

TOWN OF ALLENSTOWN
Selectboard Meeting
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
October 19, 2020

Call to Order

The Allenstown Selectboard Meeting of October 19, 2020 was called to order by Chair Sandy McKenney at 6:06 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. However, in accordance with the Emergency Order, I am confirming that we are utilizing a Conference Call line, which is 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 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. 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.

Roll Call

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

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

Others present: Police Lieutenant Beth Tower, Police Lieutenant Dawn Shea, EDC Chair Michael Frascinella, Road Agent Chad Pelissier

Citizens' Comments

Mr. Frascinella announced Economic Development Committee plans to promote Daffodil Days in Allenstown. Residents are encouraged to plant daffodil bulbs this fall, which will bloom in the spring. The EDC will have a contest in the spring for the best flower garden, with the only requirement being that the garden includes daffodils. He presented a flyer he had prepared, which will provide information for the town website.

Police Department – Officer Vacancy

Lieutenant Tower stated that she is speaking on behalf of Chief Stark. Police Officer Carlos Morel is leaving the Allenstown PD, and they wish to begin the process of hiring a new officer. She said that ads have been sent to NHMA and other outlets. Thus far they have only one application. All Police Academy classes are full through May, so the Department is hopeful of hiring someone who is already certified. Lt. Tower said that a tentative timeline would lead to a mid-December hire.

Mr. McDonald noted that the market is competitive at this time, which makes this task challenging. He asked if Officer Morel's resignation would create a hardship in scheduling shifts.

Lt. Tower responded that they can manage because they are otherwise fully staffed.

Ms. Higham made a motion to approve the Police Department's request to hire a police officer. 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 Hearing

- **Purchase of Land Identified as Map 113, Lot 42 as part of Rail Trail Property Deal**

Chair McKenney opened the Public Hearing at 6:21 pm. She explained that permission was previously granted for the purchase of two parcels – Map 114, Lot 1 and Map 115, Lot 1 – for Rail Trail property. The owner is now including a third parcel as part of an 'all-or-nothing' package deal. She said that the price is \$3,900.00. The Town has no plans for the parcel, but it could be useful if certain right of ways can be obtained.

Mr. Goodine said that the parcel is only 60 to 80 feet wide.

Chair McKenney closed the Public Hearing at 6:27 pm.

Regular Agenda

▪ IT Services Contract

Ms. Bender stated that she and Mr. Goodine recently met with a representative of Certified Computer Solutions (CCS) to negotiate a five-year contract for IT services. The proposed contract shows an increase of \$3,300 per year. She said that they added to the contract some services which CCS performs annually, but were not part of the contract. These services add another \$5,000 to \$6,000, for a total of about \$9,000 annually, or \$750 per month. CCS, she said, provides maintenance, email, and remote access, which is especially important now. They provide anti-virus software for some computers which are not in the contract. They are providing a state-required Police Department two-factor ID system and optional email back up. The cost for this is \$1,900.

Mr. McDonald asked if there is anything in the contract regarding response time.

Ms. Bender said there is not.

Mr. McDonald said CCS should have called him back after he reported a problem last week, and they have not called. He said that would be good customer service. He added that many repairs can be made remotely.

Mr. Goodine proposed the purchase of five laptops at \$795.00 each for the BOS and other boards/committees. With the added maintenance and service costs, the total would be about \$11,000.

Chair McKenney asked if there was money available for this purchase.

Mr. Goodine said that he favors an expendable trust for these types of purchases, but that the funds are available. Expendable trusts, he said, do not have the \$5,000 minimum required for capital reserve accounts.

Ms. Bender said that the contract cost is fixed for five years and includes items which they have been paying for separately.

Chair McKenney asked if it is difficult to switch to another vendor for these services.

Mr. McDonald said it would take a while to get the town's information off. He said he would like to ask for better service, especially a faster response time.

Ms. Higham said that, with a five-year contract, they are not motivated to respond more quickly.

Mr. Goodine said that the town has performance 'outs.'

▪ Health Trust Refund

Ms. Bender reported that Health Trust is issuing a refund, which can be in the form of a check or an adjustment of the December bill. The amount must be allocated among the Town, Sewer and employees.

- **Municipal Work Zone Agreement with NHDOT for Route 28 Bridge Replacement**

Mr. Goodine stated that this agreement allows the NHDOT to control traffic on the bridge during the replacement project, which is a common practice.

Chair McKenney asked if a start date has been set.

Mr. Goodine said that they do not have a start date yet.

Ms. Higham made a motion to approve the Municipal Work Zone Agreement with NHDOT for the Route 28 bridge replacement project. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **NRRA Annual Meeting Representative Designation Form**

Mr. Goodine said that he would be attending the Annual Meeting of the Northeast Resource Recovery Association (NRRA) online. It will be held on November 4th from 9:00 am to 10:30 am.

- **Election Grant Funds**

Mr. Goodine stated that grant funds up to \$5,000 are available from the Center for Tech & Civic Life (CTCL) for planning and conducting safe and secure elections. He said the funds could help to pay for police coverage and extra ballot clerks. The CTCL, he said, will provide a spreadsheet to be filled out for the request. He added that they also have CARES Act funds for additional election costs related to COVID.

Ms. Higham made a motion to accept Election Grant Funds up to \$5,000 from the Center for Tech & Civic Life. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **EB2GOV Fee Solution**

Mr. Goodine reported that a solution has been worked out with Interware Corporation regarding their fees. They have a 2.79% flat fee for the credit card processing and are changing the \$1.50 per item fee to \$1.50 per cart, with a \$425.00 yearly fee.

Ms. Higham made a motion to approve the EB2GOV Fee solution, changing the \$1.50 per item fee to \$1.50 per cart fee. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **COVID-19 Update**

Mr. Goodine reported that the door for Town Hall is in, and they are working to coordinate the installation.

Mr. Goodine said that the Budget Committee met last Thursday at the Community Center in order to have more space for distancing. Manchester has reverted to full remote because of the COVID spike.

Town Administrator's Report

Mr. Goodine reported that Allenstown property casualty insurance is up \$90,000, due to the purchase of a new dump truck and other items. Workers Compensation, he said, is down by \$90,000.

Mr. Goodine reported the resignation of Building Inspector Steve Paquin and Public Works employee Ian Lansel.

Mr. Pelissier stated that they are supposed to pave River Road this week. Because the current plan would have them stopping at a bad area - which got worse over the winter - he would like to increase the scope of the job, adding 50 to 60 tons of asphalt at a cost of \$100 per ton. He said the current plan is for 125 tons.

Ms. Higham made a motion to add no more than \$6,500 to the cost of the River Road paving project.

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. Pelissier said that he will be short one employee when Mr. Lansel leaves. He said he would like permission to advertise for the hiring of a driver/laborer. A CDL would not be required.

Ms. Higham made a motion to allow the Road Agent to advertise for a driver/laborer for the Highway Department. 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 shared a thank you note from Dr. Albee, which expressed his pleasure and gratitude for the proclamation he received from the Town.

Mr. Goodine said that recent rain has helped with the drought issue.

He said that a large tree came down that was on the shoulder of River Road last weekend,. The Road Agent stating that he thought that the deluge of rain we got softened the ground and the roots were rotted. Mr. Goodine stated that this created another concern about a tree across the street, about the potential that it might fall down, but he and the Road Agent couldn't find any evidence of it being rotted or dying although it is lopsided because of utility tree trimming over the years. We should, in some cases, just ask the utility company, if they would, to take these trees completely down, as long as the landowner didn't mind. TA added that we can't just be cutting down trees whenever someone inquires though. The Town is not in the business of just cutting trees down. Ms. Higham stated that all trees that are lopsided don't fall down, as she has an apple tree that is lopsided, and won't fall down.

Chair McKenney said she would be attending the School Board's community forum on October 21st at the ARD school.

Mr. Goodine said that a Halloween Party would be held at Bear Brook State Park Pavilion on October 31st from noon till 5:00 pm.

Chair McKenney reported that Charlie Morgan is not happy with the paving job done by the Highway Department on the road next to his property. He said he didn't cause the problem.

Mr. Goodine said that Mr. Morgan was supposed to post a \$40,000 bond for the work he was doing. He gave the town a \$10,000 check which was placed in escrow for the paving repair.

Mr. Pelissier said the job cost \$6,404.30 and the difference will be returned to Mr. Morgan. He said they paved 254 feet.

Chair McKenney also reported that a resident at 20 Granite Street complained about dust on his newly-washed car caused by the work done on the street. He said the town should issue car wash vouchers to everyone affected.

Mr. Goodine said that was not going to happen.

Mr. Goodine told the Board that he would be attending the Bear Paw Annual Meeting on October 20th in Pittsfield. The in-person meeting will be held from 2:00 till 4:30 pm and will include a discussion of the Rail Trail project.

Mr. Goodine reported that Allenstown received an abutter notice regarding a minor site plan application before the Pembroke Board of Selectmen. This, he said, is for Hemlock Island property which is part of the China Mill redevelopment. This is on Pembroke's agenda for October 27th, the meeting starting at 6:30 pm. Hemlock Island is in Pembroke, so they were notified because of a regional impact determination made by the Allenstown Planning Board.

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the October 19, 2020 Select Board 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 public session minutes of the October 5, 2020 Select Board 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 session minutes of the October 5, 2020 Select Board 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 Accounts Payable and Payroll Manifests listed on the October 19, 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.

Non-Public Agenda Items

Chair McKenney made a motion to enter non-public session I at 7:55 pm in accordance with the provisions of RSA 91-A:3, II (b). 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 8:20 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 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 stating that the Board accepts, with regret, the resignations of Building Inspector Steve Paquin and Public Works employee Ian Lansel. 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 II at 8:21 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 8:35 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 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.

Chair McKenney made a motion to enter non-public session III at 8:36 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 9:47 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 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.

Chair McKenney made a motion to adjourn at 9:48 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**

OCTOBER 19, 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

DRAFT