

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
December 14, 2020

**Call to Order**

The Allenstown Selectboard Meeting of December 14, 2020 was called to order by Chair Sandy McKenney at 6:05 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 limited seating for observing and listening contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. In fact, we are at capacity now. However, in accordance with the Emergency Order, I am confirming that we are utilizing a Conference Call line (603-485-7321, password 1234), which is the official connection, and Zoom Video Conferencing. We will also be using Facebook Live, although we do not follow the Facebook comments. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms. If Facebook Live gets shut off, it cannot be restored, so listeners would have to tune in through ZOOM or call the conference line, which is the official platform. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Board of Selectmen page attached to the agenda for the Meeting. 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. 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; Jeff Backman, Allentown Sewer Department Superintendent, Evan McIntosh, Fire Captain; Paul St. Germain, Fire Chief; Michael Stark, Chief of Police; Chad Pelissier, Road Agent; Chase Ranfos, Carl Caporale

### **Citizens' Comments**

Mr. Frascinella asked for permission to order 11 Welcome Banners for the side streets of Allentown at a cost of \$675.00. He said the Economic Development Committee will buy the banners in late winter and the Highway Department will install them in the spring. Eversource has already given permission.

Chair McKenney made a motion to allow the EDC to purchase 11 Welcome Banners at a cost of \$675.00. 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. Frascinella reported that, for the Christmas lighting contest this year, entrants have been asked to provide photographs of their decorated homes so that they can be shared in the website.

### **Regular Agenda**

#### **▪ Police Detail Rates Approval**

Chair McKenney opened the Public Hearing on the adjustment of the Police Detail rates at 6:17 pm.

Chief Stark stated that there has been no increase in the detail rate in about five years, and Allentown's rate is lower than most in the area. They are proposing increasing the rate to \$70.00 per hour - \$47.00 for the officer; \$13.00 for administration costs and \$10.00 for a cruiser, if needed. With the increase, Chief Stark said, they will still be on the low end of area rates.

Chair McKenney closed the Public Hearing at 6:20 pm.

Ms. Higham made a motion to approve the Police Detail rate increase to \$70.00 per hour. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

#### **▪ Highway Laborer/Driver Hiring**

Mr. Pelissier, Road Agent, introduced Chase Ranfos, his choice for the position of Laborer/Driver for the Highway Department. Mr. Pelissier said that he is going through the hiring process now.

Chair McKenney asked Mr. Ranfos to say a few words.

Mr. Ranfos said that he has worked on pools for many years and is now looking for work that is more than seasonal.

Ms. Higham stated that she is distantly related to Mr. Ranfos, but has never met him.

Chair McKenney said that is not a problem.

Chair McKenney made a motion to hire Chase Ranfos to fill the vacant position of Laborer/Driver in the Highway Department, pending a successful background check. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Fire Chief – Various Topics**

Chief St. Germain stated that Captain McIntosh would present information about a Fire Department fee schedule.

Chair McKenney asked about the existing fee schedule prices.

Captain McIntosh responded that the only existing fees are for oil burners and blasting. He said they are trying to catch up with surrounding communities in terms of the other fees which they should be charging. He said there is a lot of development in town, and he has done a lot of research on this subject. He said that Concord, Hooksett, Bow and Hudson – to name a few – have a Fire Inspection fee to review building plans.

Mr. Goodine asked if this would be done via eCity online permitting.

Captain McIntosh said that it would. The situation with sprinkler systems, he said, is the same. He said they have spent 18 hours already on the China Mill redevelopment project.

Chair McKenney asked if these are expenses beyond those of the Building Inspector.

Captain McIntosh said that they are. A building with three or more apartments, or units, is classified as commercial and must have a sprinkler system. He said that, by the time the Brady Sullivan complex is done, the Fire Department will have spent 100 hours on it.

Chair McKenney asked when the Fire Department wanted these fees to go into place.

Captain McIntosh said they would like them to go into effect as soon as possible.

Chair McKenney said they would have to hold a public hearing.

Mr. Goodine said that he is all for this, but it would be better if it had been introduced a month or to earlier, so that the current developers could have known of these fees sooner.

Mr. McDonald said that he has seen these fees in other towns, and he asked for a ballpark estimate of these costs for Brady Sullivan.

Captain McIntosh said he would have to crunch some numbers in order to provide that estimate.

Ms. Higham said that these are common fees that developers expect to pay.

Captain McIntosh said that both Optimus and Brady Sullivan are shocked that we don't have them in place. And, he said, these are not all of the fees that they could charge.

Chair McKenney asked if the fees being proposed are high or low, compared to surrounding communities.

Captain McIntosh said they are average.

Chair McKenney asked Captain McIntosh to send the data from the fee schedules of other towns. She asked where the fees would go.

Mr. Goodine said the fees collected would go to the General Fund.

Mr. Frascinella said that the Fire Department should come up with a fee schedule and estimate the amounts for Brady Sullivan and Optimus Assisted Living.

Chief St. Germain stated that the town is growing, and it is not just Brady Sullivan and Optimus.

Mr. Goodine said he expects more development soon.

Mr. McDonald asked Captain McIntosh not to include large communities such as Concord and Nashua. He said they should look at communities of comparable size to Allenstown.

Captain McIntosh said that is difficult because they aren't caught up either.

Chair McKenney asked if the commercial apartment buildings with three or more units had been before the Planning Board.

Captain McIntosh responded that they should have been, but have not.

Mr. Pelissier said that this is a Highway Department problem also, because of driveways.

Ms. Higham said that Manchester has a checklist of all necessary permits.

Ms. Higham made a motion to schedule a Public Hearing on the proposed Fire Department Fee Schedule for the December 28, 2020 BOS 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.

Chief St. Germain next asked for permission to start the hiring process for the full-time firefighter position in the 2021 proposed budget.

Chair McKenney said they should wait until the budget is approved. She asked when he planned to start the process.

Chief St. Germain said he would like to start as soon as possible. He said this is just the preparation of a hiring list; the entire process can take two to three months or more.

Mr. McDonald said that this is a common practice.

Chair McKenney asked if interviews would be conducted.

Chief St. Germain said that they would. The goal would be to have a list of three to five viable candidates.

Chair McKenney said she would prefer that they wait until mid-February.

Mr. McDonald made a motion to authorize the Fire Chief to start the hiring process for a full-time firefighter, with a job posting approved by the Town Administrator, creating a hiring list certified by the BOS and valid for 12 months. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Nay

The motion carried (2-1).

Chief St. Germain next requested Select Board authorization to place Fire Department surplus equipment on the Municibid System for auction as needed. This, he said, would be items such as small pieces of equipment, a continuation of what Chief Murray started.

Chair McKenney instructed the Fire Chief not to auction off any fire boxes.

Chief St. Germain said he would not, and he added that he would obtain BOS approval for each item placed.

Mr. McDonald made a motion to allow the Fire Chief to place surplus equipment on the Municibid System for auction as needed, with the approval of the BOS for the placement of each item. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chief St. Germain continued, requesting permission to start moving forward with the Forestry Vehicle and Equipment replacements.

Mr. McDonald asked the Chief to explain specifically what he meant by ‘moving forward.’

Chief St. Germain said he would like to place the orders.

Mr. Higham said she would prefer he wait until the Budget Committee completes its process.

Mr. McDonald said that he understands the need and the urgency, but he agreed with Ms. Higham.

#### ▪ **Sewer Commission Appointment**

Mr. Backman stated that it is up to the BOS to fill the vacant position on the Allenstown Sewer Commission (ASC). He said he was not before the BOS to make an appointment or a recommendation. He said that Mr. Caporale was commended at the November 30, 2020 BOS meeting for his long service to the ASC and the Municipal Budget Committee. Further, he said, the BOS accepted Mr. Caporale’s resignation as of December 09, 2020, and he stated that it is not his job to make a determination regarding domicile. He added that the Board does not have to take the recommendation of the ASC. Addressing Mr. Goodine, he said that if he suspected something, he should have said so.

Mr. Goodine said he did not know of any problem.

Chair McKenney said that she rescinded a previous vote in another situation, and it was perfectly legal to do so. She said she does not want to appoint someone who is running for the position in March,

because the voters might favor that candidate, thinking that candidate is the recommendation of the Board.

Mr. Caporale said that his residence is not an issue. He said he resigned on December 9<sup>th</sup> and he moved on December 9th.

Ms. Higham said she felt that something was going on that she does not know about.

Chair McKenney said that there is other information that is not public.

Mr. McDonald suggested that, for only two or three meetings, it might be better to put in someone who has served before.

Mr. McDonald made a motion to appoint Robin Richards to fill the vacant ASC position until the March election. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Nay

The motion carried (2-1).

#### ▪ **Budget Discussion**

Mr. Goodine said that the Municipal Budget Committee will meet this Thursday, December 17<sup>th</sup>, to complete their process.

Chair McKenney asked if they should look into placing health benefit expenses within the individual departments, as was done in the past.

Mr. Goodine said they would also have to look at doing that with other benefits such as insurance liability and retirement. He said there are formulas for doing that.

#### ▪ **Encumbrances – Highway; EDC Approval of Additional Expenses**

Mr. Pelissier presented the list of roads not yet paved and one more – Kimberly Lane, which is off of River Road. He said this road is only about 400 feet long, and he would like to do a shim and overlay to obviate the need to do a full reconstruction in a couple of years. He presented the list of encumbrances: Library Street, \$20,000.00; Theodore Avenue, \$34,000.00; Kimberly Lane, \$20,000.00; and Granite Street, \$43,000.00. He said that the work on Granite Street was deferred because of the water line issue; they will reclaim it, not mill it.

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

Mr. Goodine said that the electrician for the front door has been retained, as well as an alarm person to set the trigger for buzzing people in. He said they also had an outlet installed in the bathroom.

Mr. Goodine reported that Optimus is getting ready for the foundation.

Mr. Goodine reported that Brady Sullivan's abatement request was denied, based on the fact that the China Mill property was purchased at a significant discount.

Mr. Goodine reported that Moderator Judy Silva has provided the procedure for conducting the Town Meeting/Election remotely. He said it is very complex, and he favors having the Deliberative Session at Parish Hall, which can accommodate about 45 people for social distancing. He said that absentee ballots would be available for the Town Election, and they might be able to use grant funds to help with absentee ballot expenses.

Mr. Goodine said that the new SCBA arrived on December 02, 2020.

Mr. Goodine presented Bear View Crossing abatements for review and approval.

Mr. McDonald made a motion to approve the abatements for 3 New Yorker Drive in the amount of \$1,013.15 for a 2018 lien; 6 New Yorker Drive in the amount of \$1,100.36 for a 2018 lien; 6 New Yorker Drive in the amount of \$1,050.43 for a 2019 lien; and 6 New Yorker Drive in the amount of \$1,043.43 for 2020 taxes. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

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

Ms. Higham made a motion to ratify the Consent Calendar of the December 14, 2020 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 November 30, 2020 meeting as written. 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 December 14 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 Item**

Chair McKenney made a motion to enter non-public session at 8:35 pm, in accordance with the provisions of RSA 91-A:3, II (b). 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 9:08 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 the 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 appoint Brian Arsenault to fill the vacancy of Code Enforcement Officer, Building Inspector and Compliance Officer, per RSA 669:75, and having confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, Brian Arsenault, as Code Enforcement Officer, Building Inspector, and Compliance Officer for a three-year term beginning December 21, 2020, a contract to be executed with the Town Administrator, who is authorized to sign the 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.




### **Adjournment**

Ms. Higham made a motion to adjourn at 9:10 pm. Chair McKenney 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**

**DECEMBER 14, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b> 12 / 28 / 2020	
	03 / 05 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	03 / 31 / 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



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**03 / 04 / 2021**

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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 / 05 / 2021**

16:36:37 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)  
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SIGNED

**03 / 05 / 2021**

16:37:08 UTC

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**03 / 07 / 2021**

22:15:39 UTC

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**03 / 07 / 2021**

22:16:00 UTC

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