

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
May 04, 2020

**Call to Order**

The Allenstown Virtual Selectboard Meeting of May 04, 2020 was called to order by Chair Sandy McKenney at 6:08 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; Debbie Bender, Finance Director

Others present: Mike Frascinella, EDC Chair; Police Chief Michael Stark; Fire Chief Paul St. Germain; Kathleen Pelissier, Town Clerk/Tax Collector; Chad Pelissier, Road Agent

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, via a conference call line (485-7321), then entering the passcode #1234. Access is also available via Facebook Live and Zoom. The meeting will end immediately if the connection is lost.

**Citizens' Comments**

Mr. Frascinella stated that there is no town line sign on Deerfield Road going toward Deerfield.

Mr. Goodine asked if this is a town or state responsibility.

Mr. Pelissier said he would find out.

**Regular Agenda**

▪ **COVID-19 Update**

Mr. Goodine stated that the Governor's stay-at-home order runs until the end of May. Town Hall offices, with a total of six employees, are not open to the public yet. These offices typically see about ten customers a day. Some PPF has been provided by the State and some has been ordered from China. One Allenstown restaurant with outdoor seating plans to open on May 18<sup>th</sup> for eat-in customers.

Chair McKenney suggesting allowing only one customer at a time into the Clerk's office.

Mr. Goodine said they would have floor markings for distancing.

Ms. Pelissier said she is concerned about hearing through the customer service window.

Chair McKenney reminded all departments to keep track of COVID-19 expenses.

Fire Chief St. Germain said that expenses have been minimal.

Police Chief Stark said that his department's expenses have been minimal thus far.

Mr. Pelissier said he would be doing the Highway Department encumbered jobs

Mr. Goodine said that they keep track of FEMA costs and request reimbursement at \$3,000. The Governor is providing some PPE match-free.

Chair McKenney said she heard something about Fire and Police personnel getting more pay through June 30, 2020.

Chief Stark said he would look into it.

Mr. Goodine said that they want to complete the work on this building as soon as possible, so he is hoping that they won't be required to obtain three bids, but can just hire someone locally whom they know to save time.

Chair McKenney said it is up to the Selectboard what is required for this work. While they normally require three bids, she said one would be okay if it is someone they know.

Mr. Goodine said he is concerned about the federal requirements because federal funds are involved.

Mr. Goodine said they have hand sanitizers for employees and the public. They also have a touchless thermometer.

Ms. McKenney said that the Town should not undertake any big projects because some property taxes may not get paid.

Mr. Goodine said they cannot cut projects already approved by the voters without another Town Meeting. However, some budget amounts can be frozen, added to the unassigned fund balance, and used next year.

Mr. McDonald asked if there have been any indications in the past few weeks about how the virus is affecting the Town finances.

Ms. Pelissier said that some residents have used their stimulus checks to pay their taxes, so collections are good so far – better than this time last year.

Ms. Bender said a big adjustment will be revenue from the Meals & Lodging tax, which is budgeted at \$222,000 and could come in at about half that amount. She noted that some of the \$234,000 assigned to various capital reserve funds is discretionary in terms of when they are spent. The School budget, she said, is also a factor. They have benefited by the CARE act and by savings on such items as heat, electricity and maintenance.

Chief Stark stated that Cheryl is back today and Dorothy has been working from home because the Courts are closed. Per the Governor's orders, he said they could have softball or baseball games at Volunteers Park, and the Chief said he has no problem with that. They can split up on two sides of the field and laminated signs can be made and placed as reminders.

- **American Flags on Poles – EDC request for use of funds**

Mr. Frascinella stated that the EDC would like to purchase and install one dozen 3 X 5 American flags on Main and School Streets in hopes of instilling civic pride. Using Sewer Department maps, he said that Mr. Pelissier located the utility poles which have lights. He said he has put in an application with Eversource for permission to fly the flags on their poles for six months of the year. He said that he compared the cost of flags to that of patriotic banners, and the banners were considerably more expensive. He said that he obtained quotes from three vendors and has chosen Riley's Outdoor Décor. Flagworks in Concord charges \$69.95 per kit; American Legion Flag & Emblem in Indianapolis charges \$53.95; Riley's Outdoor Décor in Pennsylvania charges \$42.99. He said the total is \$516.00 plus shipping. The stars are embroidered and the stripes are stitched; he said he hopes to have the Highway Department install them.

Mr. Goodine said that this is a capital reserve project.

Ms. Bender said it is a stretch to call this a capital reserve expense; it should be an operating expense.

Mr. Goodine noted that the flags last about three years, and the EDC's operating budget is for events the Committee wishes to sponsor.

Ms. Bender said this could be charged to the operating budget and transferred to the capital budget later if necessary.

Mr. McDonald made a motion to approve the EDC purchase, per specs, in the quoted amount of \$515.88 (plus shipping) to purchase twelve (12) American flags and brackets for display on Main and School Streets. Ms. McKenney seconded the motion.

A roll call vote was taken on the motion

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Mr. McDonald said the flags will spruce up the Town.

- **Old Tax Deed List/ General Ledger Cleanup by Auditor**

Mr. Goodine said there are three reports. The first is five (5) properties, one of which is on hold requiring a quit claim deed. The other four are scheduled to be sold back to the coops. The second report is the list of properties owned by Allentown via deeding. On the third report, those same properties include some the Town will keep, including two on Riverside Drive which are in the flood zone. Some have been sold back to the owners after deeding. Of these, two deeds have not yet been found. One property off Chester Turnpike will be kept by the town. One on Garden Drive was sold a few years ago. The list of those which could be written off by the auditors to clean up the records will require a motion.

Ms. Higham made a motion to write off 22 properties, including these: 105-45; 106-38-33; 107-12-100; 107-112-118; 109-17; 112-249; 407-26-74; 407-26-84; 407-40-1; 407-40-19; 402-117; 407-12-2; 407-26-

11; 407-26-47; 407-40-33; 407-40-90; 409-1; 409-33-4; 409-33-41; 409-33-45; 410-39-7; and 410-39-23.  
Ms. McKenney seconded the motion.

A roll call vote was taken on the motion

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

#### **TOWN ADMINISTRATOR’S REPORT**

Ms. Bender reported that she received an email from the ABC 20/20 Group, the people who did the Bear Brook segment. She said they would like to do another interview, using the same room sometime at the end of May. Four people will be involved in the interview. The last time the Town received a stipend of \$300 which was given to the Old Allenstown Meeting House Committee. The same could be done this time, she said.

Mr. Goodine reported that street sweeping will start Monday, May 11, 2020, weather permitting, according to Road Agent Chad Pelissier. For the week of May 18<sup>th</sup>, three or four roads are scheduled for top coating. Mowing should be finished tomorrow. This took ten more hours than was budgeted.

Mr. Goodine said that his contract extension will go through July of 2023 and includes a fourth week of vacation with no pay increase and the trading of two weeks of pay.

Ms. Higham made a motion to approve the Town Administrator’s employment agreement, replacing in Section 3 the date of July 1, 2021 with July 1, 2023, and amending Section 8, Subsection b to read “four weeks of vacation per year.” Ms. McKenney seconded the motion.

A roll call vote was taken on the motion

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Mr. Goodine reported that both China Mill and Optimus Assisted Living should be ready to make preliminary presentations to the Planning Board sometime in June.

Chair McKenney said she hopes they can have a face-to-face meeting.

Mr. Goodine stated that the next Hazard Mitigation Plan meeting is scheduled for tomorrow, May 5<sup>th</sup>, at 1:00 pm.

Mr. Goodine said that Mr. Emond wants to do surface paving of Lincoln Street where some rocks might hinder plowing operations.

## **OTHER BUSINESS**

Chair McKenney said that, with the Governor opening up campgrounds, with restrictions, she would like to have Brian Arsenault and Ron Eisenhart do a check Twin Oaks before it opens to make sure they are up to standards.

Chief Stark said there is a new owner at Twin Oaks. DES is looking at the pool, and there is no mechanism to keep them closed, as long as they have the correct number of porta-potties. He said he will get the address for Mr. Raiche, the new owner of the campground, and provide him with the reopening directives.

## **CONSENT CALENDAR, MINUTES AND MANIFESTS**

Ms. Higham made a motion to ratify the Consent Calendar of the May 04, 2020 BOS meeting. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable manifests listed on the May 04, 2020 agenda. Mr. McDonald seconded the motion.

A roll call vote was taken 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 two non-public sessions of April 20, 2020. Mr. McDonald seconded the motion.

A roll call vote was taken 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 7:46 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

A roll call vote was taken 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 8:45 pm. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to enter non-public session at 8:46 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

A roll call vote was taken 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 9:35 pm. Mr. McDonald seconded the motion.

A roll call vote was taken 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 this non-public session as they might adversely affect someone not a member of this board.

## **ADJOURNMENT**

Ms. Higham made a motion to adjourn at 9:35 pm. Chair McKenney seconded the motion.

A roll call vote was taken 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**

**MAY 04, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
	10 / 05 / 2020
SANDRA MCKENNEY, Chair	DATE
	10 / 08 / 2020
MAUREEN HIGHAM, Vice Chair	DATE
	11 / 02 / 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