

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allentown, New Hampshire 03275  
March 09, 2020

**Call to Order**

The Allentown Selectboard Meeting of March 9, 2020 was called to order by Vice Chair Sandy McKenney at 6:02 pm.

Vice Chair McKenney called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham

Allentown staff: Debbie Bender, Finance Director

Others present: Michael Stark, Police Chief; Paul St. Germain, Fire Chief; Terry McGuigan, Rolling Thunder; Robert McGuigan, Rolling Thunder; Trish Caruso, Rolling Thunder; Rich Caruso, Rolling Thunder; Kathleen Pelissier, Town Clerk; Michael Frascinella, EDC

**Citizens' Comments**

None

**Regular Agenda**

▪ **Proclamation**

Ms. McKenney stated that Dennis Fowler is leaving his position as Town Moderator after 27 years. This Proclamation will be presented to him in thanks for his many years of service as Moderator. His replacement will be voted on tomorrow at the Town Election.

Ms. Caruso asked when the Proclamation will be presented to Mr. Fowler.

Ms. McKenney said it will be at about 4:30 tomorrow afternoon.

▪ **Capital Area Mutual Aid Fire Compact Intercept Agreement – with Fire Chief St. Germain**

Chief St. Germain stated that this Agreement has been changed, only to correct the date, a clerical error. The Agreement is between the communities in the Capital Area Mutual Aid Fire Compact for paramedic level intercept and includes a fee schedule. It is part of the billing for ambulance service. The Tri-Town EMS Board of Directors will meet on Wednesday, March 11<sup>th</sup>, and will be presented to them at this time, the Chief said.

Ms. McKenney asked if this is the way they are operating now.

Chief St. Germain said it is not. There is no agreement currently. It is not that communities are ‘shopping around,’ but this will help with the logistics of billing and dealing with the insurance companies. Towns will not have to chase after dollars owed them. It will tie up loose ends, he said. All towns are doing what he is doing tonight – visiting their Boards and Councils. There is no cost associated with this. He said it would be rare that Allenstown would use this, but it brings uniformity to the billing process.

Ms. Bender said that the billing for ambulance service can be complicated, and they never recoup the true cost of service.

Ms. McKenney suggested waiting until after the Tri-Town EMS Board meeting.

Chief St. Germain said that meeting won’t change anything.

Ms. Higham made a motion to authorize the Town of Allenstown to enter into the Advanced Life Support Intercept Agreement with the Capital Area Mutual Aid Fire Compact. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Chair of Honor Program Discussion with Trish Caruso**

Ms. Caruso stated that she, Rich Caruso, Terry McGuigan and Bob McGuigan are members of Rolling Thunder. Mr. McGuigan, she said, would like to address the Selectboard.

Mr. McGuigan stated that Rolling Thunder was organized in 1995 as a 501-c4 non-profit and has 90 chapters in the United States. Their goal is to raise awareness of POWs. He said that they are not a motorcycle club, and one does not have to be a veteran to join the group. Many years ago, in the South, someone placed a black chair at the start and finish line at a race track. It had a POW emblem on it. The chair was to remain empty until the last POW came home. Thinking outside the box, Mr. McGuigan said, they started placing black chairs with POW emblems on town property – in Town Halls and in Town Clerks’ offices. He stated that over 9,000 service people are still missing, beginning after World War I. The goal is to raise awareness. There is no right or wrong way to do this, he said. Hussey Seating Company in Berwick, Maine, makes a team chair for this purpose. Towns purchase the chair or they are donated.

Ms. Caruso said that a chair has been donated to Allenstown. It is a small, folding chair; a 2 X 3-foot POW flag could be posted above it. She suggested a location for the chair in Town Hall, and discussion about the best location ensued.

Mr. Caruso said that the primary goal is education. This chair, he said, is portable and could be taken to Deliberative Sessions and Town Elections.

Ms. Caruso said they would like to make a formal presentation of the chair at the April 20<sup>th</sup> Selectboard meeting, inviting the public and the press. She said that a Concord Monitor reporter has expressed interest in covering this presentation.

Ms. McKenney said that the Town Administrator could post this information on the town website.

Mr. McGuigan said that they encourage towns to have a moment of silence at the beginning of each Selectboard or Council meeting for the POWs who have not returned. Another issue, he said, is POW flags on flagpoles. He said that they have flags available at a cost of \$45, and he suggested purchasing

flags for the Police Department, Fire Department and Town Hall. Other possibilities are the Community Center and the Library – every building which has a flagpole. These flags, he said, last three to five years.

Mr. Caruso noted that POW flags are now allowed to fly on federal buildings.

Mr. McGuigan said that on May 16<sup>th</sup>, the weekend before Memorial Day, Rolling Thunder would like to have brief ceremonies for the raising of these POW flags at the various locations.

Mr. Caruso said they plan to contact the Superintendent of Schools about flying POW flags at the schools.

Ms. Caruso said that there may be rules about not exposing students to the violence these flags might represent, so they will check on that.

Ms. McKenney asked Chief Stark if he was on board with the flags.

Chief Stark said that he was and would find hardware if needed.

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

Ms. Bender presented several items on behalf of Mr. Goodine in his absence. She said the MS-4 contract with the Central NH Regional Planning Commission regarding storm water needs approval.

Ms. Higham made a motion to approve the 2020 MS-4 contract with Central NH Regional Planning Commission, the amount not to exceed \$10,000. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Bender reported that Optima is moving forward with its plans for an assisted living facility. Matt Monahan says they want to meet with department heads soon.

Ms. Bender next reported on the rail land purchase, saying that the Town Attorney had environmental concerns about the railroad ties. Mr. Goodine said the ties can be pulled out, set aside, and made available at no cost for landscaping. The right of way issue should be resolved by April, according to Mr. Goodine.

Ms. Bender said that landfill testing, including tests for PFAS, are taking place. Nothing is skewed thus far.

Ms. Bender next referenced Governor Sununu's letter about net metering. She said that Mr. Goodine wants to wait for rebuttal to that letter before addressing this.

Ms. Bender announced that the venue for the meeting regarding the new bridge has been changed from the Pembroke Library to the Pembroke Town Hall. It will be held on March 19<sup>th</sup> beginning at 6:00 pm.

Ms. Bender said that Avitar is working on abatements. Mr. Roberge says it is going well, but not yet finished.

Ms. Bender reported on the case with Eversource regarding the reassessment of utilities. The current assessment of utility property is \$4 million; they are hoping to reduce that to \$2 million.

Ms. Bender mentioned the purchase order for Police Department training in the amount of \$1,700, and the Equipment East invoice for repair of the Highway Department loader.

Ms. Bender noted that there is a Timber Tax invoice for Armand Verville, and lastly, she said that Mr. Goodine wishes to remind them that reviews for the Fire Chief, Police Chief and Administration will be done in April.

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

Ms. Higham made a motion to ratify the Consent Calendar of the March 9, 2020 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the February 24, 2020 public session as written. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of non-public sessions I, II, III, and IV of the February 24, 2020 meeting as written. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Accounts Payable and Payroll Manifests listed on the March 9, 2020 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to purchase three (3) POW flags at \$45 each, for a total cost of \$135, from Rolling Thunder. Ms. McKenney seconded the motion, which carried unanimously.

#### **Non-Public Agenda Items**

Ms. Higham made a motion to enter non-public session at 7:00 pm under the provisions of RSA 91-A:3, II (a). Ms. McKenney seconded the motion. A roll call vote was taken: Maureen Higham – aye; Sandy McKenney – aye.

Ms. Higham made a motion to return to public session at 7:14 pm. Ms. McKenney seconded the motion. A roll call vote was taken: Maureen Higham – aye; Sandy McKenney – aye.

Ms. McKenney made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of this Board. Ms. Higham seconded the motion. A roll call vote was taken on the motion. Maureen Higham - aye; Sandy McKenney – aye.




Ms. Higham made a motion to approve a new hire in the Fire Department, Cody Gardner, who will be a probationary on-call firefighter at a beginning rate of \$16.70 per hour. Ms. McKenney seconded the motion, which carried unanimously.

Ms. McKenney made a motion to adjourn at 7:20 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**MARCH 09, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
	05/07/2020
Scott McDonald, Member	DATE
	05/06/2020
SANDRA MCKENNEY, Member	DATE
	05/19/2020
MAUREEN HIGHAM, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	Scott McDonald, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	MAUREEN HIGHAM, Member	DATE

**REFERENCE NUMBER**

9D52399A-AF39-4734-965F-D426F1B17545

**TRANSACTION DETAILS****Reference Number**

9D52399A-AF39-4734-965F-D426F1B17545

**Transaction Type**

Signature Request

**Sent At**

05/06/2020 17:44 EDT

**Executed At**

05/19/2020 12:09 EDT

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

426437b6db1a912f6f79025d550d75dba2f8cfce6146c72a2755eff3214a35a5

**Signer Sequencing**

Disabled

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Disabled

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**Content Type**

application/pdf




**File Size**

133 KB

**Original Checksum**

309685fdbffacc99c82ec40f9ae0f07569ebee2da917c236e7ff66e6a5dbe6

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Maureen Higham <b>Email</b> mhigham@allentownnh.gov <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 956baab013bd89e85532ae9dcbcc52cef983d08372caabe61ddb7dcf0d50130 <b>IP Address</b> 173.9.34.233 <b>Device</b> Firefox via Windows <b>Typed Signature</b>  <b>Signature Reference ID</b> 8ABCEF48	<b>Viewed At</b> 05/19/2020 12:08 EDT <b>Identity Authenticated At</b> 05/19/2020 12:09 EDT <b>Signed At</b> 05/19/2020 12:09 EDT
<b>Name</b> Scott McDonald <b>Email</b> smcdonald@allentownnh.gov <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> b503caa8987318169906857ab6aa86df734d01e8a3b37d81dccb41284321d7f41 <b>IP Address</b> 173.166.22.209 <b>Device</b> Mobile Safari via iOS <b>Drawn Signature</b>  <b>Signature Reference ID</b> CD43E18C <b>Signature Biometric Count</b> 306	<b>Viewed At</b> 05/07/2020 13:25 EDT <b>Identity Authenticated At</b> 05/07/2020 13:27 EDT <b>Signed At</b> 05/07/2020 13:27 EDT
<b>Name</b> Sandra McKenney <b>Email</b> smckenney@allentownnh.gov <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> bb26b16e6784bcfa17d66182738184bf4a7ce5fac3a6f6242087d6a9496cbd24 <b>IP Address</b> 72.65.109.62 <b>Device</b> Internet Explorer via Windows <b>Typed Signature</b>  <b>Signature Reference ID</b> 463727F4	<b>Viewed At</b> 05/06/2020 20:20 EDT <b>Identity Authenticated At</b> 05/06/2020 20:23 EDT <b>Signed At</b> 05/06/2020 20:23 EDT

## AUDITS

TIMESTAMP	AUDIT
05/19/2020 12:09 EDT	Maureen Higham (mhigham@allentownnh.gov) signed the document on Firefox via Windows from 173.9.34.233.
05/19/2020 12:09 EDT	Maureen Higham (mhigham@allentownnh.gov) authenticated via email on Firefox via Windows from 173.9.34.233.
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05/11/2020 14:50 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.
05/10/2020 19:02 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.
05/07/2020 13:27 EDT	Scott McDonald (smcdonald@allentownnh.gov) signed the document on Mobile Safari via iOS from 173.166.22.209.
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05/06/2020 17:44 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a link to sign.
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05/06/2020 17:44 EDT	Scott McDonald (smcdonald@allentownnh.gov) was emailed a link to sign.
05/06/2020 17:44 EDT	Derik Goodine (dgoodine@allentownnh.gov) created document 'bos_meeting_minutes_03_09_2020.pdf' on Chrome via Windows from 64.222.96.214.