

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

Call to Order

The Allenstown Selectboard Meeting of August 10, 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 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. 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=WmE4R3IzaEFyRzIENmxIRjcrVStMdz09>

For Facebook Live you can tune into the Town of Allenstown Facebook and look for the LIVE video there. If this gets shut off, it cannot be restored, so listeners would have to tune in through ZOOM or by calling the conference line, which is the official electronic source. 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. This is the Notice as noted on the Meeting Agenda. 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, as that is the official meeting. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

Mr. Goodine added that the meeting is partially open and three guests could fit in the room with social distancing.

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 O'Meara, Planning Board Chair; Ron Eisenhart, Public Health Officer & Emergency Management Director; Denise Dublois, Deputy Public Health Officer & Emergency Management Director; Michael Stark, Police Chief; Sharon Somers, Town Attorney

Citizens' Comments

Mr. Frascinella stated the Sunday concert went very well, and he assumed the Board members had received his memo on the highlights. They had Facebook Live for the first time. He said he was pleased to have an email from Amy Perkins saying that the concert was awesome and her children enjoyed it as well. The next concert, he reported, will be on September 13th, featuring Crazy Steve and Fiends. They plan to have the ice cream truck again and Jeff Venegas is looking into having ARD students there with their popcorn machine. They will also ask the Fire Department to have a food concession.

Mr. Frascinella next stated that he was seeking permission to purchase eleven (11) Welcome Banners. They will be larger than the one currently on Main Street. The price is \$64.50 for each, including hardware. This is about \$50 less than from any other vendors. With free shipping and a volume discount, the total cost is \$675.00. He listed the proposed locations for the banners: one on North Main Street, one on each side of the bridge on South Main Street, one at the intersection of School Street and Route 3, one on Rye Road at the border of Epsom, one on Deerfield Road at the border of Deerfield, one on Mt. Delight Road at the border of Deerfield, one at the Police Department, one at the Fire Department and one at each of the schools – ARD and AES.

Mr. McDonald asked if they would be taken down in the winter.

Mr. Frascinella responded that they would. Eversource allows them to be up for six months of the year.

Mr. Goodine said these can be classified as streetscapes, and he hopes they can be capital expenses. The total for all of these projects will be close to \$5,000, he said.

Mr. Goodine next said that they plan to test the equipment for the drive-in movies on Thursday evening. The movies will be shown at the Blueberry Express Park on Saturday evenings at about 9:00 pm, when it will be dark enough.

Chair McKenney said this is good for the Town.

Ms. Higham asked what movie would be shown.

Mr. Goodine said he wasn't sure yet, but it would be PG-13 or lower.

Ms. Higham made a motion to authorize the EDC to purchase eleven (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.

Public Information Meeting

• Hazard Mitigation Plan Update 2020

Mr. Goodine presented an overview of the new 303-page Hazard Mitigation Plan for 2020. He began with a display of recent examples of hazardous events, including a wind storm in 2017 which caused a tree to fall on a mobile home and a washout from a late winter storm. Mitigation involved getting water away from the road and into the ditch line to prevent erosion damage to the road. The overall goal of hazard mitigation planning, he said, is to be prepared and proactive in response to emergency events. This pre-disaster planning is a federal government mandate, requiring that the plan be updated every five years. This is for safety and also must be done in order to be eligible for grants. He said that the Committee held Zoom meetings once a week from the middle of March until just a few weeks ago. Those involved included the following:

- Brian Arsenault, Allenstown Code Enforcement Officer
- Jeffrey Backman, Allenstown Wastewater Superintendent
- Dawna Baxter, Allenstown Building & Fire Dept Administrative Assistant
- Marc Boisvert, Allenstown Highway Department Foreman
- Denise DeBlois, Allenstown Deputy Emergency Management Director, Deputy Health Officer
- Ronald Eisenhart, Allenstown Emergency Management Director, Health Officer
- Derik Goodine, Allenstown Town Administrator
- Sandra McKenney, Allenstown Board of Selectmen Chair
- Michael O’Meara, Allenstown Planning Board Chair
- Chad Pelissier, Allenstown Highway Department Road Agent
- Paul St. Germaine, Allenstown Fire Department Chief
- Michael Stark, Allenstown Police Department Chief
- Stephanie Alexander, CNHRPC Senior Planner
- Craig Tufts, CNHRPC Principal Planner (GIS mapping)
- Evan McIntosh, Allenstown Fire Department Captain
- Kayla Henderson, NH Homeland Security and Emergency Management Field Representative
- Stacey Elliott, Capital Area Public Health Network Director
- Otto Rusch, Granite State Power, Safety & Training Manager
- Robin Richards, Bear View Crossing Cooperative
- Andrew Sylvia, Union Leader

Mr. Goodine said that the Plan includes lots of data, charts and graphs, including census information, population density calculations, and a count of new home construction, as well as snow and rain data. Overall goals were established and general hazard objectives designed to minimize threats from such items as land and rock slides, extreme temperatures, and climate change.

Mr. McDonald asked if there was agreement about the use of the term 'climate change,' because this is an apolitical document and that term is political. He said that someone wanted it in there.

Mr. Goodine said it could be removed.

Mr. McDonald said action taken would be the same, whether or not an event was due to climate change.

Mr. Goodine continued, saying they looked at fire hazards, mosquito and tick diseases, viruses, and power outages due to wind, snow and rain. Human hazards considered included terrorist acts, active shooters, vehicle and plane crashes, hostage situations and cyber-crime. Also considered were chemical spills and solar storms, these becoming more frequent and interfering with satellites. Risk assessment was done, he said, whereby potential hazards were ranked in terms of likelihood, frequency and damage. He referenced page 119, which describes recent disasters in our region. There have been 22 in the last 47 years, when the President declared an emergency or a disaster. He said that Public Assistance Grant Funding comes after an event, the most recent being the COVID-19 pandemic, declared on April 3, 2020.

Mr. Goodine next referred to page 144 which covers pre-hazard mitigation and outlines new actions for the next five (5) years. One item is the size and condition of culverts. Attention to culverts helps prevent road damage. Page 189 addresses community facilities, including Town buildings such as Town Hall, the Fire Department, the Police Department and the Highway Garage. It also addresses old homes and vulnerable populations. Hazardous materials are also addressed. Page 211, he said, addresses the capabilities of the Town, which include such things as stormwater management plans. Support plans are also looked at, including the Health Officer's manual and participation of the Health Officer and Deputy in Health Officer associations. Both the Health Officer and the Deputy are board members of the State association. Allenstown, he said, has a Road Surface Management Plan which aids in long-term planning for repairs in a systematic, cost-effective way. The Town also uses VUEWorks for asset management planning. Other important aspects of preparedness are Mutual Aid planning, the possession of generators, and uniform State building codes.

Mr. Goodine next stated that an important part of the Committee's work was a review of the existing plan and its goals to see what has been completed, what is no longer valid, and what is valid but not yet complete. The new plan calls for quarterly meetings and annual updates. Now that the Plan has been prepared, the next step is for NH Homeland Security to give "Approval Pending Adoption." The BOS will schedule a Public Plan Adoption Meeting and the Certificate of Adoption will be signed by the BOS members, assuming approval.

Chair McKenney said that this is an excellent final plan.

Mr. O'Meara said that Mr. Goodine did a good job of hitting the highlights.

Mr. Eisenhart stated that the Committee was a dedicated group. He noted that some communities postponed this work due to COVID-19. It is required to be done by February, so Allenstown is way ahead of the curve, he said.

Mr. McDonald said this is an amazing amount of work and he thanked the folks involved.

Chair McKenney said that Stephanie Alexander of Central NH Regional Planning was an excellent leader.

Regular Agenda

- **COVID19 Update**

Mr. Goodine reported that the screens arrived. These are universal – having multiple uses - and are for distancing. He said they are still waiting for the new door. He announced that Town Hall is opening again this Wednesday, August 12, 2020. They will be open Monday through Thursday each week from 9:00 am until 4:00 pm. Visitors will be allowed into the building one at a time. There will be distancing markers on the walkway, spaced six feet apart. The drop-off box has been used a lot and is very popular. They plan to purchase a sturdier one.

Mr. Goodine mentioned that there was a mass gathering of 27 heavy metal bands recently, which the Town did not know of in advance. About 300 tickets were sold and most of the people were from out of state. Only one police officer, Beth Tower, was on duty. The event took place without incident, he said, but it points to the need for a Mass Gathering Ordinance.

Attorney Somers said that Officer Tower did a superb job with the situation, and they are looking into an ordinance for the future.

- **Police Department – “Rent a Wreck Initiative”**

Mr. Stark said that the Police Department plans to get a vehicle from a local wrecker company. They will register and insure it. He explained that the drug task forces have suspended a lot of their operations due to the pandemic, so the Allenstown Police Department wants to use this vehicle to drive through neighborhoods without being noticed in order to see who is home and what is happening. There is no cost for the vehicle and no cost for registration. The only possible expenses would be a slight bump in insurance and an occasional oil change.

Mr. Goodine said this is a good undercover activity and no motion is needed.

- **Town Hall Lawn Name Sign**

Mr. Frascinella said that the sign on the Town Hall lawn is old and unreadable. He would like it to be renovated and have the name of the park on it – Blueberry Express Park.

Chair McKenney said this was an Eagle Scout project, and the name of the Scout is on the sign.

Mr. Frascinella said he will contact the family of the Eagle Scout, if possible, and get their agreement to have the sign renovated, perhaps by a current Eagle Scout candidate.

Chair McKenney asked that Mr. Frascinella come up with a plan to present to the Select Board.

- **Budget 2021 COLA - if available**

Mr. Goodine reported that the new COLA is due to be announced on August 14th, so he will present information at the next meeting on August 24th.

Town Administrator's Report

Mr. Goodine pointed out that the next BOS meeting would fall on Labor Day, September 7th, the day before the State primary election.

Chair McKenney said they would decide when to schedule that meeting at the August 24th meeting.

Other Business

Chair McKenney stated that Road Agent Chad Pelissier would like to post the job opening previously discussed. She said she made a few edits, and if there were no objections, she would allow him to post the job.

Chair McKenney said that Vault Storage was having a food drive on August 15th from 9:00 to 11:00 am.

Mr. Goodine reported that Mr. Bowen of 26 Main Street plans to have fireworks displays on two Saturdays in August – the 22nd and the 29th.

Chair McKenney said she would like to schedule a non-public session with Fire Chief St. Germain.

Mr. Goodine said that Highway Block Grant Funds for this year were budgeted at \$92,000 and came in at \$88,000, which is manageable. He said he is concerned about next year.

Mr. Goodine said he received notice via certified mail that the Permit by Notification has been received for the Route 28 Bridge Project.

Chair McKenney motioned to accept with regret the resignation of Chad Pelissier from the ZBA. 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 appoint Matthew L'Heureux to fill the vacancy on the ZBA, term ending June 1, 2023, effective immediately. Mr. McDonald 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 August 10, 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 non-public minutes of the July 27, 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 public minutes of the July 27, 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 August 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.

Chair McKenney made a motion at 7:57 pm to adjourn this meeting and meet with the Town Attorney.
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.

DRAFT

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
AUGUST 10, 2020**

SIGNATURE PAGE

Original Approval:	
SANDRA MCKENNEY, Chair	DATE
MAUREEN HIGHAM, Vice Chair	DATE
SCOTT MCDONALD, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
<div style="font-size: 48px; opacity: 0.2; transform: rotate(-45deg); pointer-events: none;">DRAFT</div>		
	SANDRA MCKENNEY, Chair	DATE
	MAUREEN HIGHAM, Vice Chair	DATE
	SCOTT MCDONALD, Member	DATE