

TOWN OF ALLENSTOWN
Selectboard Meeting
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
April 05, 2021

Call to Order

The Allenstown Selectboard Meeting of April 05, 2021 was called to order by Chair Scott McDonald at 6:07 pm.

Chair McDonald 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, Scott McDonald, 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 in a hybrid format - both virtually and in person. 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. 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, which is a simulcast of the Zoom meeting, 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. Please state your name if you wish to join and participate. 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 audio issues, 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 Line 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, Jim Rodger, Keith Klawes

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Brian Arsenault, CEO; Fire Chief Paul St. Germain; Deputy Fire Chief Eric Lambert, Mary Ann Stienmetz, Suncook Soccer President; Tanya Davis, Youth Soccer; Rodney Musto, Police Chief Michael Stark

Citizens' Comments

Mr. Frascinella stated that he and his neighbor Rodney Musto are concerned about speeding and excessive heavy trucking on Deerfield Road where they both live. He said it has been going on for a long time.

Mr. Musto stated that a speeding vehicle hit his dog and didn't stop. His dog had to be taken to the vet for stitches. He said he is concerned about children, joggers, hikers, horseback riders, wildlife and his enjoyment of his property. There is a weight limit on the road, yet 60,000-pound excavators travel the road. His stone wall shakes and he can't even hear his television. He has talked with the Police, he said, and they have installed a speed detection device.

Mr. Klawes said they should contact the State DOT because part of Deerfield Road is a state road.

Mr. Frascinella said the speed limit on the State portion is 35 mph and is 25 mph on the town portion. The drivers are not considerate, he said.

Ms. McKenney said that the Town maintains the State road in the winter.

Police Chief Stark stated that the Police Department is responsible for traffic and will be in touch with Mr. Musto.

Mr. Frascinella asked Chief Stark if the speed detection device takes photo.

Chief Stark responded that it does not, but it tracks the time and detects patterns.

Mr. Klawes asked about the weight limit issue.

Chief Stark responded that it is not enforced or looked into because it has not been an issue.

Mr. Pelissier said that he and Town Administrator Goodine met with the School Board, and the Board approved the ice-skating rink for ARD.

Chair McDonald asked if they would have to do any grading.

Mr. Pelissier said that only a small amount would be needed. For water, he said they need a two-inch line from Library Street, and he has spoken with Pembroke Water about it. Regarding a skateboard park, Mr. Pelissier reported that they have permission to use the convent parking lot. He plans to talk with Jeffrey Venegas at the next EDC meeting.

Mr. Goodine stated that Donna Gravel wants to volunteer to do some senior outreach.

Ms. Gravel said she worked with Emergency Management years ago and has spoken with Ron Eisenhart and his deputy, Denise Dubois, about having a vaccination clinic at Suncook Pond. She added that she has a contact at Eastpoint, the property manager, who is willing to notify residents via letter about the opportunity to be vaccinated. Ms. Gravel said that the State likes to group communities together.

Mr. Goodine said he has spoken with Michelle at the Senior Center about having a vaccination pod there.

Ms. Gravel said there is another community of seniors on Letendre Avenue. Deputy Dubois is willing to distribute fliers through the Meal on Wheels program, in order to reach the non-drivers.

Ms. McKenney asked if other towns are doing this.

Ms. Gravel said no.

Mr. Klawes asked if they would be going door-to-door.

Ms. Gravel said no, but the challenge is getting those who don't drive to the pod or clinic.

Mr. Klawes asked if she is looking for help or permission.

Ms. Gravel said that Mr. Eisenhart asked her to do this, and she thought he would be here tonight to swear her in.

Chief Stark stated that he cares very much for the elderly, but Emergency Management is not getting involved in the vaccination process. The elderly could have gotten vaccinated on day one, he said. A clinic can't be held in Allentown because there is only one paramedic. He said that letters and fliers are great. People need to go to Hooksett or Concord to one of the super centers for a vaccination. This is not unique to Allentown, he said.

Regular Agenda

▪ Appointments

Mr. Goodine said that, although a Select Board member should not serve on the ZBA due to possible conflicts of interest, the current ZBA could use the guidance of Mr. Klawes.

Ms. McKenney made a motion to appoint Keith Klawes as an ex-officio member of the ZBA so that he can offer his knowledge and experience to the Board. Mr. Rodger seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Sandy McKenney – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

The motion carried unanimously.

▪ Volunteer Park Field Use

Mr. Goodine explained that Suncook Softball maintains and uses Volunteer Park. The spring season started April 1st. Recreational Soccer needs practice space too. A problem arose last year when many other possible practice fields were closed because of COVID-19, he said, but the elementary school and Memorial both have available fields this spring.

Tanya Davis, who runs Youth Recreational Soccer, stated that the lease on the Town website specifies who runs the field. She called the Police Department and was told to call Town Hall.

Mary Ann Stienmetz, Suncook Softball, said that other teams can use Volunteer Park when her groups are not, but they cannot put things on the field because they have a fence dividing the two softball fields which cannot be easily taken down. It takes four adults 2.5 hours to put it up at the beginning of the season. She said the lease is not accurate.

Ms. McKenney asked Ms. Davis how many hours she needs.

Ms. Davis responded that she needs between six and ten hours per week.

Ms. Stienmetz said she offered Ms. Davis time on Thursday but has not heard back from her.

Ms. McKenney asked Ms. Stienmetz how much time she needs.

Ms. Stienmetz replied that she has teams from farm league to seniors every day and would need additional time if games are canceled. She said the field is free after school until 5:00 pm. She added that Suncook Softball maintains the field.

Ms. Davis stated that Soccer does not have a dedicated field.

Mr. Klawes asked why the fence is needed.

Ms. Stienmetz said that the fence is for safety, with two practices going on at the same time.

Mr. Klawes stated that Allenstown need a Parks & Recreation committee.

Ms. Stienmetz, in response to statements that most of the soccer players are not from Allenstown, stated that 42% of the players are from Allenstown.

Mr. Klawes asked about using Pine Haven.

Ms. Davis said they have used their fields at times.

Chair McDonald asked about the Buck Street fields.

Ms. Stienmetz said that the NH Soccer Association has used these fields at times, but has paid \$175 to do so.

Chair McDonald stated that there simply are not enough fields, adding that this is not a new issue in Allenstown. He said they will have a lot more field space with the new school. He also noted that, in the past, soccer was played in the fall and softball in the spring. Now both are played during both seasons.

- **Rail Trail Land Purchase Update**

Mr. Goodine reported that he is still waiting to get the P & S from the seller.

- **Police Chief Discussion on Policies**

Chief Stark stated that his department has revised its policies and they are now in place. It is not new policies but rather a new format that is easier to use. He said it is over 300 pages long and involved a lot of work. He said he left a copy for the Board and is happy to answer any questions.

Chair McDonald said he would take the time to read it, and he thanked Chief Stark and his staff for all they do.

- **Fire Chief on Forestry Vehicles and Equipment and New Staff**

Chief St. Germain said he wanted to discuss their plan for the purchase of forestry vehicles and equipment, which was first presented last fall. He said that they recently spent \$700 to get the 1986 forestry vehicle on the road because they are already in brush fire season. He said they would like to get the Board's approval for the 'three-in-one' purchase approved for \$84,000. They are looking at brand new 2020 vehicles at State Bid prices.

Assistant Chief Lambert stated that they can get the truck and trailer immediately and the side-by-side might take up to 60 days, depending upon which one they order. They are purchasing locally to support local vendors and so that they can pick up the vehicles rather than have them delivered. He said his understanding is that Mr. Pelissier wants the old pickup truck.

Chief St. Germain said that they will be able to get the State bid price from the vendors they are working with. At this point, he said, the cost will be \$3,000 to \$4,000 less than the budgeted amount.

Mr. Klawes made a motion to spend up to \$84,000 on the truck, trailer and side-by-side. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Sandy McKenney – Aye

Jim Rodger – Aye

Keith Klawes – Aye

Scott McDonald – Aye

The motion carried unanimously.

Chief St. Germain said that, regarding staff, they have been through the interview process and have two viable candidates. He hopes to have a decision by May 1st.

- **Building Inspector - Fees Associated and Updates Needed**

Mr. Arsenault stated that Allenstown's fees are on target with surrounding communities. However, he said, he would like to make changes in the commercial section relating to online transactions. If, for example, an entity wants five (5) signs, they should pay for five signs, but only one processing fee. He said he wants to work with eCity, the software used, to make this change.

Mr. Goodine said they had the same issue at the Transfer Station. If someone was dropping off four tires, they should not pay the processing fee four times. EB2Gov, the software used, has been adjusted for that.

Mr. Arsenault said that, where there are multiple tenants in a building, they should be separated, because each one must be inspected separately. He added that there is currently no fee for items such as air conditioners; it should be \$10.00.

Mr. Goodine said they should have a Public Hearing for these changes.

Mr. Arsenault said there is an excavation fee of \$100.00 that should not be in eCity because it is not related to what he does with building codes and inspections.

- **COVID19 Update and American Rescue Act Funds**

Mr. Goodine said he had nothing to report about COVID-19, and that he is waiting for more information about Rescue Act funds. He said the moratorium on tenant evictions has been extended until June 30th.

- **Hazard Mitigation Plan - All Approved**

Mr. Goodine reported that the Hazard Mitigation Plan has received all of the necessary approvals.

Town Administrator's Report

Mr. Goodine stated that he and Mr. McDonald met with the State committee on economic development. He said that Allenstown's Economic Development Committee, in addition to holding events, needs to be looking at developable lots in town and determining which have public water and sewer. Allenstown should be looking for biomed and biotech companies to locate here, in order to maximize the valuation of the small amount of land it has available. These types of companies employ many people and increase the tax base. Allenstown needs to be reaching out to those owning land in town who might be looking to sell.

Mr. Frascinella said it would help to have maps indicating where public sewer and water are available. He said they would also need to check on sewer capacity.

Mr. Goodine next reported that the State House Finance Committee has removed the \$30 million from the budget which would provide about 60% of the funding for new school. The Committee reasons that the schools will be getting direct grants totaling \$380 million, but that is for the entire state.

Mr. Goodine said that additional electrical outlets are being added in the meeting room to accommodate the increased use of technology during meetings.

Mr. Goodine advised the Board to be aware that BOS meetings are scheduled for both Memorial Day and Labor Day. A decision will have to be made about canceling or rescheduling them.

Mr. Goodine told the Board that he has received the Bear Brook State Park Management Plan, adding that Ms. McKenney served on this commission and worked very hard on it. He asked Ms. McKenney if there would be an executive summary available at some point.

Mr. Goodine stated that the new payroll program is working well but still has a few glitches to be worked out.

Mr. Goodine reminded everyone that the NHMA workshop for Elected Officials is tomorrow from 9:00 am until 4:00 pm. He said he will have it at Town Hall on the big screen if anyone wishes to join him.

Mr. Goodine reported wind damage from a March storm to a canopy shed. In addition, a tree fell in one of the cemeteries and a nearby driveway. All has been cleaned up. In a separate incident, a truck broke an electric pole, and an insurance claim has been submitted.

Mr. Goodine said he received a report from Mr. Klawes about the status of Broadband in the NH Electric Coop service area.

Mr. Goodine told the Board members that he placed a Municipal Bridge report in their folders.

Mr. Goodine shared with the Board a letter commending the work of Assessor Evan Roberge as he assisted with a problem which was solved quickly and efficiently.

Mr. Goodine next told the Board members that he had looked into questions of liability which were discussed at a previous meeting, especially concerning the boat launch area. He said there is no coverage exclusion for grills and docks, though during high wind periods, the Fire Department should be consulted. It is recommended that there should be no swimming or diving. The docks should be inspected regularly. Since the Town is not actually sponsoring the town-wide yard sale, there is no liability.

Mr. Goodine said that DOT will be paving Main Street from Webster to Broadway.

Mr. Goodine stated that PSNH has requested a property tax abatement. Gary Roberge has reviewed the request and advises that it should be denied.

Mr. Goodine next stated that the State House of Representatives is in session and many bills have been introduced which they should be monitoring and perhaps providing input on. The Senate is not in session but bills have been put forth which also warrant monitoring.

- HB 108 would create unnecessary busy work, requiring that all sealed, non-public minutes be listed, with details on the subject, dates, etc.
- HB 111 would require all discussion of property purchases be done in public session except for discussions about how much to pay.
- A Constitutional Amendment is being considered, which would limit to 2% the amount by which property taxes could be increased in any given year.
- A proposal which would change the SB2 procedure, ironically removing elements for which this alternative was established.
- HB 43 would require municipal budgets to follow strict processes to which the State itself does not adhere.
- HB 216 would allow for the continuation of remote meetings after the pandemic is no longer an issue. (This Mr. Goodine would like to support, but it was voted down at the committee level.)
- HB 341 would dictate residential zoning.
- HB 588 would greatly loosen the restrictions on 'Tiny Houses' and allow them to be grouped as mobile home parks are.

Mr. Goodine said he believes they need to strongly oppose bills taking away the rights of cities and towns, giving more power to the State, especially concerning zoning.

Mr. Klawes made a motion to authorize the Town Administrator, on behalf of the Town, to express support of favorable legislation and disagreement with those items deemed unfavorable. Mr. Rodger seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

Mr. Goodine concluded his report, asking that the Board members sign the numerous payroll changes approved in the budget process and make a motion to that effect.

Mr. Klawes made a motion to approve and sign the payroll changes approved in the budget process.
Chair McDonald seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

CONSENT CALENDAR, MINUTES AND MANIFESTS

Chair McDonald made a motion to ratify the Consent Calendar of April 5, 2021. Mr. Rodger seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

Chair McDonald made a motion to approve the minutes of Non-Public Sessions I and II of March 22, 2021. Ms. McKenney seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

Chair McDonald made a motion to approve the minutes of the Public session of March 22, 2021 as amended. Ms. McKenney seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

Ms. Higham made a motion to approve the Payroll and Accounts Payable Manifests listed on the April 05, 2021 agenda. Mr. Klawes seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously.

Adjournment

Ms. McKenney made a motion to adjourn at 9:05 pm. Mr. Klawes seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Sandy McKenney – Aye
Jim Rodger – Aye
Keith Klawes – Aye
Scott McDonald – Aye
The motion carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

**April 05, 2021
Signature Page**

Original Approval:		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAWES, Member		DATE
JIM RODGER, Member		DATE
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAWES, Member	DATE
	JIM RODGER, Member	DATE

DRAFT