

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Old Allenstown Meeting House  
150 Deerfield Road  
Allenstown, New Hampshire 03275  
June 29, 2020

**Call to Order**

The Allenstown Selectboard Meeting of June 29, 2020 was called to order by Chair Sandy McKenney at 6:01 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: Armand Verville, Old Allenstown Meeting House Committee; Mike Frascinella, EDC Chair; Police Chief Michael Stark; Matt Monahan, Central NH Regional Planning Commission

**Citizens' Comments**

Mr. Verville thanked the Selectboard for holding this meeting at the Old Allenstown Meeting House and for keeping that tradition for the past several years. He said he was pleased to have them, and he invited everyone back for a tour at some point.

Chair McKenney thanked Mr. Verville for having them.

Mr. Frascinella asked if everyone had driven down School Street and Main Street to see the new flags. He said he has finalized the design for the Town Welcome Banners, having decided that the 18" by 36" banners were too small and changing them to 24" by 48". He said they will be displayed at some northern entrances to Allenstown on local roads.

**Regular Agenda**

▪ **Adoption of Town of Allenstown Illicit Discharge Ordinance**

Mr. Monahan stated that they had posted the wrong version of the proposed ordinance for the last meeting and now have the correct version. MS-4, he said, stands for Municipal Separate Storm Sewer System. One MS-4 requirement is the maintenance of a discharge permit. This goes back to the Clean Water Act of the 1970's, which mandated separation of sanitary and sewer systems. Towns of a certain density and in certain areas have a higher standard for this management. He said he would briefly go through the proposed Illicit Discharge Detection and Elimination (IDDE) Ordinance, the purpose of which is to identify and remove illicit discharges. This includes enforcement powers. He said that he used the ordinance of another small town as a model for creating this one, and it was reviewed by the EPA and

the Town Attorney. Each suggested some small changes which were incorporated. The first section states the purpose, which is to protect the water supply. It clearly states the police power of the ordinance. The second section is a list of definitions. The third section pertains to regulation – giving the Selectboard the authority to use the tools needed for enforcement. The fourth section is a typical severability clause. The fifth section defines the responsibility for notification of a spill or a release. The sixth section says that the Town can enforce this ordinance, even if the activity/discharge was allowed in the past. There is a brief “grandfathering,” allowing 60 days to remedy the situation. Subsection 7-2 of Section 7 lists prohibited discharges and those which are not prohibited.

Mr. McDonald said that the fourth item, hazardous waste, is subjective and therefore might cause a problem in a court case.

Mr. Monahan said that hazardous waste is any regulated substance, and that the BOS would have the ultimate say. If there is a hit on the river, he said, they work backwards to find the origin.

Mr. McDonald asked if they should define hazardous waste.

Mr. Monahan said it could be anything causing a hit on a river. Even something on the non-hazardous list is illicit if it contaminates and causes a hit.

Ms. Higham noted that too precise or narrow definitions can play against you.

Mr. Monahan said the EPA defines hazardous as anything corrosive, ignitable, reactive or toxic. These must be monitored ‘from cradle to grave.’

Chair McKenney asked if there were questions or comments from the public.

Mr. Frascinella said that, for the EPA, any storm drain which is not 100% storm water is illicit.

Ms. Higham made a motion to approve the proposed Illicit Discharge Ordinance. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Mr. Goodine asked Mr. Monahan to briefly discuss the Phase I Brownfield activity for the railroad property.

Mr. Monahan stated that they had received two EPA grants for Brownfield assessments, with a Brownfield defined as the site of an actual or perceived contamination. This railroad property needs a Phase I assessment of Brownfield contamination, which involves research and a thorough search of town records to determine if any activity in the past might have caused contamination. This Phase I study is taking place now and they could have a draft report within five or six weeks. This will be funded by the EPA grant money. The second phase involves testing the site and can cost anywhere from

\$14,000 to \$60,000. The third phase is the cleanup, and the fourth places use restrictions, if any are needed. He said that petroleum products dissipate on their own.

Mr. Verville said that the Blueberry Express operated on steam until 1949, when it began using a diesel engine. It was out of service by 1952.

Mr. Monahan said that any contamination would probably be creosote.

#### ▪ COVID19 Update

Mr. Goodine stated that he is looking for approval for a new front door for Town Hall and related items. He said that this is COVID-related, but is long overdue, even if it is not covered by GOEFRR funds. He said there is no way to put a mailbox on the door, so they will have a permanent, heavy-duty mailbox outside the door. Working with Paul Carter, he has selected a door with glass which will let in light but not heat. The video door bell was installed today, but he said that will be sent back because they want to install a buzzer to let people in instead. This will be ADA compliant, with an automatic opener, but is also a COVID-19 health safety measure. Key cards will not be needed, he said. The door will be white to match the windows in the front of the building, which will add street value. Mr. Goodine said he would like to purchase the door under the emergency provisions of the Town's purchasing policy because time is of the essence. The buzzer is not included in the cost.

Mr. McDonald asked about the deadline for GOEFRR funds.

Mr. Goodine said that September 15<sup>th</sup> is the deadline for the third and final submission.

Chair McKenney asked about the timer for the automatic opener.

Mr. Goodine said it was ADA compliant. He continued, saying that there is \$25,000 in the Town Hall capital reserve account which can be used for this.

Ms. Higham made a motion to accept the proposal from New England Storefront Systems to install a Town Hall front entrance door at a cost of \$4,445 for the door and \$2,425 for the automatic door mechanism, to be paid under the emergency provisions of the purchasing policy. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Mr. Goodine added that the vendor might be able to install a used automatic door mechanism, which would save the Town that expense.

Mr. Goodine next referred to the revenue and expense report included in the members' packets for the first six months of 2020 as compared with the same six months of 2019. Regarding Rooms & Meals, he said the State doesn't follow the law on this, but allows a fixed allotment, so that revenue should come in as always. The Highway funds are based on the gas tax, so that revenue source may be affected. However, if the State gets additional federal funds, they have said they will put some into municipal funds. He said he has been holding up three shovel-ready paving jobs as a precaution. Motor Vehicle revenue was budgeted at \$670,000 in 2019 and was at \$420,000 at the end of June. The budgeted amount for 2020 was \$710,000 and is at \$394,000 now, with three more days to go.

#### ▪ **Natural Gas Rates and Contract**

Mr. Goodine said that the Town is now paying the standard rate for natural gas, but he has been working with Gil Brown, a broker, to negotiate a fixed rate. A decision is needed by July 1<sup>st</sup>. He presented the options: 12 months at 0.678, 16 months at 0.686, 18 months at 0.677, 24 months at 0.689, 28 months at 0.692, 32 months at .0698, and 36 months at 0.693. He noted that natural gas prices are at historical lows. He said that an 18-month contract is not much help because Allenstown uses the most natural gas in the winter for heat, and this would cover only one winter.

Mr. McDonald said that fracking may not be allowed if there is a change in administration in November - 'fracking' being defined as the process of injecting high-pressure liquid (water, sand & chemicals) into subterranean rock and boring holes to force open existing fissures to extract oil and gas.

Ms. Higham made a motion to negotiate and sign a three-year contract for natural gas at a rate of 0.693. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

#### ▪ **PSNH Valuation Case**

Mr. Goodine reported that the Bureau of Tax and Land Appeals had 'sort of' sided with the communities in the PSNH valuation case. He said that Allenstown's assessments were low, so the Town does not owe an abatement. Some communities will pay large abatements. He said this could go to the Supreme Court.

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

Mr. Goodine first reported on Xfinity's recent changes in their packages.

Mr. Verville said that he lost Animal Planet and the History Channel without changing the package.

Mr. Goodine said that those channels had probably been moved to another tier.

Mr. McDonald asked if Xfinity had a contract with the Town.

Mr. Goodine said it was a franchise license.

Mr. McDonald said he has lots of channels but only watches six of them. He said the federal government should control the cable companies; the industry is a protected monopoly. He said that choices should be a la carte. For these companies, it is all about the margin. They don't care about the customers.

Mr. Goodine said that Allenstown doesn't have any dead zones and therefore cannot take advantage of the offer to extend WIFI connections to such areas. Long driveways don't count.

Mr. Goodine continued, saying that Finance Director Debbie Bender would like to simplify the payroll process for calculating vacation time for part-time employees. Instead of having several separate profiles, she would like the calculation to be based simply on the number of hours worked. If the Selectboard agrees, he said, this could be on the agenda for a future meeting.

Mr. Goodine next said that Town Hall will be closed on Thursday, July 2<sup>nd</sup> in observance of Independence Day.

Mr. Goodine reported on a problem with the Community Center, where water was leaking down the walls when the weather was humid. It was determined that the drains were clogged, so they were flushed out. He said that last Thursday, the water was leaking again because the drains were clogged again. Also at the Community Center, a person was trapped in the elevator last week until the key was found to open it. He said it is still out of order, but will be fixed on Thursday.

Mr. McDonald suggested that keys should be stored at the Fire Department.

Mr. Goodine asked Mr. McDonald about the proclamation ceremony for Dr. Albee.

Mr. McDonald said he was waiting for guidance from NHMA, CDC and the State. They would like to wait until they would not have to wear masks.

Mr. Goodine said that some PFAS testing related to items such as dryer sheets and Teflon pans remains to be done. One Novis engineer who has worked in Allenstown is retiring and another is going to another firm. He said he would like to get quotes from Novis and from this new firm.

Mr. Goodine reported that the plans have come in for the Route 28 Bridge Project. The plans will be left at the Police Department for viewing.

### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

- **Ratify Consent Calendar: June 29, 2020**

There were no Consent Calendar items.

- **Review Minutes of the June 15, 2020 Public Session**

Chair McKenney offered some amendments. On page 4, paragraph 2, sentence 2, Suncook Soccer should be **Suncook Softball**. Referring to page 4, paragraph 3, Pine Acres should be **Pine Haven Boys Club**. On page 6, Alvin Avenue should be **Albin** Avenue. This is spelled wrong five (5) times.

Ms. Higham made a motion to approve the June 15, 2020 public session minutes as amended. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Approve Payroll and Accounts Payable Manifests**

Ms. Higham made a motion to approve the Payroll and Accounts Payable Manifests listed on the June 29, 2020 agenda. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to recess and return to Town Hall to take up Non-Public Agenda items at 7:54 pm. Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney announced that the Selectboard members were at Town Hall at 8:20 pm.

Chair McKenney called for a roll call.

Maureen Higham – present

Scott McDonald – present

Sandy McKenney – present

**Non-Public Agenda Items**

- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (d)
- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (I)
- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)

Ms. Higham made a motion to enter non-public session at 8:23 pm in accordance with the provisions of RSA 91-A:3, II (d). Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney made a motion to return to public session at 8:45 pm. Ms. Higham seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to enter non-public session at 8:46 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney made a motion to return to public session at 9:14 pm. Ms. Higham seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Ms. Higham made a motion to enter non-public session at 9: 15 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Chair McKenney made a motion to return to public session at 9:40 pm. Ms. Higham seconded the motion.



Chair McKenney called for a roll call vote on the motion.

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.

Chair McKenney called for a roll call vote on the motion.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

### **Adjournment**

Chair McKenney made a motion to adjourn at 9:41 pm. Ms. Higham seconded the motion.

Chair McKenney called for a roll call vote on the motion.

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**

**JUNE 29, 2020**

**SIGNATURE PAGE**

**Original Approval:**

SANDRA MCKENNEY, Chair	DATE
MAUREEN HIGHAM, Vice Chair	DATE
SCOTT MCDONALD, Member	DATE

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