Checklist Supervisors, has worked diligently on this and the process is complete.

Mr. Goodine said the process is called purging and there is a defined procedure for it.

Mr. Frascinella asked how they can know it has been done. Where is the transparency? he asked. What is the new number?

Chair McKenney said she believes the checklist is public information.

### **Regular Agenda**

#### **▪ Rail Trail Land Purchase**

Mr. McDonald read the Resolution authorizing the Rail Trail Land Purchase as drafted by Town Administrator Derik Goodine:

**Whereas**, the Town of Allenstown desires to encourage more economic development activity; and

Whereas, rail trail development has created an influx of visitors and tourism to the communities that have them, and

Whereas, Allenstown is and has been negotiating a Purchase & Sale Agreement with the Trustees of Lucille A Ladd Revocable Trust (a 2004 Revocable Trust) to purchase three parcels of former railroad properties within the town; and

Whereas, these properties are identified as Map and Lot: 114-001, 115-001, and 113-042; and

Whereas, the Town would have preferred to conduct a brownfield assessment prior to purchase, but the sellers will not wait for that process to finish and thus will not allow the brownfield study to be included in the P&S; thus the town is faced with purchasing the land without the assessment or walking away from the agreement; and

Whereas, the Town Administrator asked local historian Armand Verville if he knew of any spills or hazards along the rail properties, and was told there are none known; and

Whereas, Mike Frascinella, Economic Development Committee Chairman, found that diesel engines were only used for the last two years of use of the rail properties in the 1950's; and

Whereas, the Town asked Central NH Regional Planning for help evaluating the likelihood of a significant environmental problem being associated with the properties, and

Whereas, CNHRPC in turn asked people involved with other NH rail trails for advice, and documents from the Environmental Protection Agency and from Rails to Trails Conservancy were provided; and

Whereas, these documents showed the likelihood of environmental problems is low along sections of railroad properties that just had trains rolling over them; and

Whereas, it was further found that the chance for a problem of contamination increases at stations and at industrial facilities where loading & unloading took place while the trains were idled and serviced; and

Whereas, CNHRPC and others reviewed the location of the rail lines to assess whether any of these higher risk activities took place or such structures were located along the rail line at these property locations and examined Sanborn Fire Insurance Company maps and old topographic maps as part of this research; and

Whereas, these resources are available online to the public., and they show no evidence of factory buildings or a train station on those maps, thus it is felt that the chance of contamination beyond the normal creosote and coal ash is low; and

Whereas, rail tie contamination and soil contamination from creosote and coal ash are mitigated by removing the rail ties and placing them on the edge of the trail and contaminated soils are mitigated by sealing the rail beds with gravel, crusher (stone) dust, or asphalt; and

Whereas, the Granite State Rail Trail, when completed, would be the state's longest rail trail at 112 miles; and

Whereas, these properties are an important link in the future of the proposed Granite State Rail Trail Project, a rail trail project that extends from Salem to Lebanon which will be an important active transportation and recreation corridor for residents and visitors alike; and will likely bring significant economic benefits to the town; and

Whereas, if the Town does not purchase the property now that the sellers will sell the property to other interested parties, and a look at property tax maps in both Allenstown and Hooksett reveals two potential parties that could have significant reasons to purchase the land; and

Whereas, having these parcels of land owned by the town, controls their destiny and future as part of the Granite State Rail Trail Project and in the short term can be linked to the Town of Hooksett trail system;

Be it resolved by the Allenstown Board of Selectmen assembled, to purchase the three properties utilizing Parks and Recreation CRF Funds and to authorize the Town Administrator to sign and execute all documents as necessary on behalf of the Town of Allenstown.

Mr. McDonald made a motion to approve Resolution 2021-01 for the purchase of the Rail Trail property. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Fire Department Fee Schedule**
- **Fire Vehicles Discussion**

Chair McKenney made a motion to table these two items – Fire Department Fee Schedule and Fire Vehicles Discussion – until the new Select Board meets on March 22, 2021 after the Town 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.

- **COVID-19 Webinar – Assistance with Administration of Vaccine**

Chief St. Germain said that the state is looking for more people to help with the administration of the COVID vaccine and to observe those getting shots. He said they have developed a program for this and have put out a request to all Fire Departments in the state. Some of his employees, he said, have asked about it. They are regular call members and are not from out-of-town. They are EMT's, A-EMT's and one paramedic. The BOS would make the decision, he said.

Chair McKenney expressed concern because Allenstown has a hard time getting coverage for shifts. She said that larger communities would be more able to spare staff for this.

Chief St. Germain stated that they would be doing this on their own time.

Mr. Goodine said he was able to watch only a part of the webinar and would need to see a summary sheet about the program. He said that Fire Department details could be established, similar to those in the Police Department, so that overtime pay would not be involved.

Chair McKenney made a motion to table this item until more information is obtained. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Fire Department Resignation**

Chair McKenney made a motion to accept the resignation of a per diem firefighter, Richard Daughen. effective January 19, 2021. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye  
Sandy McKenney – Aye  
The motion carried unanimously.

▪ **Paving Bid Award**

Mr. Pelissier reported the receipt of three bids for upcoming paving jobs in Allenstown. These were from GMI and Advanced - regular bidders - and Atlantic Asphalt & Paving, which is a new bidder for Allenstown. He said the most important figure is the price per ton. Bids were as follows:

GMI bid \$71.80 per ton for shim & overlay and \$165 per ton for handwork.

Advanced bid \$70.45 per ton for shim & overlay and \$115 per ton for handwork.

Atlantic Asphalt & Paving bid \$100 per ton for shim & overlay, \$90 per ton for topped only and \$25 per ton for sidewalks.

Mr. Pelissier said that Atlantic's high bid is out, and Advanced charges for road sweeping, while GMI does not. However, Mr. Pelissier said the sweeping involves one to two hours per street and is something his own people can do. He said that another key figure is the charge for key cuts (trimming). Advanced charges \$4 per foot and GMI charges \$7 per foot. Overall, Advanced is the least expensive of the three bids.

Chair McKenney said that Advanced has been good to Allenstown.

Ms. Higham made a motion to award Advanced Paving the Allenstown paving contract. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

▪ **Bill on Landfill Locations**

Mr. Goodine told the Board members that he has drafted a letter in opposition to House Bill 177, which would prohibit the siting of a landfill within two miles of a State Park. He explained that Casella is seeking DES approval to place a landfill in Dalton near Silver Lake, and that the Town of Dalton is attempting to pass a zoning regulation which would prohibit the placing of a landfill in the town. Mr. Goodine said that only the State of NH can make decisions about the placement of landfills. There is already a biomass plant at Casella's proposed location, he said, and some Dalton residents with property near Forest Lake State Park are opposing the siting of the landfill because of concern about their views. Mr. Goodine said he is writing the letter because communities must pay to haul waste to other states if there is no landfill within the state to accept the waste. He added that a long-term solution is needed.

Mr. McDonald made a motion to approve sending Mr. Goodine's letter in opposition to HB 177 on behalf of the Select Board. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Town Report Dedication and Cover Photo: TA's Ideas**

Mr. Goodine proposed dedicating the Town Report to first responders. He also suggested using pictures of the Hometown Heroes Banners for the cover of the report.

Mr. Frascinella said he would contact Matt Seiler of the Hometown Heroes organization about getting the proofs of the four Allenstown banners so that the pictures will be uniform.

- **Old Home Days 2021**

Mr. Goodine next reported that the Old Home Days Committee has contacted him to see how the Select Board members feel about having Old Home Days in 2021. He noted that the event was canceled last year. He said the crowd would probably be smaller than usual, if the event is held.

Ms. Higham stated that Allenstown does not want to be a super-spreader community, and it would be best to wait another year.

Chair McKenney said she would attend the parade, if it is held, but would not go to the park.

Mr. McDonald stated that the people should decide whether or not to attend. He asked if the town wants to lose the momentum already achieved in building community spirit. He said he is tired of sitting in his house and would like the government to 'pull its nose out of our business.'

Mr. Frascinella noted that they had two concerts on the Town Hall lawn last year with 70 to 80 people in attendance, and no COVID cases were reported from these events.

- **Hazard Mitigation Plan Adoption Public Hearing Scheduling**

Chair McKenney asked if another public hearing on this plan is needed.

Mr. Goodine said they are required to have a public hearing for the official acceptance of the plan, whose goal is the planning for and addressing of hazards. Stephanie Alexander of CNHRPC has some prep work to do, and they could have the public hearing on February 22<sup>nd</sup> or March 8<sup>th</sup>.

Chair McKenney motioned to hold the public hearing on the Hazard Mitigation Plan on February 22, 2021 or on March 08, 2021. 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 said he is setting up the new laptops for the Select Board members and will have them ready for the next meeting.

### **Other Business**

Mr. Goodine said that Norma Caporale has accepted a full-time position in Boscawen and is resigning as Allenstown's Deputy Town Clerk as of February 25, 2021.

Chair McKenney made a motion to accept the resignation of Deputy Town Clerk Norma Caporale, effective February 25, 2021 and to thank her for her years of service to Allenstown. 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. Pelissier told the Board members that she would like to hire a Deputy Town Clerk for 20 hours per week and an Assistant Clerk for ten hours per week. The Assistant Clerk would work Monday and Thursday mornings so that Ms. Pelissier could attend meetings that she has been missing because she has to be in the office. The Deputy would work afternoons. She said she already has good candidates for both positions.

Chair McKenney said she thought the plan for a third employee was only because of the fact that Ms. Caporale was going to continue working in Allenstown, but could no longer be the Deputy because she would no longer be living in Allenstown.

Ms. Pelissier said that the plan for hiring two people is in the budget. Because of the virus, she said, two people working together might both contract the virus and have to be out, so a third person is needed. Also, she said, with the Brady Sullivan development and other projects in town, their workload has increased.

Chair McKenney told Ms. Pelissier to proceed with the hiring for these positions.

Mr. McDonald reported that only 15 non-elected residents of Allenstown attended the Deliberative Session.

Mr. Goodine said that eight (8) people tuned in on Facebook.

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

Ms. Higham made a motion to ratify the Consent Calendar of the February 08, 2021 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 January 25, 2021 public session. 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 February 08, 2021 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**

- **Non- Public Session in accordance with the provisions of RSA 91-A:3, II (c)**

Ms. Higham made a motion to enter non-public session at 8:05 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 9:50 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.

**Adjournment**

Mr. McDonald made a motion to adjourn at 9:51 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**

**FEBRUARY 08, 2021**

**SIGNATURE PAGE**

|                                                                                   |                |
|-----------------------------------------------------------------------------------|----------------|
| <b>Original Approval:</b> 02/ 22 / 2021                                           |                |
|  | 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> |
|                               |                            |              |
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|                               | SANDRA MCKENNEY, Chair     | DATE         |
|                               |                            |              |
|                               | MAUREEN HIGHAM, Vice Chair | DATE         |
|                               |                            |              |
|                               | SCOTT MCDONALD, Member     | DATE         |

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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



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**03 / 07 / 2021**  
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**03 / 07 / 2021**  
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