

TOWN OF ALLENSTOWN
Selectboard Meeting
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
December 28, 2020

Call to Order

The Allenstown Selectboard Meeting of December 28, 2020 was called to order by Chair Sandy McKenney at 6:08 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 it has a 20 second lag, and 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. 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, Scott McDonald, Maureen Higham (arrived at 6:10 pm)

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Michael Frascinella, EDC Chair; Evan McIntosh, Fire Captain; Paul St. Germain, Fire Chief; Michael Stark, Chief of Police; Chad Pelissier, Road Agent; Brian Arseneault, CEO; Ryan Carter

Citizens' Comments

Mr. Frascinella stated that, during the awards ceremony for the Christmas Lighting Contest, it was observed that the gazebo is in a state of disrepair. He said that Mr. Venegas noted that the wood is rotting. It should be repaired or completely rebuilt, with a roof and lighting. Mr. Frascinella then suggested that a town Ice-skating rink could be placed there as well.

Mr. Pelissier said that he could level the area for the ice-skating rink.

Chair McKenney said that the existing gazebo was built by the prisoners.

Public Hearing

▪ Fire Department Fees for Life and Public Safety-Related Inspections

Captain McIntosh stated that the proposed fees will bring Allenstown up to speed with other communities. Since the last meeting, the false alarm fee schedule has been changed, he said. Currently, only two fees exist: one for oil burner appliances and another for blasting. He provided examples of the fee schedules of other communities: Bow, Hudson, Bedford, Concord, Milford and Hooksett.

Ms. Higham asked if Bow is comparable in size to Allenstown.

Mr. Goodine confirmed that it is.

Captain McIntosh said that size is not the only consideration. The amount of development in a community is a factor as well. He noted that neither Pembroke nor Epsom has a fee schedule.

Mr. McDonald observed that the Life Safety inspection for the site plan phase sounds extensive.

Captain McIntosh said that this is a rough overview of the development plans, including such items as windows, doors and construction materials. He said that the work of the Fire Department crosses over with that of the Building Inspector, and he added that Mr. Arsenault plans to bring the Building Department fees up to date as well. He told the Board members that the Fire Department items are mostly related to commercial construction, and the Building Department fees are mostly related to residential construction.

Chair McKenney asked if Brady Sullivan would be paying a big bill for the China Mill development.

Captain McIntosh said they would only pay fees for items not yet submitted. Furthermore, they have asked about fees because they expect them and are surprised that we don't have them.

Chair McKenney opened the Public Hearing on Fire Department Fees for Life and Public Safety-Related Inspections at 6:28 pm.

Mr. Goodine asked Captain McIntosh to go through the list of proposed fees and indicate whether they apply to commercial or residential development – or both.

Captain McIntosh said that the existing fee for Oil Burner Appliances applies to both. The rest are mainly commercial, with the possible exceptions of Automatic Fire Detection Systems and False Alarms. He continued, saying that the Fire Department spent two hours inspecting Brady Sullivan's temporary system, which represents only about 20% of the time needed for all inspections.

Mr. Goodine asked if the Fire Department coordinates inspections with the Building Inspector.

Captain McIntosh responded that they usually do.

Mr. Arsenault said that he often references the National Fire Code.

Chair McKenney asked Captain McIntosh to go through the list of fees, indicating which are for commercial, business and residential.

Captain McIntosh said that is what they just did. He said that everyone starting a project should check with the Fire Department and the Building Department. The next step, he said, is the creation of a checklist of required inspections.

Mr. McDonald asked about enforceability and how to collect fees and penalties imposed.

Captain McIntosh said there is an RSA Stop Order. The list of requirements, he said, is not arbitrary. It is uniform and commonly used.

Mr. McDonald noted a distinction between inspection fees for work performed and punitive fees.

Captain McIntosh said that the CO will not be issued if fees are due.

Mr. Goodine asked Police Chief Stark if the services of the Prosecutor would be available for enforcement if it became necessary to file a court action.

Chief Stark assured the Board that they would be.

Captain McIntosh next explained the Place of Assembly annual permits. He said this includes meeting rooms, conference rooms, and fitness rooms within places like Optimus and the Brady Sullivan apartment complex. There are many other places required to have these permits, including restaurants and bars.

Mr. Carter noted that the residents are already paying for the services of the Fire Department and the Building Department.

Mr. Goodine said that the fees are mostly for commercial development, not residential.

Mr. Carter stated that the checklist should have been developed before the fee schedules.

Chair McKenney closed the Public Hearing at 7:10 pm.

Regular Agenda

▪ Fire Department Fee Schedule for Inspections (after Public Hearing)

Chair McKenney stated that the Board will take action on the proposed fee schedule at a future meeting, allowing time for Board members to review the proposal. The tentative date is January 25, 2021.

▪ Budget Discussion

Mr. Goodine reviewed the dates for budget-related events. He said the Public Hearing on the budget is scheduled for January 16, 2021. It will be held at the St. John the Baptist Parish Hall. It

will be a normal meeting, with ZOOM conferencing available. He said he needs to check on the Wi-Fi connection there. The make-up date for the Public Hearing is January 19, 2021. He reported that the filing period for candidacies for local offices begins on January 20, 2021 and ends on January 29, 2021. The Deliberative Session is scheduled for Saturday, January 30, 2021, with February 06, 2021 as the make-up date. The Town Election will be held on Tuesday, March 09, 2021. He mentioned one change to the proposed budget; the Fire Department Capital Outlay line, which was originally set for \$84,000, was changed to \$64,000, and is now back to \$84,000. He said that the proposed budget represents no increase to the municipal portion of the tax rate because the Unassigned Fund Balance was used to offset the tax rate and to fund warrant articles. He said they expect the budget situation to improve after the pandemic is behind us.

Mr. Frascinella asked about the amount of the employee raise in the budget.

Ms. Bender said it is the amount of the COLA, one percent.

Mr. Goodine next presented the proposed warrant articles, the first being the operating budget and the second and third being zoning items.

Ms. Bender stated that Articles 4 through 11 are ones that she is recommending be discontinued because they haven't been used recently and have small balances. Those balances would be transferred to the General Fund. Article 4 is a capital reserve fund established in 1995 for the purchase of items from the State. The balance is \$1,500.00. Article 5 is a General Expendable fund which has no balance and whose purpose is not known. Article 6 is for the Master Plan. It has a balance of \$1.40.

Chair McKenney said they have to do the Master Plan every ten years, so they should keep that and start funding it.

Mr. Goodine said that is a good idea. The next plan will be done in 2026, so they should start funding it next year.

Ms. Bender continued, saying that Article 7 is the Old Allentown Meetinghouse, with a balance of \$1.32.

Chair McKenney said that Allentown owns the building and would need to make any necessary repairs.

Ms. Bender said she would check with Armand Verville to see if the fund is just for the roof repair or if it is more general. Article 8, she said, is for Police Safety Equipment. It was established in 1998 and has a zero balance.

Chief Stark said it is okay to discontinue it.

Ms. Bender said that Article 9 is a Recycling Revolving Fund with a zero balance, and Article 10 is for Tax Maps, has a balance of \$400.00, and the information is now provided digitally by the GIS and paid for annually through the Assessing Department's IT budget. Article 11 is a Solid Waste fund, with a zero balance.

Mr. Goodine said that the contract with Casella ends in 2024, and they are working on an extension.

Mr. Pelissier said that Pembroke's automated collection equipment is constantly broken. He would prefer extending the Casella contract to having his department take over the task of solid waste and recycling collection.

Ms. Bender continued with the 12th warrant article, which is for the Library. Since it is made up of their end-of-year surplus, the exact amount is not yet known. The current amount is \$2,800.00. Articles 13 through 19 are as follows: Article 13, Public Safety Facilities – \$10,000.00; Article 14, Street Lights – \$6,500.00; Article 15, Highway Equipment – \$15,000.00; Article 16, Economic Development – \$10,000.00; Article 17, Assessing – \$16,800.00; Article 18, Road Repair & Paving – \$50,000.00; and Article 19, Parks & Recreation - \$10,000.00. For Article 20, she said, the Budget Committee voted to place \$25,000.00 in this fund.

Chair McKenney stated that she has spoken with Mr. Pelissier about this and wants to add \$100,000.00 to the \$25,000.00 for a total of \$125,000.00 so that Highway can have a new building. She said that the Highway Department always takes a back seat and they don't push for things.

Mr. Pelissier said that he has the older figures put together by the former Road Agent, so he will get those numbers updated.

Chair McKenney said that they are supposed to have showers in the building, and they need a bathroom as well. She said this is well-deserved, and the fund will have about \$350,000 for the project.

Chair McKenney made a motion to add \$100,000 to the 20th warrant article for the new Highway Garage. 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. Carter asked about drainage issues on the property.

Mr. Pelissier said that is not much of a problem. The concern is that the property is on top of a landfill, and the construction of a new building would require removal of PFAS. He said that NOVIS Engineering did a study for them, which will enable them to locate the building on a spot where they will not have to dig too deeply to remove the hazardous contaminants.

Mr. Goodine thanked everyone who was part of the budget process.

Ms. Higham said that the Saturday meetings were good because the participants were alert and receptive.

Chair McKenney said that it was a good idea to have the BOS and the MBC together.

▪ **Police & Highway Expense Year End Budget Line Authorization of Expenditures**

Chief Stark explained that the Public Safety Revolving Fund is where payments for Details are deposited. That fund, he said, has a balance of \$70,000, and he would like permission to expend \$116,111.93 from that fund for vehicle radar equipment, portable batteries and reflective gear. He said the radar in the cars is starting to fail, being more than 15 years old. The portable batteries are not as efficient as they should be, and reflective gear for conducting traffic is losing its reflective capabilities. He said that all of this, until now has been paid by grant funds.

Ms. Higham made a motion to have the Town Treasurer transfer \$116,111.93 from the Public Safety Revolving Fund to the General Fund for the purchase of police vehicle radar equipment, portable batteries, and reflective gear. 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 Department Expenses**

Mr. Pelissier first reported that the backhoe has a hole in the exhaust system. The replacement part will cost \$984.00 and will be charged to the Vehicle Repair line. Next, he said that two (2) new portable radios are needed for the trucks, as it is vital that the drivers have them. Ossipee Mountain quoted a price of \$3,500.00 each for two Motorola radios; a Pembroke vendor quoted \$1,550.00 each for two Kenwood radios. The Kenwood is obviously the better price, he said, and Kenwood parts are easier to get than Motorola. Lastly, he said that they need a trench box for the work on Albin Avenue. This is work the Highway Department is doing versus contracting it out, to save money. A new trench box can cost between \$7,000.00 and \$9,000.00; however, Jordan Equipment has a display trench box which they will sell for \$4,888.00. It is constructed of aluminum and measures 6 X 6 X 64" wide. This will be purchased from the Capital Outlay Account.

▪ **Audit 2021 Engagement Agreement**

Mr. Goodine said that the Town portion of the expense for the 2021 audit is \$13,400.00 and the Sewer portion is \$4,600.00. No single audit is required.

Ms. Higham made a motion to approve the 2021 Audit Engagement Agreement and to authorize the Chair and the Town Administrator to sign the Agreement. 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 stated that he has ordered five (5) chairs for the Town Hall meeting room, each with a weight capacity of 350 pounds. He said that Chair McKenney will look at some smaller ones as well.

Other Business

Chair McKenney asked if the Fire Department would be responsible for the issue of someone working without a permit.

Mr. Goodine said yes.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the December 28, 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 December 14, 2020 meeting as amended to correct a typo on page six. 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 28, 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.

Adjournment

Chair McKenney made a motion to adjourn at 8:32 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**

DECEMBER 28, 2020

SIGNATURE PAGE

Original Approval: 01 / 11 / 2021	
	03 / 05 / 2021
SANDRA MCKENNEY, Chair	DATE
	03 / 07 / 2021
MAUREEN HIGHAM, Vice Chair	DATE
	04 / 05 / 2021
SCOTT MCDONALD, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SANDRA MCKENNEY, Chair	DATE
	MAUREEN HIGHAM, Vice Chair	DATE
	SCOTT MCDONALD, Member	DATE

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