

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
May 18, 2020

**Call to Order**

The Allenstown Virtual Selectboard Meeting of May 18, 2020 was called to order by Chair Sandy McKenney at 6:07 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: Mike Frascinella, EDC Chair; Police Chief Michael Stark; Fire Chief Paul St. Germain; Kathleen Pelissier, Town Clerk/Tax Collector; Chad Pelissier, Road Agent; Trish Caruso, Welfare/HR; Bob Carter, Boys and Girls Club; Dusty Gray, Boys and Girls Club; Matt Monahan, Central NH Regional Planning Commission

Mr. Goodine 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 attend this meeting by calling the Conference Line or joining via Zoom. We will also try to stream the meeting on Facebook Live. The official way to join is through the conference call, while the most interactive way is via Zoom.

**Citizens' Comments**

Mr. Frascinella said that lots of subscribers are not getting emails from Town Hall.

Mr. Goodine said this is a technical issue which the software company has been working on for a couple of weeks. They hope to correct the situation soon.

**Regular Agenda**

- **Boys and Girls Club Reopening**

Mr. Carter stated that they plan to open the Boys and Girls Club for Summer Camp. They have had three sites open since April 1, 2020, and everything has gone well. They use strict protocols for screening and divide the children into small, separate groups. Where the typical summer camp has 100 children (students), they are planning on about 48 this summer – eight groups of six. They will do walking tours instead of traditional field trips, and they will have full-time staff for sanitizing.

Chair McKenney asked about the Senior Center.

Mr. Gray said they are not planning to open until mid-July. They are getting pre-made meals for Meals on Wheels and are not using the kitchen as much. They are looking for permission to park in the handicapped spaces in the back, as needed.

Mr. Goodine stated that, per Police Chief Stark, they will not enforce the handicapped parking regulations in the back of Town Hall.

Chair McKenney asked if they could foresee any road blocks.

Mr. Carter responded that he did not, as long as they hire enough staff and reinforce protocols. Operations are going well at the other locations, he said, and they plan to open in a few weeks. They also are checking on the possibility of using rooms in the schools in order to spread out the campers.

Mr. McDonald asked what they would do on rainy days.

Mr. Carter said they would do indoor activities, spreading out the groups as much as possible. He emphasized that staff members are well-prepared for this. They love working with the students and understand the importance of keeping them busy and involved.

Mr. McDonald ask if they could accommodate 100 campers this summer if they could use one of the schools.

Mr. Carter said they could if they had enough staff.

Mr. Gray said he had spoken with Principal Shannon Kruger at ARD about this and was waiting for a decision from the School Board.

Chair McKenney and Mr. McDonald both stated that they would do all they could to help.

- **Illicit Discharge (IDDE) Ordinance**

Mr. Monahan stated that he works with the Allentown Planning Board on the MS-4 permitting process. The EPA requires that Allentown and Pembroke manage stormwater within Suncook Village. The Planning Board is tasked with updating the stormwater ordinance, which is a town meeting/land use ordinance matter. The Planning Board also must make minor adjustments to the site plan and subdivision regulations. The Selectboard, he said, has a role in the illicit discharge ordinance, and the Highway Department also has a lot to do with this. Mr. Monahan said this is all about making sure that they do not have stormwater runoff polluting the Suncook and Merrimack Rivers. Testing is required at various locations. This is done by Hoyle Tanner, the Town Engineer. An illicit discharge plan is also required. He continued, saying that the Town is charged with providing public outreach, information, housekeeping (stormwater plan documents for Sewer and Highway), plans for all Town facilities, illicit discharge regulations and accountability. For the illicit discharge segment, the requirement is to identify causes and solve the problems created by the illicit discharge. It gives the Town authority to tell people to fix things. The plan I have developed, he said, was presented to the EPA, and they deemed it concise and made only two minor changes. I will address the seven sections of this plan, he said.

1) Purpose and Intent: The Town Engineering firm will enforce the illicit discharge regulations, requiring such actions as having the Highway Department do street sweeping and catch basin cleaning. They have the authority to require that identified illicit discharges stop.

2) Definitions: This section defines commonly-used terms. For example, MS-4 stands for Municipal Separate Storm Sewer Systems. The Clean Water Act of the 1970's mandated separate storm sewers and sanitary sewers. As a result of the 2010 census, Suncook Village on both sides of the river was designated an urban area. A plan was to have been established by 2013 but was delayed until 2017 because of litigation.

Mr. Goodine asked about Concord and Bow.

Mr. Monahan said they were not designated but probably will be as a result of the 2020 census. He continued, saying that outfall testing is done at 17 locations where sewer goes into the river. Hoyle Tanner will do this.

3) Regulations: This section says that regulations may be adopted by decision of the Selectboard if they are needed.

4) Severability: This says that if one part of the ordinance is struck down by a court decision, the rest of the ordinance stands.

5) Notification: This section requires immediate notification to DES and EPA of a spill in progress. This is per State and federal law.

6) Transitional Provisions: This is a grandfather clause which gives the offender 60 days to stop an illicit discharge from the date of enactment of the ordinance.

7) Illicit Discharge and Detection Elimination (IDDE): This section differentiates between direct and indirect connections by which illicit discharges enter the system. It prohibits illicit discharges and lists items not considered to be illicit discharges. It also prohibits illicit connections. This section also designates the Highway Department as being responsible for administration of the ordinance, while allowing the Selectboard to assign in writing these powers or duties to other persons or entities. The Highway Department may order anyone responsible for an illicit discharge or connection to eliminate it, make efforts to minimize the discharge of pollutants until the situation is rectified, and remediate the contaminations. Finally, this section allows the Highway Department to levy a civil fine not exceeding \$1,000.00 per day for as long as the violation continues.

Mr. McDonald asked who is responsible for testing.

Mr. Monahan said this would be Hoyle Tanner.

Mr. McDonald asked if the testing is random or scheduled.

Mr. Monahan said he is not sure but will find out how often it is done and whether it is random or scheduled. Hoyle Tanner tests 17 outfalls, he said, and must devise a method for tracing where the illicit discharge is from, working backwards. They also have to plan for wet and dry sampling.

Mr. Goodine said they can set June 15<sup>th</sup> as a tentative date for a public hearing.

Mr. Monahan continued, saying that the Planning Board used a model ordinance to revise their post construction ordinance. Since this only affects large developments, there will not be many of these situations. He asked Mr. Goodine to have the Town Attorney look at it. This will be a repeal & replace

item on the Town Meeting ballot. He also told the Selectboard that cases are coming forth in which stormwater runoff is viewed as a trespassing offense, and contamination compounds the seriousness.

Ms. Caruso asked if the Highway Department has the authority to issue a civil fine.

Mr. Goodine said he would check on this.

▪ **COVID-19 Update – CARES Act and First Responder Stipends, etc.**

Mr. Goodine reviewed the budget – revenue and expenses – in terms of the effects of COVID-19. He said that the property tax bills just went out and revenue is starting to come in. Looking at the period from March 14<sup>th</sup> through April 30<sup>th</sup>, comparing 2020 to 2019, current property tax interest revenue was about 27,000.00 in 2019 versus \$13,086.00 for the same period this year. Property tax interest revenue from prior years' taxes was \$16,216.00 for this period last year and are only at \$5,408.00 for the same period this year. He said that this is concerning but may recover. He noted that eRegistrations are up. He said that Motor Vehicle Registrations were running very well until the pandemic. The budgeted amount of revenue is \$710,000.00, up six percent from last year. The decline during the virus is considered to be delayed but not lost.

Ms. Bender noted that the date for registering new vehicles purchased during the pandemic was moved to June 1<sup>st</sup>. Meals & Lodging lost revenue will probably be 50% of the amount budgeted; it probably will not be recovered, especially since 75% of this revenue comes from out-of-state visitors to New Hampshire. Since the amount of revenue is based on the previous year's activity, this effect will not be felt until 2021.

Mr. Goodine discussed proposed modifications to the Town Clerk/Tax Collector's office as plans to re-open evolve. They are working on the microphone, the glass barrier and a mail box for the door.

Ms. Pelissier said that most in the state are installing what Allenstown already has. She said she wants to avoid sound issues. The bottom hole needs to be open, she said, but the top should be closed.

Ms. Caruso asked about wireless headphones since Ms. Pelissier moves around a lot.

Ms. Pelissier said she does not want a headset, only to have the hole plugged. She also said she does not care if the microphone on her side is wireless or not. Her biggest concern, she said, is to have no interference between herself and her deputy, since they work in a small area. They will have only one person in the lobby at a time. An important item is the mail box for the door. It would have to be about six inches wide and 15 inches deep.

Mr. Goodine said they would also have six-foot markers on the handicapped walkway, both in the front and back. He said he would also like to have a green light to let the next person in line know when it is time to enter the building.

Ms. Pelissier said that, at first, she will see people by appointment only. Also, she wants people to complete any transactions on line which can be done that way.

Mr. McDonald asked if a motion was needed for this work.

Mr. Goodine said he only needed voice approval, as the cost will be under the \$3,000.00 limit.

Ms. Pelissier said she likes the Amazon product.

Mr. McDonald asked if there would be any reimbursement for the expenses.

Mr. Goodine said they would be eligible for CARES Act funds.

Chair McKenney asked if the First Responder stipend would apply to those who are no-shows.

Ms. Bender said that it is for all First Responders, regardless of how often they are called or show up.

Fire Chief St. Germain said that those who will get the stipend from another entity cannot get one from Allenstown. He said that he has provided a list of all of those who are eligible. He said that no one is getting this if they are not qualified, and he added that this is not a lot of money.

Chair McKenney made a motion to approve and accept the COVID-19 First Responder stipend for eligible Allenstown employees. 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 stated that he is getting mixed information about reimbursements from the CARES Act and from FEMA, partly because of conflicting RSAs. He said that all municipalities are confused. There are deadlines for submitting expenses for CARES Act reimbursement, yet the guidelines say they must be submitted to FEMA before submission for CARES Act reimbursement. Since Allenstown will not meet the FEMA threshold of \$3,000.00, he expects his CARES Act submissions will be rejected at first because they have not been submitted to FEMA. Eventually, Allenstown will get reimbursed via the CARES Act.

Ms. Higham made a motion to authorize the Town Administrator to accept and apply for the CARES Act allotted reimbursement by the State of COVID-19 expenses under RSA 21-P:43 (less than \$10,000) and to authorize the Town Administrator, as the designated signing authority, to sign all related paperwork for reimbursement requests. 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 set up a public hearing proposed for June 15, 2020, in order to accept and/or apply for all CARES Act reimbursements from the State under RSA 31:95-b (in amounts over \$10,000 and up to the total allotment by the State of \$103,036). Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye  
Sandy McKenney – Aye  
The motion carried unanimously.

Chair McKenney asked for the amount allotted to Allenstown.

Mr. Goodine said the amount is \$103,036.00, based on Allenstown's percentage of State population. He added that FEMA pays 75% of the Town's FEMA-eligible expenses. Municipalities are trying to get their portion reduced from 25% to 5%.

TA Goodine stated that he would schedule and advertise the Public Hearing.

▪ **EDC Committee Update – Future Projects, Events and Equipment Purchases**

Mr. Frascinella reported that the first Hometown Heroes Banner was installed yesterday. Since then, they have had three additional orders. These, he said, are high quality banners. Photographs of the actual medals are embedded, avoiding stolen valor issues. The banners are printed on both sides. They measure four feet by two feet and they cost \$200.00. The cost includes installation, three-year maintenance, storage and re-installation for the two subsequent years. It is important, Mr. Frascinella said, that the best quality photograph is provided. Regarding the U. S. flags, he said they are awaiting Eversource approval of the use of their poles. Banners take several weeks to make and will be alternated with the U. S. flags on School and Main Streets.

Chair McKenney said they have done a good job.

Mr. Frascinella said he is preparing an article about the banners for his website, the Town website and for Facebook. He next presented a new project – a mural of the Blueberry Express, the old steam engine, for outdoor display. He said they have been talking with Sheryl Bentley who owns *A Brush with Life* about painting an outdoor mural. She has provided an estimate of between \$1,100.00 and \$2,800.00 for the project. He said they will be contacting a couple more vendors. The Committee, he said, is looking at possible sites, such as the granite cliff behind the Circle K, Sully's, Vault Storage, and Aubuchon's.

Chair McKenney said that if it is on Route 3, it should face the road.

Mr. Frascinella said he has prepared a sketch, with the Blueberry Express starting at the Verville home (formerly the Allenstown Depot), going to the Blodgett Station and terminating at the site of the old turntable near China Mills.

Mr. Goodine said that there might be grants available for this project. He presented his idea about a drive-in movie, which the Committee discussed at their recent meeting. The estimated cost of equipment, he said, is \$1,200.00, and would include an FM transmitter (\$139.00), a projector (\$400.00), a Blu-Ray player (\$100.00), a 24-foot screen (\$325.00), and a stand (\$70.00). The equipment, he said could be used for several events over time. They are looking at a few possible locations: Charlie

Morgan's empty space between Vault Storage and the daycare center, the gravel area at Allenstown Aggregate, and the lower field at AES.

Mr. Pelissier asked if this would come from the Parks & Rec or the EDC capital reserve fund. Even though there is currently no Parks & Rec Committee, he said this seems like the correct account.

Mr. McDonald made a motion to approve the expense of up to \$1,500.00 for outdoor movie equipment, the funds to come from the Parks & Rec capital reserve fund. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Mr. Frascinella stated that the Crazy Steve concert date has been moved to June 28<sup>th</sup>.

#### ▪ **Proclamations**

Chief St. Germain said that Mr. and Mrs. Courtemanche, the recipients of these Proclamations, will be back in Allenstown this summer.

Mr. McDonald read the first proclamation, which is for Richard "Dick" Courtemanche, said that he had served the Allenstown Fire Department for 52+ years, working under 13 Fire Chiefs. He started as a junior and worked his way to firefighter and then lieutenant. He offered his experience and his knowledge, with a significant sacrifice to his family and personal life. The Town owes him a debt of gratitude. The second proclamation for his wife, Justine "Tina" Courtemanche, said that she served on the Ladies Auxiliary of the Fire Department for many years, serving terms as secretary, treasurer, and president. She helped serve food and refreshments, giving countless hours of her personal time. The Town owes her a debt of gratitude.

#### ▪ **2020 First Half Tax Warrant**

Mr. Goodine stated that the first half tax warrant for 2020 is in the amount off \$4,596,116.00. It is an estimated amount, based on one-half of the 2019 tax rate of \$31.10 per thousand. The tax rate is expected to go down, so the December bill could be lower.

Chair McKenney made a motion to approve and sign the 2020 First Half Tax Warrant. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

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

Mr. Goodine said that he would be participating in a webinar on June 2<sup>nd</sup> about the nuances of opening up to the public. He said a hands-free paper towel dispenser is being installed in Town Hall.

Mr. Pelissier said that would be installed tomorrow.

Mr. Goodine said that a new Rotary Club has been established, serving Hooksett, Pembroke, Allenstown, Epsom and a few other communities. They would like to install a motivational sign.

Chair McKenney said this would be fine.

Mr. Goodine asked the Selectboard to approve the appointment of Matt Pitaro to the ZBA.

Ms. Higham made a motion to approve the appointment of Matt Pitaro to the ZBA, term ending June 1, 2023. 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 told the Selectboard members that there is a letter in the Consent Agenda package requesting an asset report from Eversource which will be sent to Avitar.

### **Other Business**

Chair McKenney asked about the town sign on Deerfield Road which was reported missing.

Mr. Pelissier said he talked with Mr. Boisvert about this, who said he does not know if the Town or the State is responsible. He said he has never had to replace a sign. Mr. Pelissier said he would order a sign for \$40 and get it replaced. He added that they will be paving Heritage, Meadow and Lafayette on Wednesday (May 20<sup>th</sup>). He also said that he had a call about an old loggers' bridge on Kettlerock Road which is in rough shape. His department will post warning signs there.

Chair McKenney asked the Town Administrator to keep an eye on the legal line because there may be items later in the year, and they don't want to exceed the budgeted amount.

Chair McKenney asked that follow-up be done on the Twin Oaks situation.



Chair McKenney asked about a current Tri-Town fee schedule.

Mr. Goodine said he did not think it had changed, but that he would check.

**Consent Calendar, Minutes and Manifest.**

Ms. Higham made a motion to ratify the Consent Calendar of May 18, 2020. 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 April 20, 2020 public 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 May 4, 2020 public 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 May 4, 2020 non-public sessions I and II. 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 May 18, 2020 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**

Ms. Higham made a motion to enter non-public session at 9:24 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 10:53 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.

Chair McKenney made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. 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**

Ms. Higham made a motion to adjourn at 10:53 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, and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES  
MAY 18, 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         |