

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
February 22, 2021

**Call to Order**

The Allenstown Selectboard Meeting of February 22, 2021 was called to order by Chair Sandy McKenney at 6:14 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. Please state your name if you wish to join and participate. 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 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

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Kathleen Pelissier, Town Clerk/Tax Collector; Police Chief Michael Stark; CEO Brian Arsenault; Sarah Randlett; Trish Caruso, Human Resources, Welfare and Administration

### **Citizens' Comments**

Mr. Frascinella said he was present for the introduction of the new Economic Development Committee member.

### **Regular Agenda**

#### **▪ Appointments – Three (3)**

Ms. Pelissier introduced Sarah Randlett as the new Deputy Town Clerk/Tax Collector. She said that Ms. Randlett is a long-time Allenstown resident and has experience with motor vehicle registration and tax collection from working in Concord. She will need to be trained on dog licensing, vital records and elections, Ms. Pelissier said. Her start date is March 01, 2021.

Chair McKenney asked Ms. Randlett to tell the Board members about herself and why she wants this position.

Ms. Randlett said she likes the quick pace of this work and the fact that it is part-time.

Ms. Higham asked if she is presently employed.

Ms. Randlett said no.

Ms. Higham read the Certificate of Appointment for the Deputy Town Clerk/Tax Collector, with a term concurrent with that of Ms. Pelissier, expiring March 07, 2023, and made a motion to approve the appointment. 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. Pelissier next stated that she is seeking approval to hire Judy Silva to work ten hours per week as the Assistant Town Clerk/Tax Collector. She will work from 8:00 until 1:00 pm on Mondays and Thursdays.

Ms. Silva is currently the Town Moderator and has experience from her work with NHMA.

Ms. Higham read the Certificate of Appointment for the Assistant Town Clerk/Tax Collector and made a motion to approve the appointment. 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 announced the appointment of Ron Adinolfo to the Economic Development Committee.

- **Rail Trail Land Purchase**

Mr. Goodine reported that he is waiting to hear back from the sellers regarding the P & S agreement.

- **Fire Department Fee Schedule**

(This item remained on the table.)

## **ALLENSTOWN HAZARD MITIGATION PLAN ADOPTION PUBLIC MEETING**

Chair McKenney opened the Public Meeting on the 2021 Allenstown Hazard Mitigation Plan at 6:33 pm.

Mr. Goodine reported that the Hazard Mitigation Committee met weekly for several months during the COVID pandemic and worked diligently on the 2021 plan, completing in that time work that could have taken them through 2021 to complete. The 308-page document is mandated by FEMA and Homeland Security in order to be eligible for federal grants. The committee was tasked with reviewing the current hazards and mitigation actions, and they added new hazards and mitigation actions for the updated plan. A Public Hearing was held and the State granted approval of the new 2021 five-year plan. The document, he said, includes demographics, a community profile, geographic features and land use data, establishing goals and objectives. The plan deals with such events as hurricanes, floods, dam breaches, lightening strikes and forest fires. They spoke with Eversource recently about dealing with outages, which will be added to the report. Maps were updated. The report includes historical information such as the flood of 1936 and the November 1884 earthquake. The next phase, he said, is the action items. Expense estimates are included in the town budget. Regarding goals and objectives, they will determine who is responsible and what the costs will be. Committee members included a BOS representative, Emergency Management, the Police and Fire Chiefs, a Planning Board representative, and assistance from the Central NH Regional Planning Commission.

Chair McKenney closed the Public Meeting at 6:41 pm.

Ms. Higham read the following document:

### **A Resolution Adopting the Allenstown Hazard Mitigation Plan Update 2021**

WHEREAS, the Town of Allenstown has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of the hazards profiled in the **Hazard Mitigation Plan Update 2021** including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Allenstown has developed and received conditional approval from the NH Homeland Security and Emergency Management (NHHSEM) for its **Hazard Mitigation Plan Update 2021** under the requirements of 44 CFR 201.6; and

WHEREAS, public and Committee meetings were held between **February** through **October 2020** regarding the development and review of the **Hazard Mitigation Plan Update 2021**; and

WHEREAS, the **Plan** specifically addresses hazard mitigation strategies, and Plan maintenance procedures for the Town of Allenstown; and

WHEREAS, the **Plan** recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Allenstown with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Allenstown eligible for funding to alleviate the effects of future hazards; now therefore be it

RESOLVED by Town of Allenstown Board of Selectmen:

The **Hazard Mitigation Plan Update 2021** is hereby adopted as an official plan of the Town of Allenstown; The respective officials identified in the mitigation action plan of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and

An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by the Emergency Management Director or designee.

IN WITNESS WHEREOF, the undersigned have affixed their signature and the corporate seal of the Town of Allenstown this **22nd day of February 2021**.

Ms. Higham made a motion to approve the Hazard Mitigation Plan Update 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.

Mr. Goodine stated that all Board members must sign the Resolution.

- **COVID -19 Update**

Mr. Goodine noted that employee pay during quarantine after traveling is no longer available. Those traveling out of New England must quarantine for ten (10) days upon returning, unless they are 14 days past their second shot. Employees who have already had the virus are exempt from quarantine up to 90 days after contracting the virus. Police are allowed to travel out of New England.

- **Abatement Approval**

Mr. Goodine presented an abatement for Board approval. Per an agreement with Bear View Crossing, the town has agreed to abate property taxes due for 30 Emile Drive if the park association demolishes the old mobile home and places a brand-new mobile home on the lot.

Ms. Higham made a motion to approve an abatement in the amount of \$3,096.10 for 30 Emile Drive (107-12-127) so the park may demolish the mobile home and place a brand-new mobile home on the lot. 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 reported that the meeting room has been rearranged and that he will be adding some electrical outlets, strategically placed to avoid the potential hazard of people tripping over the cords.

Mr. Goodine announced the resignation of the minute-taker, Kathleen Donnelly. He said he has posted the position with NHMA and on the Job Board.

Ms. Higham made a motion to accept, with regret, the resignation of minute-taker Kathleen Donnelly, effective March 31, 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.

Mr. Goodine reported that Ms. Bender will be on vacation March 4<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>. She will be working from home when she returns, or possibly will be quarantining in her office for the required time.

Mr. Goodine shared a Program Advisory from Xfinity and said that details could be found at **[Xfinity.com/howitworks](https://www.xfinity.com/howitworks)**.

Mr. Goodine next reported that he met with the Assessor to discuss and verify the impact of property tax development incentives on property valuations. This issue, he said, came up during Municipal Budget Committee meetings. He said that local tax breaks under RSA 72:81 are included in the valuations for county and school tax rate calculations but those from RSA 79e are not because of the desire to encourage redevelopment of old buildings.

Mr. Goodine continued his report, referencing the pictures of the redesigned entryway and booking area of the Police Station.

Mr. Goodine noted that the monthly drought report, the report of Executive Councilor Gatsas and a Great Trails guide are included in the folders of the Board members.

Mr. Goodine's final item was a report on a slight change in the Sewer Department's Library Street Pump Station project. It was to be entirely underground, but there will now be a pedestal and then it will go underground near the Optical Center. They will also be moving one hydrant, which is on the property line of a resident who wants it removed from there.

### **Other Business**

Mr. Pelissier stated that they need to have a sludge tank pumped at the Highway Garage. The tank collects oil from residents. He said that the 300-gallon tank was half full in 2015 and is now full, so it

takes a long time to fill it, but the cost of pumping it is high. He estimates about \$600.00 per 100 gallons. He will return to update the Board when he has all of the bids.

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

Ms. Higham made a motion to ratify the Consent Calendar of the February 22, 2021 meeting, the public minutes of the February 08, 2021 meeting, and the Payroll and Accounts Payable manifests listed on the February 22, 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**

Chair McKenney made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 7:16 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 8:12 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 approve the minutes of the February 08, 2021 non-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 Business Tax Exemption for Suncook River Family Camp Resort, LLC; BobKat Realty Trust, Rowena Bourque, Trustee (formerly Twin Oaks Campground) effective for 2022 because the application was received after December 31, 2020 and so is not effective for 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.

Ms. Higham made a motion to table the tax deferral application. 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 noted for the record that the tax deferral application which was tabled was removed from the Consent Calendar.

### **Adjournment**

Mr. McDonald made a motion to adjourn at 8:15 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.

**SELECTBOARD  
PUBLIC MEETING MINUTES**

**FEBRUARY 22, 2021**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
	04 / 08 / 2021
SANDRA MCKENNEY, Chair	DATE
	04 / 19 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	04 / 08 / 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



SENT

**04 / 07 / 2021**

21:52:22 UTC

Sent for signature to Sandra McKenney (smckenney@allentownnh.gov), Scott McDonald (smcdonald@allentownnh.gov) and Maureen Higham (mhigham@allentownnh.gov) from dgoodine@allentownnh.gov  
IP: 64.222.96.214



VIEWED

**04 / 08 / 2021**

11:43:39 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)  
IP: 162.95.216.225



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**04 / 08 / 2021**

11:44:41 UTC

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VIEWED

**04 / 08 / 2021**

12:29:08 UTC

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SIGNED

**04 / 08 / 2021**

12:31:48 UTC

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## Document History



**04 / 19 / 2021**  
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23:13:49 UTC

The document has been completed.