

TOWN OF ALLENSTOWN  
Special Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
September 10, 2020

**Call to Order**

The Allenstown Special Selectboard Meeting of September 10, 2020 was called to order by Chair Sandy McKenney at 6:10 pm.

Chair McKenney called for the Pledge of Allegiance.

The following statement, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation, was read for the record.

As Chair of the Allenstown Board of Selectmen, I, Sandra McKenney, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are utilizing a Conference Call line, the official connection, and Zoom Video Conferencing. We will also be using Facebook Live, though it is not monitored. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by dialing 603-485-7321 and entering 1234 as the password, or by clicking on the website address link below or typing it into your browser. You may need to download Zoom software to participate.

<https://us02web.zoom.us/j/82337613318?pwd=WmE4R3lzaEFyRzIENmxIRjcrVStMdz09>

If anybody has a problem, please call 207-595-0310 or email at: [dgoodine@allenstownnh.gov](mailto:dgoodine@allenstownnh.gov). If the video begins to lag, or there are rare audio issues, then please call the conference line to listen to the meeting. In the event the public is unable to access the meeting via the conference line, the meeting will be adjourned and rescheduled. The meeting will only be adjourned if the conference call fails to work, as that is the official platform. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

**Roll Call**

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

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Michael Stark, Police Chief; Sharon Somers, Town Attorney

## **Citizens' Comments**

None.

## **Public Hearing**

### **▪ Application for RSA 79-E Tax Exemption for One Wall Allenstown China Mill (Brady Sullivan)**

Chair McKenney open the continuation of the Public Hearing on this application at 6:14 pm.

Mr. Goodine shared information from the application of One Wall Street Allenstown, LLC, Manchester, NH, AKA Brady Sullivan, for Community Revitalization Tax Relief. Proposed is the renovation of China Mill, a 168,918 square foot building constructed in 1870. The property is in disrepair. Renovation plans call for maintaining the existing hydropower tenant and converting the buildings into market-rate apartments consistent with other mill conversions completed by the applicant in New England. The proposed project, which is a change of use, involves substantial rehabilitation, creating 150 apartments with a mix of one, two and three-bedroom units. These are not classified as "affordable" residential units. An abatement application has been filed. No state or federal grants are involved, and the application lists several public benefits of this project.

Mr. Goodine stated that the development represents a \$21 million investment. According to RSA 79-E, the Selectboard may grant property tax relief for five to seven years on the new construction. A decision will be made at their September 21, 2020 meeting.

There being no one wishing to speak, Chair McKenney closed the Public Hearing at 6:17 pm.

## **Regular Agenda**

### **▪ Police Department Badges**

Chief Stark stated that his department has worked with Smith & Warren to create a design for new police officer badges, which will have the Town Seal. He said he is seeking permission to sell the old badges to the officers in order to raise money to help defer the cost of the new ones.

Chair McKenney asked if this is normally done.

Chief Stark responded that it is a common practice.

Ms. Higham made a motion to approve the Police Department's plan to purchase new officer badges and to sell the old ones to existing officers. Chair McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **▪ Acceptance under RSA 21-P:43 and 31:95-b of Cares Act Funds for Election Support, and Approval and Signing of Grant Agreement and Grant Application**

Mr. Goodine stated that New Hampshire has been granted \$3 million in CARES ACT Funds for Election support. It is to be shared among the municipalities based on a formula related to the number of absentee ballots requested and cast in the 2016 elections. Allenstown's allocated share totals \$10,534.56, of which the Town is responsible for 20% (per the Statewide Standard Cost Rate, a 20% match is incorporated into the rate). Therefore, we are eligible for \$8,778.80 in funds and our share is \$1,755.76, he said. There will be two rounds of funding, one for each fall election. For each round, the funding will be based simply on the difference between the number of absentee ballots requested and cast in 2016 versus those same figures for 2020.

Chair McKenney made a motion to accept, under RSA 21-P:43 and 31:95-b, Cares Act Funds for Election Support in the amount of \$10,534.56 to cover additional election costs due to COVID-19. 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 approve the Grant Agreement and Grant Application, and to authorize the Town Administrator to sign said agreement and application. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Letter of Support for Optimus Senior Living Facility (In absence of active Conservation Committee)**

Mr. Goodine referred to a draft letter to NHDES in support of the wetlands and stormwater permit applications of Optimus Senior Living. Because Allenstown does not have an active Conservation Commission, the letter needs the signatures of the Selectboard members. He said the letter states that the permits have had technical review by the Town department heads, CNHRPC and the Town's engineer, and all staff concerns have been addressed.

Ms. Higham made a motion for the BOS to approve and sign the letter of support for Optimus Senior Living's wetlands and stormwater permit applications to NHDES. Chair McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

▪ **COVID19 Update**

Mr. Goodine said that he has been working on reimbursement for eligible COVID-related expenses, being challenged by some changes at the federal level of the eligibility guidelines. He is requesting reimbursement of Police Department payroll, having reached a ‘substantially dedicated’ conclusion, based on the risk exposure of officers arresting/detaining individuals who may have COVID-19, and extra duties such as the education of businesses about COVID. He stated that he is claiming that they have “substantially dedicated” hours to these activities.

Mr. McDonald asked under what ordinance someone can be detained under suspicion of having COVID. He said that this is not acceptable. Mr. Goodine responded that he is reading this wrong. People are being detained or arrested for other reasons and may have COVID, not for having COVID. Mr. McDonald said that this is scary. “Detain” is a word I have a problem with, he said.

Ms. Higham made a motion to authorize the Town Administrator to sign a “substantially dedicated conclusion” document with respect to Public Safety and Public Health employees, and to authorize the Town Administrator to sign all documents related to COVID-19 reimbursement. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

▪ **Blueberry Express Park Sign Update**

Mr. Frascinella stated that he spoke with the Mr. Jim Cassidy, father of Aaron Cassidy who made the existing park sign as an Eagle Scout project years ago. Mr. Cassidy said that his son, who is now in his thirties, is long gone from scouting. Mr. Frascinella also spoke with Mr. Phil Donovan, a BSA official, and Ms. Debbie Temple, who leads Troop 9. Ms. Temple told him that they are having a hard time running the Boy Scout program because of the pandemic and are talking about merging with Pembroke because the troop is so small.

Mr. Frascinella said the plan is to find a Scout to undertake a project to create a new Blueberry Express Park sign, renovate the old sign, place it closer to the building, and put Aaron Cassidy’s name plate back on. He said it may take time to locate a Scout to take on the project, but it is worth doing. Ms. Temple said it would be a good Eagle project.

Mr. Goodine stated that the Crazy Steve concert will be held this Sunday, September 13<sup>th</sup>, and that the first outdoor movie will be held on the lawn, AKA Blueberry Express Park, on September 26<sup>th</sup> beginning at about 7:30 pm.

▪ **Budget 2021 Selectboard Review Schedule Discussion**

Mr. Goodine said he has spoken with Keith Klawes, Budget Committee Chair, about having the Selectboard and the Budget Committee meet jointly to hear the departments' budget presentations. Mr. Klawes suggested meeting on two Saturdays from 9:00 am until 3:00 pm, with a break for lunch. Each department would be allotted one and a half hours, and Administration would fill in if there is extra time between these presentations. This will not include the School or Sewer departments. Mr. Goodine said there are logistics to work out with having a virtual meeting at the Community Center, where the presentations would have to be held for social distancing. He wants members of the public to be able to call in without incurring long distance charges. There is no conference line at the Community Center, and it would cost \$200 to \$300 per month to have one. Here, he said, Zoom is better. They could have conference line charges of \$0.25 per minutes, which would be costly.

▪ **Waste Oil Grant Application Approval**

Mr. Pelissier said the Highway Department has applied for this grant in the past. When they applied last year, the funds were depleted. He said they would use the grant money to help defray the cost of the new waste oil furnace which has already been purchased from funds encumbered last year. The firebox on the old furnace had cracked and could not be serviced. Because the firebox was old, he said, it would have been hard to replace it. Replacing the whole furnace made more sense, especially since they burn a lot of synthetic oils now, which the old furnace did not burn well. This problem has been rectified with the newer models. The grant amount is \$2,500, he said, and the furnace cost \$8,900.

Ms. Higham motioned to accept the Waste Oil Collection grant funds and to enter into a grant contract with NHDES in the amount of \$2,500, and further to authorize the Town Administrator to execute any documents necessary for the grant contract. 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 first asked Mr. Pelissier to present some Highway Department issues.

Mr. Pelissier stated that they have two large, old trucks. The newer of the two is actually in worse condition. It is a Sterling, and they would like to send it to the State auction in October.

Chair McKenney asked for the year of the Sterling.

Mr. Pelissier said it is a 2000 model. He said he wants to bring the 1997 truck to the person who does their inspections to see if it needs anything. He would like to use it for a backup truck this winter in case

there are bugs to work out with the new truck. The sander and plows will be sold as well, he said, because the new truck is outfitted with them. The truck, sander and plows may be sold separately at the auction, which may bring a better price.

Ms. Higham made a motion to authorize the Highway Department to send the 2000 Sterling truck, plows and sander to the State auction, and to authorize the Town Administrator to sign any necessary documents. 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. Pelissier stated that the Budget Committee added \$3,800 to the Highway budget last year for the line striping of 8,200 feet on Deerfield Road. Bids were requested two weeks ago, he said, and the contract was awarded to a company that is willing to honor the Budget Committee amount.

Mr. Frascinella asked if this was the stretch beyond Podunk Road.

Mr. Pelissier said that it was

Ms. Higham made a motion to approve the Highway Department contract with Industrial Traffic Lines, Inc. in the amount of \$3,800 for the line striping of 8,200 feet on Deerfield Road. 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. Pelissier next stated that the Highway Department had planned to mill and fill Granite Street from Route 3 to Main Street but learned that the water main there is not good. It has broken 18 times in the last 20 years, according to Pembroke Water. Therefore, he said, they will do the other half of Granite Street sometime in the next two or three weeks, and will encumber this section for next Spring, after replacement of the water main.

Mr. Pelissier continued, saying that the Highway Department requested bids for setting catch basins on Albin Avenue, but got no responses. They already have the structures, and what he would like to do, he said, is to hire someone with a small excavator and operator to work for about a day and a half with Highway Department personnel to get the three basins at the top set quickly, as the road will have to be closed. He assured the Board members that the Highway Department will notify the residents in the area about the road closing by putting flyers on their doors. He said he has two bids and is expecting a

third on Monday. The three basins at the bottom will be set by Highway Department employees, he said.

Mr. Pelissier's last item addressed the portion of Chester Turnpike in front of Morgan Storage where the road was damaged when it was recently dug up. Vault Storage, he said, will pay for the repair, which is estimated between \$8,800 and \$9,400.

Mr. Goodine said they can overlay this section now, and after the assisted living facility is done, they can do the shim and overlay so that it will be stronger and better.

Ms. Higham made a motion to approve the overlay of a section of Chester Turnpike. 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 noted the receipt of a check in the amount of \$131.19 per the Town's hydro contract whereby the full amount of the electric bill is paid and later a check is received for the amount of the reduction.

Mr. Goodine said that some public water sources are on mandatory reduction, but Pembroke Water is not.

Mr. Goodine reported that the Code Enforcement Officer is working on two cases, one on Diane Avenue.

Ms. McKenney said this came up last year, and they need to do an ordinance for it.

Mr. Goodine announced that Health Trust has a surplus which it must refund. The amount is \$16,728.46. Some goes to retirees and to the Sewer Department. There is a dental portion as well.

Mr. Goodine shared a letter from Comcast, announcing several programming changes.

Mr. Goodine said that a thank you letter was received from Chief St. Germain's father's church, expressing appreciation for the donation in lieu of flowers.

### **Consent Agenda, Minutes and Manifests**

Mr. Goodine said there are no Consent Agenda items.

Chair McKenney made a motion to approve the minutes of the two non-public sessions of August 26, 2020 as written. Ms. Higham 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 public session of August 24, 2020 as corrected. Chair McKenney 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 September 10, 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**

Chair McKenney made a motion to enter non-public session at 7:22 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 7:45 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.



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. 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 change Highway Department employee Mark Salamanto from temporary part-time to permanent part-time employment, effective September 10, 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.

Chair McKenney made a motion to enter non-public session at 7:47 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 7:52 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.

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. 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 enter non-public session at 7:53 pm in accordance with the provisions of RSA 91-A:3, II (e). 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 8:00 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.

Chair McKenney made a motion to seal the minutes of the non-public session because they could render a proposed action ineffective. 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 adjourn at 8:01 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  
SEPTEMBER 10, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b> 09 / 24/ 2020	
	03 / 07 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	03 / 04 / 2021
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

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## Document History



SENT

**03 / 04 / 2021**

00:37:36 UTC

Sent for signature to Sandra McKenney (smckenney@allentownnh.gov), Maureen Higham (mhigham@allentownnh.gov) and Scott McDonald (smcdonald@allentownnh.gov) from dgoodine@allentownnh.gov  
IP: 64.222.96.214



VIEWED

**03 / 04 / 2021**

15:39:22 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)  
IP: 162.95.216.222



SIGNED

**03 / 04 / 2021**

15:42:09 UTC

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IP: 162.95.216.222



VIEWED

**03 / 07 / 2021**

20:29:18 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)  
IP: 174.196.208.246



SIGNED

**03 / 07 / 2021**

20:29:57 UTC

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## Document History



**03 / 07 / 2021**  
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**03 / 07 / 2021**  
22:19:31 UTC

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22:19:31 UTC

The document has been completed.