

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

Call to Order

The Allenstown Selectboard Meeting of March 08, 2021 was called to order by Chair Sandy McKenney at 6:19 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. 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; Police Chief Michael Stark; Keith Klawes, Municipal Budget Committee and ZBA Chair

Citizens' Comments

Mr. Frascinella stated that an EDC initiative for providing Allenstown facemasks is underway. He shared a sample from Concord Photo, which would cost \$9.25. He said the Committee wants the masks to be green, like the banners, and they are seeking other vendors. The plan, he said, is to sell them at the Town Clerk's office, at cost or at a reduced price.

Mr. Goodine asked if the masks have sleeves.

Mr. Frascinella responded that they do not have sleeves.

Chair McKenney asked if they have three layers.

Mr. Frascinella responded that they do have three layers. He added that the seal is melted into the fabric, not painted on, to prevent fading of the Town Seal.

Mr. Goodine suggested that they check with the Police Department because they have had masks made.

Mr. Frascinella next said that he has been trying to update the Economic Development webpage for better organization and to add missing businesses. He has had technical challenges transferring his design from his own computer to the website because he has not been able to use the design tool he prefers.

Regular Agenda

▪ Rail Trail Land Purchase Update

Mr. Goodine reported that the Town Attorney is reviewing the Rail Trail P & S and he doesn't have it back yet.

▪ Fire Department Fee Schedule

Tabled until March 22, 2021.

▪ COVID19 Update and Staffing

Mr. Goodine told the Board members that he put a memo regarding the COVID vaccine in their packets. He said the Fire Chief provided him with a simplified plan for helping the State with staffing during the vaccination process. Mr. Goodine said that he needs a motion authorizing him to sign the form which would allow members of the Fire Department to help. He noted that the Police Department provided details at NH Motor Speedway in Loudon over the weekend.

Chair McKenney said she didn't want firefighters helping with vaccinations when the town is in need of them here.

Mr. Goodine said he did not know how to control that.

Chair McKenney said it would be up to the per diems.

Mr. McDonald said that the Chief would control that, as stated in his simplified plan.

Mr. Goodine said he just needed the Board's authorization. He added that there would be reimbursement from the State up to \$10,000.

Mr. McDonald stated that the State reported last week a \$107 million surplus. He asked Mr. Goodine if he had had any communication from the State on that, and he added that Allenstown was shorted some funds.

Mr. Goodine said he hasn't seen how much they were going to get locally. The State, he said, is talking about covering 25% of FEMA costs. He said that the CARES Act more than covered their COVID costs and that he has seen no details yet about the next round. He said the State will get the funds first.

Mr. McDonald said it will not be based on population.

Mr. Goodine said it will not be a flat amount for each state. He only knows that NH will get more than it got last time and that MA will get less.

Mr. McDonald said that if the State is going to get more money, Allenstown should get its share.

Mr. Goodine, returning to the subject of authorization for employees to assist with vaccinations, said the idea is to give out more shots.

Mr. McDonald made a motion to authorize the Town Administrator to sign the agreement with the State regarding assistance with the vaccination process.

Chief Stark said that, if they have another weekend event, the Captain could participate.

Mr. Goodine said that the State needs more manpower. They have five or six large sites in the State. A lot of small towns are not participating.

Chief Stark said this is a contract between the town and the state, whether the manpower is used or not.

Ms. Higham seconded the motion to authorize the Town Administrator to sign the agreement with the State.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

▪ **USGS Stream Flow Gauge**

Mr. Goodine told the Board members that the signed agreement with USGS is included with the Consent Calendar items. The federal government, via USGS, will pay the entire \$3,200, which was previously paid by Pembroke and Allenstown on a 50/50 basis. Allenstown will save \$1,600.

Town Administrator's Report

Mr. Goodine began his report, saying that Road Agent Chad Pelissier wants to perform some roadside brush and shrub cutting and clearing. Some sidewalks and intersections are blocked by this vegetation. It can be controversial, he said, and Mr. Pelissier needs to work with the residents on this.

Chair McKenney made a motion to authorize the Road Agent to perform roadside brush clearing. 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 said that Mr. Pelissier also want to post some roads and place signed notices against heavy trucks on these roads. This is done under the authority of RSA 231:191. Oil trucks, school buses and plow trucks are exempt from this exclusion. This is done, he said, when the temperature is above 32 degrees and there is water in the cracks.

Ms. Higham made a motion to approve the posting and placing of signed notices by the Road Agent to prevent trucks passing on certain roads, as authorized by RSA 231:191. 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 having received about 11 applications for the position of minute taker. He said that some are from as far away as Texas and California. The more experience a candidate has, the better, he said. At least two of the applicants are from the area and at least one has a lot of experience. He said he would be conducting interviews via Zoom beginning on Wednesday.

Mr. Goodine next mention bills before the State legislature of interest to municipalities. Senate Bill #99 would restore to municipalities immediately the 40% of Meals and Room revenue to which they are entitled annually. Statistics show that State revenue has grown 67% over the past ten years, while average town revenue has grown only 17%. Next, he reported on House Bill #111, which passed the Judiciary Committee 19-2 with no discussion or debate. The measure would eliminate various immunities which have protected municipal officials and employees for many years from lawsuits. With minor changes, is a bill drafted by an out-of-state Libertarian organization. Even officials and employees acting in good faith could be held liable for damages from their actions, and the liability would be reputed to the municipalities. Examples include arresting the wrong person by mistake, denying a building permit because of misinformation and denying an assembly permit because of anticipated disruption. Mr. Goodine noted that it is difficult enough to get people to serve on boards and committees. Another proposed bill would fine municipalities for trying to regulate firearms. Lastly,

although it would only affect cities, House Bill #439 would limit the authority of cities to help its citizens locally and solve local problems. They would instead have to rely on state legislation.

Mr. McDonald asked Mr. Goodine if he trusts these evaluations.

Mr. Goodine responded that these are from the Local Government Center, and he usually does trust this source.

Mr. Frascinella said that, as Chairman of the EDC, he has been working with the owners of Optimus Senior Living to write a feature-length article about the facility. He asked one of the owners, Bob Kelly, to review the article. Mr. Kelly's response was that he likes it as it is.

Mr. Goodine that he has been working with Mr. Pelissier on purchasing pallet of compost bins to be resold to residents. Because of how these are offered for sale, they have some details to work out.

Mr. Goodine told the Board members that there is information in their packets about a public hearing on the ten-year Transportation Improvement Plan. He said that Allenstown's project ranks second in the central region. It fits in with the "Meet Me in Suncook" plan. The cost is between \$1.6 and \$3.7 million. It calls for renovation of Main Street, with new sidewalks, bike lanes, turn lanes, parking, updating drains, trees and other landscaping. The public hearing is scheduled for March 31st at 7:00 pm.

Mr. McDonald said that bike lanes in the middle of streets can be a problem. Those installed at the Chicago Loop are driving people crazy.

Mr. Goodine said the Gatsas report is in the members' packets, as well as some budget worksheets. He said an Intent to Cut form was added to their packets today by the Assessor.

Mr. Goodine said that the Local Officials Workshop is scheduled for April 6th and May 18th, both days from 9:00 am until 4:00 pm. He told Keith Klawes that he might want to participate if elected to the Select Board tomorrow. He said he attends every year to get new ideas. Some parts, he said, have been put out on You Tube after the fact. He said he has participated in some NHMA webinar recordings which explain how public services are funded and how 'gadgets' in the State budget make it look great when actually there are cuts to the Highway budget locally and to revenue sharing. These, hopefully, will eventually be restored to the municipalities. Next, he said that Allenstown could have its own broadband service via federal and state grants. He said he would like to use Economic Development funds to complete a study.

Mr. Goodine next responded to a Zoom message from Jay Wallace. Her message said that Mr. Goodine was an embarrassment to our town. Her message asked how long we are going to listen to his drug problems. 'I have had it. He scares me.' Mr. Goodine responded that he does not have a drug problem; he has a sinus problem of which the BOS is well aware.

Ms. Higham asked if we know who she is.

Chair McKenney said she works at the sewer plant. She once Zoomed into an EDC meeting.

Mr. Goodine said that this irritates him.

Ms. Higham said she does not think Mr. Goodine has a drug problem, and Ms. Wallace owes him an apology.

Consent Agenda, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the March 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 non-public session of February 22, 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 approve the minutes of the February 22, 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 Accounts Payable and Payroll manifests listed on the March 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

Chair McKenney made a motion to enter non-public session at 7:38 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 8:10 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 the reputation of 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 at 8:12 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 the reputation of 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 Elderly Tax Deferral request. 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 at 8:28 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 8:56 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 the reputation of 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.

Mr. McDonald made a motion to deny the requested Disabled Tax Deferral Application because the income level is too high. Ms. Higham 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 8:58 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
March 8, 2021

Signature Page

| Original Approval: | | |
|---|------------------------|-------|
|  | 04 / 30 / 2021 | |
| SANDRA MCKENNEY, Chair | DATE | |
|  | 05 / 03 / 2021 | |
| MAUREEN HIGHAM, Member | DATE | |
|  | 05 / 03 / 2021 | |
| SCOTT MCDONALD, Member | DATE | |
| | | |
| KEITH KLAUES, Member | DATE | |
| | | |
| JIM RODGER, Member | DATE | |
| Amendment Approvals: | | |
| Amendment Description: | Approval: | Date: |
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| | SANDRA MCKENNEY, Chair | DATE |
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| | MAUREEN HIGHAM, Member | DATE |
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| | SCOTT MCDONALD, Member | DATE |
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| | KEITH KLAUES, Member | DATE |
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| | JIM RODGER, Member | DATE |

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

Call to Order

The Allenstown Selectboard Meeting of March 22, 2021 was called to order by Chair Sandy McKenney at 6:05 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 in a hybrid format - both virtually and in person. 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. 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, Jim Rodger, Keith Klawes

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Brian Arsenault, CEO; Captain Evan McIntosh, Fire Department

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| TITLE | Sign the two sets of minutes from March |
| FILE NAME | BOS 03.08.2021 Minutes.pdf and 1 other |
| DOCUMENT ID | ca365748fe2afdbb5da7d03984f2b0e58efd32c7 |
| AUDIT TRAIL DATE FORMAT | MM / DD / YYYY |
| STATUS | ● Completed |

Document History



05 / 01 / 2021
01:15:57 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)
IP: 24.34.66.143



05 / 03 / 2021
11:55:11 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 162.95.216.223



05 / 03 / 2021
11:57:28 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 162.95.216.223



05 / 03 / 2021
23:14:12 UTC

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



05 / 03 / 2021
23:14:41 UTC

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



05 / 06 / 2021
22:40:41 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)
IP: 24.62.158.145

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| TITLE | Sign the two sets of minutes from March |
| FILE NAME | BOS 03.08.2021 Minutes.pdf and 1 other |
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| AUDIT TRAIL DATE FORMAT | MM / DD / YYYY |
| STATUS | ● Completed |

Document History

**05 / 08 / 2021**
23:11:37 UTCSigned by Jim Rodger (jrodger@allentownnh.gov)
IP: 24.62.158.145

COMPLETED

05 / 08 / 2021
23:11:37 UTC

The document has been completed.