

TOWN OF ALLENSTOWN  
Selectboard Meeting  
Community Center - 8 Whitten Street  
Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
September 21, 2020

**Call to Order**

The Allenstown Selectboard Meeting of September 21, 2020 was called to order by Chair Sandy McKenney at 6:00 pm at the Community Center.

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=WmE4R3lzaEFyRzIENmxIRjcrVStMdz09>

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](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, 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.

## Roll Call

Present on the Board: Sandy McKenney, Maureen Higham, Scott McDonald

Allenstown staff: Derik Goodine, Town Administrator

Others present: Sharon Somers, Town Attorney; John Cronin, Counsel for Brady Sullivan, Cronin, Bisson & Zalinsky, PC; Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent; Paul St. Germain, Fire Chief; Michael Stark, Police Chief; Dennis Fowler, Dr. Charles Albee, Dolly Albee, Dr. Brittney Phillips and Sandy, Sanela, Leslie, Haley, Diane, and Shelley from Suncook Dentistry.

## Regular Agenda

### **Dr. Albee Proclamation**

Mr. McDonald stated that they finally are gathered to recognize Dr. Charles Albee from Pembroke with a proclamation. He is retiring after 40+ years of providing dental care to the people of Allenstown and surrounding communities. Though Dr. Albee doesn't own property in Allenstown, he has practiced dentistry here and has made immeasurable contributions. Mr. McDonald said that he is a member of the Economic Development Committee (EDC) in Allenstown, and Michael Frascinella, who is here tonight, serves as Chair. The goal of the EDC is to stimulate economic growth and to organize activities to help foster a more close-knit community. The EDC recognizes and honors those like Dr. Albee, whose hard work, professionalism and sense of humor have contributed greatly to the health and welfare of his patients. Mr. McDonald said that when he first became one of his dental patients, Dr. Albee taught him that good dental health is critical to good overall health. Dr. Albee leaves his practice in the capable hands of his son, Andrew, and Dr. Brittney Phillips. Andrew is proof that the apple doesn't fall far from the tree. The kindness, advice and guidance of Dr. Albee's better half, Dolly, has had a considerable effect on the success of the practice, and we honor her as well.

Mr. McDonald presented Dr. Albee with a proclamation, which he asked him to accept, along with the gratitude of the citizens of Allenstown for his care and compassion.

Dr. Albee expressed his thanks for the proclamation and the honor it represents. He recognized several of his employees in the audience, with years of experience ranging from two to 34: Sandy, Sanela, Leslie, Haley, Diane, and Shelley.

Chair McKenney made a motion to recess the meeting at 6:17 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 reconvened the meeting at Town Hall.

## Citizens' Comments

None.

## Regular Agenda

### ▪ **RSA 79-E Tax Exemption for One Wall Allenstown China Mill (Brady Sullivan) Application Decision**

Ms. Somers advised the Board members to discuss their findings regarding public benefit and to decide on the number of years to provide the tax exemption. She said the minimum is five, but additional years can be added, up to nine.

Mr. Cronin stated that seven years is what the applicant is seeking. He thanked the Select Board for their consideration of this exemption and reminded them that they need only establish that one of the four public benefits is met, the four being these: 1)enhances the economic vitality, 2)enhances a culturally or historically significant structure, 3)promotes the preservation and reuse of existing building stock, and 4)increases residential housing in an urban center. This project, he said, is a classic example of why this is a great program. Because of the substantial infrastructure improvements to be made, he said, seven years of tax exemption is reasonable. They are not asking for nine.

Mr. Goodine stated that this is a \$21 million investment, slated for completion in the spring of 2022. He presented the applicant's justification for claiming that the four public benefit criteria are met. Additionally, he said, the applicant has the challenge of performing the renovation in close proximity to the sewer plant. As part of the Departmental Review process, Mr. Goodine stated, he met with Brian Arsenault, the Code Enforcement Officer and Assistant Building Inspector, who verified that the project costs are in line with New Hampshire prices. The developer used \$124.00 per square foot and \$140.00 per apartment unit to calculate costs. He added that Mr. Arsenault approves of the Planning Board's approval of the site plan. After a public hearing, the Planning Board's Notice of Decision (NOD) was issued on September 02, 2020. The developer must comply with all conditions of the NOD, including the seven (7) Conditions of Approval listed in the review memorandum from the Central NH Regional Planning Commission: 1)mitigation of contaminated soil, including its removal, consistent with EPA and DES requirements outlined in any cleanup plan; 2)compliance with any remaining comments made by the Town's engineer prior to issuance of a building permit or review memos that may be forthcoming from the Town's engineer; 3)applicant's attorney to work with the ASC attorney on the language in the lease documents regarding proximity of the wastewater treatment plant; 4)secure signatures of Pembroke Planning Board, given that a portion of the property is in Pembroke; 5)standard administrative conditions of approval as listed in the CNHRPC August 28<sup>th</sup> review memo; 6)obtain ZBA variance for size of parking spaces or, if denied, redesign as 10 by 20-foot spaces; 7) sidewalk from Canal Street to continue along Reynolds Avenue to the existing sidewalk on Webster Street. Two waivers were granted: one from the requirement that utilities be underground and another from the 25-foot wetlands buffer during construction. He continued, saying that the Board of Selectmen held a public hearing on August 24, 2020, which was continued on September 10, 2020. Investment divided by current value of the property must exceed 15%; for this project, that is 1559%.

Mr. McDonald stated that he would like to grant the tax exemption for seven years. He said the property is an eyesore now. The mills were built to last, he said.

Ms. Higham said that five years would make her happier, but she could live with seven.

Chair McKenney said that she was thinking of five years. She asked Attorney Cronin what he thought.

Mr. Cronin said that his client would not be happy. All of the math changes, he said, and they would be spending hundreds of thousands to fix the sewer system.

Ms. Somers said that the applicant has to agree to a start date, and a restrictive covenant must be filed with the Registry of Deeds. She developer, she said, has a big motivation to get to a substantial level of completion.

Mr. Cronin pointed out that the Town will still receive the tax revenue due on the current value during the years of the exemption. At the end of seven years, this property will yield \$500,000 per year in tax revenue. Additionally, there will be few, if any, school-age children.

Mr. Goodine asked Police Chief Michael Stark, Fire Chief Paul St. Germain, Road Agent Chad Pelissier and Assessor Evan Roberge if they had any concerns. None were expressed.

Mr. Pelissier said this is a worthwhile opportunity for the town.

Ms. Higham made a motion to grant approval of the RSA 79-E application submitted by 1 Wall Allentown, LLC, Brady Sullivan, Manchester, NH for the China Mill revitalization project at 25 Canal Street, Allentown, NH for a period of seven (7) years, based on these four public benefits: 1)enhances the economic vitality, 2)enhances a culturally or historically significant structure, 3)promotes the preservation and reuse of existing building stock, and 4)increases residential housing in an urban center; further, departmental reviews revealed no findings in opposition; and further, granting of approval is subject to the conditions of approval listed by the Planning 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.

Mr. Cronin thanked the Board for the extra relief. You won't be disappointed, he said. You will be proud.

Chair McKenney asked about a walk-through for the Select Board members.

Mr. Cronin said he would be happy to arrange that. He said he would work with Mr. Goodine on that. He said that it was refreshing to work with Allentown on this project proposal which has been on a cooperative basis from top to bottom.

Chair McKenney said it has been a learning experience for the Board as well.

Ms. Somers stated that this will be effective when the covenant is done. She said she would draft the covenant, noting that it can last for at least seven years and could be as long as 14 years. The developer will be required to carry casualty insurance or the tax relief goes away. The Town can place a lien on the property so that insurance proceeds must go to restoration of the building.

▪ **Rail Trail Properties Update and 41-14a Discussion**

Ms. Somers noted that the Board has approved the purchase of two small strips of land along the old railroad line with plans to connect to the NH Rail Trail. She said they are still working on a Purchase and Sale Agreement. For the purpose of due diligence, they are doing a Stage 1 and possibly a Stage 2 Brownfields study. The seller now wishes to sell a third parcel, she said. This would mean completing the 41-14A process again, which involves a Planning Board meeting, two public hearings, and a BOS vote. The appraised value of this parcel is \$3,250.

Mr. Goodine said that, with an easement from the Bailey property, they could use this area as a parking lot, with a spur creating a shortcut into the village.

Chair McKenney said she could not see anyone wanting to park there. She said she is not in favor of purchasing the third lot.

Mr. Goodine said the purchase of the first two parcels may be tied to the purchase of the third.

Ms. Higham stated that she does not want to lose the other two parcels.

Chair McKenney said that they do not need the third parcel, so they should only consider buying it in order to get the first two.

Mr. McDonald stated that this is a worthwhile purchase.

Mr. Goodine said that he agreed.

Ms. Somers said that interest in the third parcel might be a huge motivation for the seller.

Ms. Higham made a motion for the Town Attorney and Town Administrator to start the 41-14A process for Map 113-42. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Vote to Sell Two Tax Deeded Properties under RSA 80:80 (Transfer of Tax Lien) as Justice May Require**

Mr. Goodine proposed selling two tax-deeded properties under RSA 80:80. The first is 1 Pinecrest Road in Olde Town. The selling price is \$3,909.63. The property will then be sold to another party. The second is 2 Jefferson Road in Catamount Park. He said he is not sure what they will decide. They will either buy the property for one dollar (\$1) or for \$3,458.02.

Ms. Higham made a motion to authorize the Town Administrator to sell two (2) tax-deeded properties under RSA 80:80 (Transfer of Tax Lien) as justice may require. 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. Fowler thanked the Board members.

- **Fire Chief Summer Trial Data**

Fire Chief St. Germain presented data from the summer trial of a new operating schedule. The trial ran from June 28<sup>th</sup> through September 5<sup>th</sup>, and it involved expanded hours of operation and a change of hours for Assistant Chief Evan McIntosh. The trial, he said, resulted in 157 calls, 69 (44%) of which occurred in the daytime. Of these, ten were answered during the extended hours. For 15 of the calls (10%), no personnel responded. These were after hours or during the overnight period. There were 55 weekdays during this period, and on 11 of these days, they were only able to schedule one person because no per diems were available. Of the 11 Saturdays, only two were covered. He said that they are experiencing a crisis with responses and personnel. They had no coverage on the July 4<sup>th</sup> holiday and none on Labor Day weekend. They had two people on Monday, September 5<sup>th</sup>.

Chair McKenney asked if they were back to their regular schedule now.

Fire Chief St. Germain said yes.

Mr. Goodine said that he would like to see the cost data.

- **COVID19 Update**

Mr. Goodine reported that they are still waiting for the new entrance door. He said that the elementary school (AES) was shut down because a teacher tested positive for the virus. He said he has been working on the CARES Act Election Reimbursement and the September 15<sup>th</sup> submission of COVID costs for reimbursement. He said that he and Police Chief Stark filed a letter regarding a percentage of Police and Fire Payroll that is 'substantially dedicated' to COVID-related work.

Mr. McDonald asked if towns might be audited and be required to return funds.

Mr. Goodine responded that expenses are reviewed before the reimbursement checks are issued.

- **Blueberry Express Park Sign Update**

Mr. Frascinella reported that the Boy Scouts still are not organized.

Chair McKenney suggesting dropping this item until Spring.

- **Budget 2021 Selectboard Review Schedule Discussion**

Mr. Goodine reported that the Budget Committee is agreeable to conducting budget reviews jointly on November 7<sup>th</sup> and November 14<sup>th</sup> from 9:00 am until about 3:30 pm. He presented draft schedules for both Saturdays. The Sewer Department and School are not included in this schedule. If Board members plan to attend the Budget committee's review of the School budget, he asked them to inform him in case he has to prepare a quorum notice. He said the Public Hearing on the budget will be held on January 16, 2021, with the Deliberative Session following three Saturdays later. The Town Election date is March 9, 2021, and the Town's Annual Report must be out at least a week prior to that.

Chair McKenney told Mr. Goodine to inform departments that they do not need to go line-by-line. She said they should present significant changes.

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

Mr. Goodine reported that he attended a scope meeting with the DOT and NHDES regarding a substantial development at the end of Route 28 which will possibly include a couple of fast-food restaurants, a strip mall and the relocation of a man-made pond.

Mr. Pelissier said he met with an Eversource representative regarding the purchase of LED light fixtures for the Highway Department. They would purchase 15 fixtures at a cost of \$22 per fixture, for a total cost of about \$330.00. He said that the same fixtures sell for \$140 on line, and they will probably be eligible for rebates.

Mr. Pelissier also reported on a problem at the top of Lincoln Street. He said that a hammerhead was put in, and the slope of the road and the turnaround causes a plowing problem when there is ice and snow. Last winter, the plows were pushing the snow up the hill, over a gravel surface. Advanced Paving is willing to pave this section (14 feet by 100 feet) for between \$2,400.00 and \$2,600.00 while they are doing Granite Street. This can be added to the Granite Street contract. The abutter affected by this is in favor of the plan. He said the Highway Department will move rocks across the easement and a Jersey barrier to keep traffic from passing through.

Mr. McDonald said this is good because they won't have to continually regrade the gravel.

Ms. McKenney said she wished to publicly thank all of the people who volunteered to help with the election.

**Consent Calendar, Minutes and Manifests**

Ms. Higham made a motion to approve the Consent Calendar of the September 21, 2020 meeting. Mr. McDonald seconded the motion.

Mr. Goodine said that the Consent Calendar includes three (3) contracts from the Road Agent, one being the Granite Street paving contract just discussed which will be amended.

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 September 10, 2020 public session as amended by Mr. McDonald. 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 September 10, 2020 non-public sessions I, II and III. 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 manifests listed on the September 23, 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.



Mr. Goodine stated that School Board Chair Kris Raymond asked him to share a webinar on school funding, informing residents via an email blast.

Chair McKenney gave her approval for this.

### **Non-Public Agenda Items**

Chair McKenney made a motion to enter non-public session at 9:00 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 9:25 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.

Ms. 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 accept the resignations of firefighters Zachary Ernst and Kyle Haas of the Fire Department. Mr. McDonald seconded the motion.

Mr. Goodine thanked Zachary Ernst and Kyle Haas and wished them well in their future endeavors.

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 hiring of Aaron Lambert by the Fire Department, conditional upon a pending background test. He will be hired as a per diem EMT at Grade 6, Step 1. 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 status change for Tyler Bannister, who has been working as a resident student and will be a Grade 6, Step 1, per diem EMT. 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 enter non-public session at 9:28 pm in accordance with the provisions of RSA 91-A:3, II (c). 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 9:37 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.

Ms. 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.

### **Adjournment**

Chair McKenney made a motion to adjourn at 9:38 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.

DRAFT

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES  
SEPTEMBER 21, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
SANDRA MCKENNEY, Chair	DATE
MAUREEN HIGHAM, Vice Chair	DATE
SCOTT MCDONALD, Member	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
<div style="font-size: 48px; opacity: 0.3; transform: rotate(-45deg); pointer-events: none;">DRAFT</div>		
	SANDRA MCKENNEY, Chair	DATE
	MAUREEN HIGHAM, Vice Chair	DATE
	SCOTT MCDONALD, Member	DATE

DRAFT