

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
April 20, 2020

**Call to Order**

The Allenstown Selectboard Meeting of April 20, 2020 was called to order by Chair Sandy McKenney at 6:03 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; Debbie Bender, Finance Director; Trish Caruso, Welfare

Others present: Kathleen Pelissier, Town Clerk; Chad Pelissier, Road Agent; Marc Boisvert, Foreman; Paul St. Germain, Fire Chief; Eric Lambert, Deputy Fire Chief; Michael Stark, Police Chief; Tom Zajak, Hayner/Swanson, Civil Engineers & Land Surveyors; Chris Lewis, Architect, Brady Sullivan

**Citizens' Comments**

None.

**Regular Agenda**

▪ **25 Canal Street – NHDES Permit by Notification (China Mill Permit for Repairs)**

Mr. Zajak stated that his company is working with Brady Sullivan on the redevelopment of the China Mill. He said they will be presenting their formal site plan to the Planning Board in two weeks. At this point, they are seeking an NHDES /Wetlands Impact Permit for the repair of an existing stone retaining wall behind the main building and the small waste building at the northeast corner of the property. Some of the wall has collapsed and some has partly collapsed. The project is for a repair in kind. Via the NHDES permit by notification, this involves a five-day review. With an excavator on the upslope, they will restack the boulders. This calls for a Conservation Commission signature. However, since Allenstown does not have a Conservation Commission at this time, he said, they need the signature of the BOS to expedite this small, first step and to avoid a 50-day review period. Mr. Zajak explained that they will be working on a 30-foot section and another 20-foot section further east. This involves a wetlands impact and thus a permit is required.

Chair McKenney asked if there is a chance of collapse.

Mr. Lewis responded that their engineers have looked at the project. They will remove trees growing out of the retaining wall and create a stable work area, restacking from the bottom up. They will backfill and compact for stability.

Chair McKenney asked about the location.

Mr. Lewis said the lower one is below the small waste house and the upper one is further east.

Mr. McDonald asked if this would be a dry repair or if mortar would be used.

Mr. Lewis said that it is a dry repair. He said they will use drainage and gravel to reduce hydrostatic pressure behind the wall.

Ms. Higham made a motion to approve the permit by notification for this project and to authorize the Town Administrator to sign on behalf of the Selectboard members. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Mr. Zajak said that the signature is required in Section 11. Later, the Town Clerk will receive and sign the full package.

- **COVID-19 Update**

Mr. Goodine reported that restrictions related to the virus will be eased when the number of cases is down for two weeks. He noted that CAP has a Food Bank in Pembroke which also serves Allenstown residents. He said he has spoken to Trish Caruso from the Welfare Department and Selectboard Chair McKenney about making a donation to the Food Bank because of the high level of unemployment due to COVID-19. Chair McKenney, he said, has reached out to Associated Grocers. Continuing, Mr. Goodine said that he learned during a recent Hazard Mitigation Plan meeting that Comcast is offering fast internet connections for \$9.95/month to low income families, defined by having a child or children on free or reduce- price lunches. There must be at least one eligible child. They are also offering computers for \$150, including free digital training. They can be contacted by calling **1-855-8-INTERNET (1-855-846-8376)** or by going to **internetessentials.com**.

Ms. Caruso said that it is “hit or miss” with CAP, in terms of what they have for food. What the grocery stores donate is based on what they have for surplus. She said it would be good to have some gift cards on hand, perhaps for Sully’s, since it is the closest grocery store. She said they are keeping their ears to the ground, trying to fill in the gaps.

Ms. Bender said they could make a donation to the Food Bank and purchase gift cards using funds from the Welfare line.

Ms. Caruso said that some who are unemployed view tax stimulus money as a gift, and they might purchase a new television, for example, with that money. Also, they cannot be evicted unless they wreck the property they are renting or there is a health hazard, so they might not pay their rent. Some businesses may close, and some people may not get their jobs back, which means there could be an onslaught of requests for assistance later.

Ms. Higham made a motion to approve a donation of \$500 to the local CAP food bank and \$250 for the purchase of ten \$25 gift cards. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

▪ **Catch Basin Cleaning Contract – Three Year Proposal**

Mr. Pelissier stated that two bids came back from New Hampshire companies for catch basin cleaning. A third was an out-of-state bid. Eastern Pipe, a subsidiary of Felix Septic Services, Inc., was the lower of the two New Hampshire companies.

Ms. Higham noted that Belmore was a bit higher but they were agreeing to do more for a bit more money.

Chair McKenney asked how long the work would take.

Mr. Boisvert said it would take three days, 24 hours. He added that Eastern Pipe has been doing this job for Allenstown for 15 years.

Ms. Higham said that Belmore is agreeing to get rid of materials and to do inspections.

Mr. Pelissier said that materials are taken to the transfer station and that Eastern Pipe does inspections as well.

Mr. Goodine said that Mr. Pelissier is working on a three-year contract with Eastern Pipe. The contract will be completed this week. The rate for 2020 is \$150 per hour.

Ms. Higham made a motion to authorize a three-year contract with Eastern Pipe for catch basin cleaning, to include language regarding inspections and clean up. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Chair McKenney asked about the street sweeping project.

Mr. Pelissier said they would begin May 11<sup>th</sup>.

Chair McKenney asked if they would have a police officer for traffic control.

Mr. Pelissier said that they do their own traffic control.

- **Paving Bids**

Mr. Goodine suggested that the Selectboard give tentative approval for the paving projects because revenues such as those from Meals and Lodging might be down due to COVID-19. He said that many towns have gathered data and reported to the NHMA on potential lost revenue. This data will be given to the Governor's Advisory Committee on Federal Funds. Encumbered paving projects will still be done as planned. These include Lafayette Street, Meadow Lane and Heritage Drive. He asked Mr. Boisvert about the latest that paving activities can be done.

Mr. Boisvert said that October is the latest time for doing binder work; the second week of September is the latest for top coating.

Mr. Pelissier said the problem would be that all towns will be delaying work due to concerns about revenue, with Allenstown having a smaller amount of work than larger cities and towns. He said they plan to start the encumbered projects on May 18<sup>th</sup>. He added that GMI will be doing these.

Mr. Goodine reported that Superintendent Jeff Backman of the Sewer Department plans to raise covers for the encumbered work on May 18<sup>th</sup>.

Mr. Pelissier said that this should be done prior to May 18<sup>th</sup>; he will contact Mr. Backman to coordinate this. He said he favors awarding all paving work to one company – Advanced Excavating & Paving or GMI because it is more efficient. He said that nobody wants to do the Library Street project because it involves a lot of equipment for a small job. Since Advanced came in \$1,900 lower than GMI, he said he wants to accept their bid.

Chair McKenney asked about the work on River Road.

Mr. Boisvert said they are doing three spots, all north of Lavallee Farms.

Ms. Higham made a motion to tentatively award the 2020 paving contracts to Advanced Excavating & Paving, to include Granite Street, Library Street, River Road, Theodore Avenue and Alvin Avenue. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

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

Mr. Goodine stated that the sewer pump station project is being delayed because they could be eligible for federal stimulus funds. The project is shovel-ready.

Mr. Goodine reported that they are working on a modem upgrade. The existing modem taps out at 60 megabytes and a new one will go up to 200 megabytes.

Mr. Goodine said that they hope to get a grant for a Phase I Brownfields study. He is working with Matt Monahan and Mike Tardiff of the Central NH Regional Planning Commission.

Mr. Goodine told the Selectboard members that he has included in their packets the Legislative Bulletin which has information about the Governor's Advisory Committee on Federal Funds. He has also provided information about FEMA, Casella's Annual Report, and a Comcast letter.

### **Consent Calendar, Minutes and Manifests**

Ms. Higham made a motion to ratify the Consent Calendar of April 22, 2020. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

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 April 22, 2020 agenda. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to approve the minutes of the public session of April 6, 2020 as written. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to approve the minutes of the non-public session of April 6, 2020 as written. Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

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

Ms. Higham made a motion to enter non-public session at 7:19 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to return to public session at 8:08 pm. Mr. McDonald seconded the motion.

A roll call vote was taken 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 this Board. Ms. Higham seconded the motion.

A roll call vote was taken 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 8:11 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. McDonald seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

Ms. Higham made a motion to return to public session at 9:05 pm. Mr. McDonald seconded the motion.

A roll call vote was taken 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 this Board. Ms. Higham seconded the motion.

A roll call vote was taken on the motion.

Maureen Higham – aye

Scott McDonald – aye

Sandy McKenney – aye

The motion carried unanimously.

#### **Adjournment**

Ms. Higham made a motion to adjourn at 9:05 pm. Chair McKenney seconded the motion.

A roll call vote was taken 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**

**APRIL 20, 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>
SANDRA MCKENNEY, Chair	DATE	
MAUREEN HIGHAM, Vice Chair	DATE	
SCOTT MCDONALD, Member	DATE	