

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
March 23, 2020

**Call to Order**

The Allenstown Selectboard Meeting of March 23, 2020 was called to order by Vice Chair Sandy McKenney at 7:05 pm.

Vice Chair McKenney stated that the meeting started late because of issues with the conference phone line.

Vice Chair McKenney called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Sandy McKenney, Maureen Higham, Scott McDonald

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella (via conference phone line)

Ms. McKenney welcomed Scott McDonald to the Board and asked him to say a few words.

Mr. McDonald said that he is excited about serving on the Selectboard. Having lived in Allenstown for 40 years, he said he wants to give back to the community. He has met a lot of nice folks, he said.

**Citizens' Comments**

None

**Regular Agenda**

▪ **Choose Chair and Vice Chair**

Ms. Higham nominated Sandy McKenney as Chair. Mr. McDonald seconded the motion, which carried unanimously.

Mr. McDonald nominated Maureen Higham as Vice Chair. Ms. McKenney seconded the motion, which carried unanimously.

▪ **BOS Committee Assignments**

Chair McKenney made assignments as follows:

Planning Board - Sandy McKenney; Scott McDonald, alternate

Economic Development Committee – Scott McDonald; Maureen Higham, alternate

Budget Committee – Maureen Higham; Scott McDonald, alternate

Old Allenstown Meeting House Committee – Maureen Higham

Joint Loss Management Committee – Sandy McKenney

Bear Brook State Park Committee – Sandy McKenney

Hazard Mitigation Committee – Sandy McKenney

Chair McKenney said that the Suncook Village Commission and the Suncook Valley Regional Town Association are not currently active, and the ZBA and Trustees of the Trust Fund do not have BOS representatives. She said she will speak with Road Agent Chad Pelissier about the Public Works Facilities Study Committee.

Ms. Higham noted that the Economic Development Committee will now be down one member because both she and Mr. McDonald have been serving.

- **COVID19 Update**

Mr. Goodine announced that Town Hall is closed to the public, per the Governor's order, but services are still being provided electronically or remotely, and workers are answering their calls or calling people back to assist them. Police officers have 'go bags' ready for overnight stays in the event that they are stranded or must be quarantined. The Public Works personnel are at home and on call, with the exception of the Road Agent and the Foreman. Committees will not meet until further notice, with the exception of the Planning Board, ZBA, and Hazard Mitigation Plan. Planning Board and ZBA will meet only in the case of emergencies, but he is working on remote meeting solutions. Sewer Superintendent Backman reports that the Sewer Department is operating with a skeleton crew, with the rest of the employees at home. Regarding the Fire Department, some of the per diem firefighters are not available, but Allenstown does have mutual aid.

Mr. Goodine stated that he will be instructing town employees to use this time to complete online training, including topics such as ergonomics, sexual harassment, and ladder safety, to name a few. Training will relate to the responsibilities of each department.

Mr. Goodine next directed attention to the website, [covidactnow.org](https://covidactnow.org). He displayed a graph indicating the number of hospital beds which would be needed if no actions such as quarantining and social distancing are taken in New Hampshire. The state would quickly reach a point when 27,800 hospital beds would be needed, with only 2,500 available. Another line indicates the ideal situation, where the number of serious cases would be far lower. The site also indicates that there could be another spike in the number of cases after 90 days of social distancing.

Mr. McDonald said that Dartmouth-Hitchcock is working on a test which could have results in hours instead of days.

- **Electricity Contract**

Mr. Goodine stated that he is asking the Selectboard for flexibility as he negotiates a contract for the price of electricity. He said he wants to lock in a price while natural gas prices are down, due to warm

weather. The Allenstown is allowed one broker, but has two, he said. Allenstown has been with Standard Power since 2013. Because of a hydropower agreement, the Town gets a percentage off and receives monthly checks, making the rate between 6.6 and 6.8 cents. Mr. Goodine said he would like to place a warrant article on next year's town ballot for aggregation, whereby everyone in town would have the opportunity to participate in a negotiated contract, versus the standard offer. Because of its solar installations, he said, the Fire Department could not be part of this.

Ms. Higham made a motion to authorize the Town Administrator to negotiate a contract with Standard Power and to execute said contract, if necessary. Mr. McDonald seconded the motion, which carried unanimously.

- **Planning Board Appointment**

Ms. Higham made a motion to appoint Matt L'Heureux as an alternate member of the Planning Board. Mr. McDonald seconded the motion, which carried unanimously.

- **CDL Alcohol and Drug Testing Pool Change**

Mr. Goodine stated that town employees with CDLs are in their own small drug testing pool, which means that one of them is tested every quarter, and because of the random drawing, sometimes the same name is drawn every quarter of the year. He said he would like them to join a pool of about 1,000 CDL drivers so that they are not likely to be tested nearly as often. Each test represents a cost to Allenstown.

Ms. Higham made a motion to authorize the Town Administrator to place town employees who are CDL drivers in a pool of 1,000 for random drug testing. Mr. McDonald seconded the motion, which carried unanimously.

### **Other Business**

Chair McKenney said that the Boys & Girls Club is looking at opening the Concord and Allenstown centers. She said this would require the facility to be thoroughly cleaned every night because of COVID 19, which would put a strain on the small cleaning staff.

Mr. Goodine said that Laconia had been chosen as the second location, not Allenstown. He added that this is for hospital workers needing daycare.

Chair McKenney requested that Selectboard members receive copies of the monthly expenditure reports.

Mr. Goodine said he would remind the Finance Director to do that.

Chair McKenney said she has noticed that there is a substantial lag in the posting of Eversource expenses, resulting in 2019 expenses being posted in March.

Mr. Goodine agreed that this occurs. He said it is due to credit card billing and makes it challenging to determine actual annual costs.

Ms. Higham asked if welfare costs have increased due to COVID 19.

Mr. Goodine said they have not seen an increase yet, but it could happen.

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

Mr. Goodine reported that Casella has not made any changes to its trash pickup services as of now, but they might have to ask for a change as the situation with COVID 19 unfolds.

Mr. Goodine stated that Emergency Travel paperwork has been prepared in case it is needed for the company which does monthly testing for gasoline and benzene in the area of the Community Center. Along with testing, this company cleans the pumps and filters every month, and if it is not done, water could back up. He said that Police Chief Stark will take care of this, but will need the Chair's signature on the paperwork.

Chair McKenney said she would sign the paperwork tomorrow.

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

Ms. Higham made a motion to ratify the Consent Calendar of the March 23, 2020 meeting. Ms. McKenney seconded the motion, which carried, with the abstention of Mr. McDonald.

Ms. Higham made a motion to approve the minutes of the March 9, 2020 public session. Ms. McKenney seconded the motion, which carried, with the abstention of Mr. McDonald.

Chair McKenney said the Selectboard will take action on the minutes of the Special March 16, 2020 meeting at their next meeting.

Ms. Higham made a motion to approve the Accounts Payable and Payroll manifests listed on the March 23, 2020 agenda. Mr. McDonald seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the minutes of the non-public session of March 9, 2020. Ms. McKenney seconded the motion, which carried, with the abstention of Mr. McDonald.

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

Ms. Higham made a motion to enter non-public session at 8:40 pm in accordance with the provisions of RSA 91-A:3, II (c) to address two items. Mr. McDonald seconded the motion. A roll call vote was taken: Maureen Higham – aye; Scott McDonald – aye; Sandy McKenney – aye.

Chair McKenney made a motion to return to public session at 9:05 pm. Ms. Higham seconded the motion. A roll call vote was taken: Maureen Higham – aye; Scott McDonald – aye; Sandy McKenney – aye.

Chair McKenney made a motion to seal the minutes of non-public sessions I and II as they might adversely affect someone not a member of this Board. Ms. Higham seconded the motion. A roll call vote was taken: Maureen Higham – aye; Scott McDonald – aye; Sandy McKenney – aye.

Ms. Higham made a motion to establish the Road Agent salary at Grade 16, Step 2, per the 2019 scale and to apply the new Grade 16, Step 2 salary as of April 2020. Mr. McDonald seconded the motion, which carried unanimously.



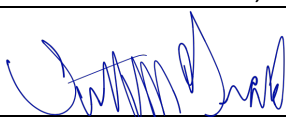
### **Adjournment**

Ms. McKenney made a motion to adjourn at 9:07 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**MARCH 23, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
	05/06/2020
SANDRA MCKENNEY, Chair	DATE
	05/19/2020
MAUREEN HIGHAM, Vice Chair	DATE
	05/21/2020
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





**TRANSACTION DETAILS**

**Reference Number**  
9EA7945F-3237-4B8E-9AF3-BD22CE2AC41E

**Transaction Type**  
Signature Request

**Sent At**  
05/06/2020 17:33 EDT

**Executed At**  
05/21/2020 12:35 EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
3220218d89a92347f32b3e5a52ffc56dc3fae05e8edfec2ea775dd5edb286f8f

**Signer Sequencing**  
Enabled

**Document Passcode**  
Disabled

**DOCUMENT DETAILS**

**Document Name**  
Bos Minutes 03 23 20

**Filename**  
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**Pages**  
6 pages

**Content Type**  
application/pdf

**File Size**  
136 KB

**Original Checksum**  
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**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Scott McDonald <b>Email</b> smcdonald@allentownnh.gov <b>Signer Sequence</b> 2 <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 9ef5f8093d985717fd649c49347e1ae9e101d37c68c5da55fa1a637afc9bcef0a <b>IP Address</b> 24.34.67.0 <b>Device</b> Mobile Safari via iOS <b>Drawn Signature</b>  <b>Signature Reference ID</b> 0981ABB4 <b>Signature Biometric Count</b> 302	<b>Viewed At</b> 05/21/2020 12:34 EDT <b>Identity Authenticated At</b> 05/21/2020 12:35 EDT <b>Signed At</b> 05/21/2020 12:35 EDT
<b>Name</b> Maureen Higham <b>Email</b> mhigham@allentownnh.gov <b>Signer Sequence</b> 1 <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 19b5af167547da3be9f25e24b528c135dd3232e6f26c6535ce8a9d89eab27cdf <b>IP Address</b> 173.9.34.233 <b>Device</b> Firefox via Windows <b>Typed Signature</b>  <b>Signature Reference ID</b> 1332922A	<b>Viewed At</b> 05/19/2020 11:39 EDT <b>Identity Authenticated At</b> 05/19/2020 11:39 EDT <b>Signed At</b> 05/19/2020 11:39 EDT
<b>Name</b> Sandra McKenney <b>Email</b> smckenney@allentownnh.gov <b>Signer Sequence</b> 0 <b>Components</b> 2	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 633c063fbc6cc6448968ea76d55ae770d2ec6631f06d68f0bf38b2dceb3584d9 <b>IP Address</b> 72.65.109.62 <b>Device</b> Internet Explorer via Windows <b>Typed Signature</b>  <b>Signature Reference ID</b> 39FB1E1C	<b>Viewed At</b> 05/06/2020 20:41 EDT <b>Identity Authenticated At</b> 05/06/2020 20:47 EDT <b>Signed At</b> 05/06/2020 20:47 EDT

## AUDITS

TIMESTAMP	AUDIT
05/21/2020 12:35 EDT	Scott McDonald (smcdonald@allentownnh.gov) signed the document on Mobile Safari via iOS from 24.34.67.0.
05/21/2020 12:35 EDT	Scott McDonald (smcdonald@allentownnh.gov) authenticated via email on Mobile Safari via iOS from 24.34.67.0.
05/21/2020 12:34 EDT	Scott McDonald (smcdonald@allentownnh.gov) viewed the document on Mobile Safari via iOS from 24.34.67.0.
05/19/2020 11:39 EDT	Scott McDonald (smcdonald@allentownnh.gov) was emailed a link to sign.
05/19/2020 11:39 EDT	Maureen Higham (mhigham@allentownnh.gov) signed the document on Firefox via Windows from 173.9.34.233.
05/19/2020 11:39 EDT	Maureen Higham (mhigham@allentownnh.gov) authenticated via email on Firefox via Windows from 173.9.34.233.
05/19/2020 11:39 EDT	Maureen Higham (mhigham@allentownnh.gov) viewed the document on Firefox via Windows from 173.9.34.233.
05/16/2020 17:28 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a reminder.
05/14/2020 20:33 EDT	Maureen Higham (mhigham@allentownnh.gov) viewed the document on Chrome via Windows from 64.222.96.214.
05/14/2020 19:01 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.
05/06/2020 20:47 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a link to sign.
05/06/2020 20:47 EDT	Sandra McKenney (smckenney@allentownnh.gov) signed the document on Internet Explorer via Windows from 72.65.109.62.
05/06/2020 20:47 EDT	Sandra McKenney (smckenney@allentownnh.gov) authenticated via email on Internet Explorer via Windows from 72.65.109.62.
05/06/2020 20:41 EDT	Sandra McKenney (smckenney@allentownnh.gov) viewed the document on Internet Explorer via Windows from 72.65.109.62.
05/06/2020 17:33 EDT	Sandra McKenney (smckenney@allentownnh.gov) was emailed a link to sign.
05/06/2020 17:33 EDT	Derik Goodine (dgoodine@allentownnh.gov) created document 'bos_minutes_03_23_20.pdf' on Chrome via Windows from 64.222.96.214.