

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
April 06, 2020

**Call to Order**

The Allenstown Selectboard Meeting of April 06, 2020 was called to order by Chair Sandy McKenney at 6:15 pm.

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: Trish Caruso and Road Agent Chad Pelissier via Zoom

Chair McKenney stated that, per the Governor's State of Emergency Declaration due to COVID 19 (Emergency Order #12, Executive Order 2020-04), the Selectboard is authorized to meet electronically as long as the public has audio access and, if possible, video access. Members of the public can join the meeting, she stated, by calling 485-7321 and entering the passcode #1234. Access is also available via Facebook. The meeting will end immediately if the connection is lost.

**Citizens' Comments**

None.

**Regular Business**

▪ **COVID 19 Update**

Mr. Goodine stated that a recent virtual department head meeting went well and served as a trial run for this meeting. He reported that no internal building inspections would be taking place while social distancing requirements are in effect. The Governor is allowing construction to continue as long as developers follow codes. Mr. Goodine said that the Planning Board and the ZBA will be meeting electronically in about two weeks to make decisions so that developers might be allowed to start projects. This will be helpful to people out of work and will help the local economy as well. Continuing, Mr. Goodine said that Allenstown has not yet taken action on the abatement of property tax interest being allowed by the Governor.

Ms. Higham stated that unemployed workers will be getting \$600 from the federal government, as well as unemployment compensation for which the minimum has been boosted. She said that some people will be getting more money than they would be earning.

Mr. Goodine next thanked Mr. McDonald for loaning him a camera and for providing an article about the corona virus which Mr. Goodine posted on Facebook to help inform the public.

Chair McKenney asked if any department heads had any issues.

Mr. Goodine said that they did not, and that Road Agent Chad Pelissier was joining this meeting via Zoom to share information about the Highway Department's plans.

Mr. Pelissier said that Highway plans to get out before Memorial Day for Spring Cleanup. They have picked up some leaves and fixed broken/fallen road signs. He said that the Transfer Station has been very busy on Saturdays. In fact, it is a sort of social event.

Chair McKenney noted that the attendant doesn't help unload.

Mr. Pelissier said that they stopped that weeks ago.

Ms. Caruso suggested allowing only one vehicle at a time to deter socializing.

Chair McKenney asked if the Governor or the President will be requiring masks.

Mr. Goodine responded that they will not. He added that people cannot get them. He said that, for Town Hall, he has hand sanitizer and four containers of wipes.

- **Selectboard Employee Reviews – delay until after COVID19**

Mr. Goodine said that the Selectboard needs to conduct reviews of the Fire Chief, Police Chief, and the Town Administrator.

Chair McKenney said they would plan to conduct one review at each BOS meeting, beginning May 4<sup>th</sup>.

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

Mr. Goodine said that the Hazard Mitigation Meeting will be held tomorrow (April 7<sup>th</sup>) beginning at 1:00 pm.

Mr. Goodine reported on the plan for staff electronic/virtual training activities which began last Wednesday (April 1<sup>st</sup>). Types of training are divided into seven areas, and some employees will have training in areas where they have not previously been trained. They will have personal protective equipment (PPE) training, which will include handling employee falls and injuries which might involve the handling of blood. Superintendent Jeff Backman of the Sewer Department has a DVD on Lock Out, Tag Out (LOTO) which they plan to video stream. This is a safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work. They will also access You Tube videos on sexual harassment, back injuries, office ergonomics, and defensive driving. The NHMA will also provide You Tube video suggestions. Mr. McDonald will participate tomorrow in a webinar on elected officials. Also, [A Hard Road to Travel: The Basics of NH Road Law](#) provides really good information which the Highway Department can use for training.

Mr. Goodine next provided an update on the railroad land which the Town recently purchased. He said that he is getting estimates for Brownfield studies. He has talked with the DOT about the first phase of a

contamination study. Phase I and II studies could be as costly as purchasing in the land. The concern is creosote on the railroad tracks. There will be more discussion on this, he said.

Mr. Goodine presented three bids for road sweeping. GMI has bid \$140 per hour; Rabbit has bid \$135 per hour; and Talco Machinery has bid \$155 per hour. Marc Boisvert, acting Road Agent through March 10<sup>th</sup>, recommends the GMI bid because Rabbit uses older machinery and the Town will get more for its dollar with GMI.

Mr. Pelissier said that GMI has proposed a three-year contract, fixing the price of \$140 per hour for the duration of the contract.

Ms. Higham made a motion to authorize the Town Administrator to prepare a three-year road sweeping contract with GMI. Chair McKenney seconded the motion.

Mr. Goodine noted that there is an escape clause in case the Town does not appropriate the money.

Mr. McDonald asked about recourse if the work is unsatisfactory.

Mr. Goodine said there is an escape clause.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Mr. Goodine reported that Right Signature has a new interface which is not as user-friendly as the previous one. He said he does not know why they changed it.

Mr. Goodine asked the Selectboard members to sign the Payroll Change forms for the April 1<sup>st</sup> wage & salary increases.

Ms. Higham made a motion that the Selectboard members sign the Payroll Change forms as presented. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Mr. Goodine presented a request from the Trustees of the Trust Fund to authorize the transfer of \$233,294 from the General Fund (Unassigned Fund Balance) to the various Capital Reserve accounts in accordance with the voting results of the March 10<sup>th</sup> Town Election. He presented the amounts for the various accounts.

Chair McKenney said that in the past this transfer was done at the end of the year, not the beginning, in order to earn more interest.

Mr. Goodine said these accounts would still be earning interest.

Ms. Higham made a motion to approve the transfer of \$233,294 from the General Fund (Unassigned Fund Account) to the various capital reserve accounts in accordance with the voting result of the March 19<sup>th</sup> town election. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

### **Other Business**

Mr. Pelissier asked if it is okay to schedule mowing work using encumbered funds.

Mr. Goodine said yes. It is understood that mowing will be done twice this year because it was not done in the fall.

Chair McKenney said that some vegetation is hanging over the sidewalks.

Mr. Pelissier said they will remove it if it is in the right of way.

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

Mr. Goodine stated that he included with the Consent Calendar documents the copies of the Governor's various orders, year-end expense reports for 2018 and 2019, and three documents from the Assessor.

Chair McKenney asked if the documents from the Assessor included the Intent to Cut form from Robert Lee. Mr. Lee has indicated that he mailed it to the Assessor.

Mr. Goodine said he did not see it, but he will check with the Assessor.

Ms. Higham made a motion to ratify the Consent Calendar of April 6, 2020. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to approve the minutes of the public sessions of the March 16, 2020 Special BOS meeting and the March 23, 2020 BOS meeting. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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 March 23, 2020. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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 April 6, 2020 agenda. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye  
Scott McDonald – aye  
Sandy McKenney – aye

The motion carried unanimously.

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

Ms. Higham made a motion to enter non-public session at 7:27 pm in accordance with the provisions of RSA 91-A:3, II (c). Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye  
Scott McDonald – aye  
Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to return to public session at 8:11 pm. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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 this Board. Ms. Higham seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to adjourn the meeting at 8:11 pm. Chair McKenney seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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**

**APRIL 06, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
<i>Sandra McKenney</i>	05/06/2020
SANDRA MCKENNEY, Chair	DATE
<i>M Higham</i>	05/14/2020
MAUREEN HIGHAM, Vice Chair	DATE
<i>Scott McDonald</i>	05/07/2020
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**  
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**Transaction Type**  
Signature Request

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

**Executed At**  
05/14/2020 20:00 EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
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**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

**DOCUMENT DETAILS**

**Document Name**  
Bos Minutes 4 6 2020

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bos\_minutes\_4\_6\_2020.pdf

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7 pages

**Content Type**  
application/pdf

**File Size**  
140 KB

**Original Checksum**  
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**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b>  Maureen Higham</p> <p><b>Email</b>  mhigham@allentownnh.gov</p> <p><b>Components</b>  2</p>	<p><b>Status</b>  signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b>  1b913c7fb0cd805aa41c8648d983b133fc1a87b3cb30a67053d5d3c6384a8f8f8</p> <p><b>IP Address</b>  64.222.96.214</p> <p><b>Device</b>  Chrome via Windows</p> <p><b>Typed Signature</b>  </p> <p><b>Signature Reference ID</b>  D4BEB94D</p>	<p><b>Viewed At</b>  05/14/2020 19:59 EDT</p> <p><b>Identity Authenticated At</b>  05/14/2020 20:00 EDT</p> <p><b>Signed At</b>  05/14/2020 20:00 EDT</p>
<p><b>Name</b>  Scott McDonald</p> <p><b>Email</b>  smcdonald@allentownnh.gov</p> <p><b>Components</b>  2</p>	<p><b>Status</b>  signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b>  57136b7bb55ab977a58d19ac0dabb6394b4962ec6701f5ace5e2decc4f6bfd</p> <p><b>IP Address</b>  173.166.22.209</p> <p><b>Device</b>  Mobile Safari via iOS</p> <p><b>Drawn Signature</b>  </p> <p><b>Signature Reference ID</b>  C37A8910</p> <p><b>Signature Biometric Count</b>  292</p>	<p><b>Viewed At</b>  05/07/2020 13:35 EDT</p> <p><b>Identity Authenticated At</b>  05/07/2020 13:38 EDT</p> <p><b>Signed At</b>  05/07/2020 13:38 EDT</p>
<p><b>Name</b>  Sandra McKenney</p> <p><b>Email</b>  smckenney@allentownnh.gov</p> <p><b>Components</b>  2</p>	<p><b>Status</b>  signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b>  d8f9c12380ca0b7bc3897c8e57563d119e92d18f1075ec02742110f9a4448d23</p> <p><b>IP Address</b>  72.65.109.62</p> <p><b>Device</b>  Internet Explorer via Windows</p> <p><b>Typed Signature</b>  </p> <p><b>Signature Reference ID</b>  469C0F10</p>	<p><b>Viewed At</b>  05/06/2020 20:28 EDT</p> <p><b>Identity Authenticated At</b>  05/06/2020 20:32 EDT</p> <p><b>Signed At</b>  05/06/2020 20:32 EDT</p>

## AUDITS

TIMESTAMP	AUDIT
05/14/2020 20:00 EDT	Maureen Higham (mhigham@allentownnh.gov) signed the document on Chrome via Windows from 64.222.96.214.
05/14/2020 20:00 EDT	Maureen Higham (mhigham@allentownnh.gov) authenticated via email on Chrome via Windows from 64.222.96.214.
05/14/2020 19:59 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.
05/07/2020 13:38 EDT	Scott McDonald (smcdonald@allentownnh.gov) signed the document on Mobile Safari via iOS from 173.166.22.209.
05/07/2020 13:38 EDT	Scott McDonald (smcdonald@allentownnh.gov) authenticated via email on Mobile Safari via iOS from 173.166.22.209.
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05/06/2020 20:32 EDT	Sandra McKenney (smckenney@allentownnh.gov) signed the document on Internet Explorer via Windows from 72.65.109.62.
05/06/2020 20:32 EDT	Sandra McKenney (smckenney@allentownnh.gov) authenticated via email on Internet Explorer via Windows from 72.65.109.62.
05/06/2020 20:28 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	Scott McDonald (smcdonald@allentownnh.gov) was emailed a link to sign.
05/06/2020 17:33 EDT	Maureen Higham (mhigham@allentownnh.gov) was emailed a link to sign.
05/06/2020 17:33 EDT	Derik Goodine (dgoodine@allentownnh.gov) created document 'bos_minutes_4_6_2020.pdf' on Chrome via Windows from 64.222.96.214.