

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
June 15, 2020

Call to Order

The Allenstown Virtual Selectboard Meeting of June 15, 2020 was called to order by Chair Sandy McKenney at 6:10 pm.

Chair McKenney called for the Pledge of Allegiance.

Chair McKenney read the following, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation.

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, and Zoom Video Conferencing. We will also be attempting to use Facebook Live, as long as bandwidth allows, as a redundant video source for this electronic meeting. 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=WmE4R3IzaEFyRzlENmxIRjcrVStMdz09>

Meeting ID: 823 3761 3318; Password: 060120

For Facebook Live you can just tune into the Town of Allenstown Facebook and look for the LIVE video there. If this gets shut off you must tune in through ZOOM or by calling the conference line. 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. (see above). 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, the meeting will be adjourned and rescheduled. The Meeting will only be adjourned if the conference call fails to work. The meeting may be paused if the video links fail and a quorum of the Selectboard is needed on the conference call.

Please note that all votes that are taken during this meeting shall be done by roll call vote. The Meeting

will start by taking a roll call attendance. (When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.) We will also attempt to capture people remotely attending the meeting - Conference Phone First and then Zoom Video Participants. We ask that Facebook Live viewers type their names into the comments box so we can capture you for attendance also.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator

Others present: Mike Frascinella, EDC Chair; Police Chief Michael Stark; Chad Pelissier, Road Agent; Trish Caruso, Welfare/HR/resident; Dennis Fowler, Moderator/resident; Tanya Davis, Youth Soccer; Mary Ann Stienmetz, Suncook Softball President; Matt Monahan, Central NH Regional Planning Commission.

Citizens' Comments

Mr. Frascinella asked, on behalf of the EDC, if holding the concert scheduled for June 28th on the front lawn of Town Hall was going to be viable.

Mr. Goodine said he didn't think they would be able to have it in June at all.

Mr. Frascinella suggested postponing until the second or third Sunday in July.

Mr. McDonald said Mr. Frascinella should contact the State and get specific answers; the website is nh.gov/covid19.com, you can call 211, or you can call the 866 number.

PUBLIC HEARINGS

▪ GOFERR COVID-19 Relief Fund Grant (Cares Act) Acceptance

Mr. Goodine explained that in order to accept grant funds exceeding \$10,000, a public hearing must be held. Allenstown, he said, is eligible for up to \$103,036 in GOFERR COVID-19 relief funds.

Chair McKenney opened the public hearing at 6:26 pm.

Mr. Frascinella asked if the Town knows what the funds can be used for.

Mr. Goodine said that he has the list of acceptable expenses and has, in fact, made one submission already. He said the funds cannot be used to fill revenue gaps.

Mr. Fowler asked if these funds could be spent on COVID-related election expenses.

Mr. Goodine said that they could if the expenses were a result of COVID-19.

Chair McKenney closed the public hearing at 6:30 pm.

Ms. Higham made a motion to accept up to \$103,036 in GOFERR COVID-19 Relief Funds via the Coronavirus Aid, Relief and Economic Security (CARES) Act for the Town of Allenstown. Mr. McDonald seconded the motion.

A roll call vote was taken.
Maureen Higham – Aye
Scott McDonald – Aye
Sandy McKenney – Aye
The motion carried unanimously.

- **Illicit Discharge Ordinance**

Mr. Monahan of the Central NH Regional Planning Commission began his presentation by saying that the Illicit Discharge Ordinance is part of the MS-4 permit. It is one of the six areas which have to be taken care of. The first step in the creation of the ordinance is the development of a plan. This, he said, has been done by the Town's engineers at Hoyle Tanner, Associates. The second part is the ordinance itself. There is also a Post-Construction Stormwater Ordinance which the Planning Board will prepare and present to the voters at the next Town Meeting. The Illicit Discharge Ordinance, he said, is a police powers ordinance. The goal is to stop illicit connections and illicit discharges. This relates back to the Clean Water Act of the 1970's and the prohibition of mixing storm sewers and sanitary sewers.

Mr. Monahan continued, saying that he developed this proposed ordinance from a template used by several smaller towns in New Hampshire and it has been reviewed by the Town Attorney and the EPA. He stated that he would go through the seven sections of the proposed ordinance briefly. Section 1 is **Purpose & Intent**, and it states protection of water quality as the purpose, with the intent of prohibiting illicit discharges, setting up the Illicit Discharge and Detection Elimination (IDDE) program and giving governing bodies policing powers. The **Definitions** in Section 2 are from the permit itself, he said. Section 3, **Regulations**, allows Allenstown to adopt and amend rules and regulations after conducting a public hearing. The fourth section is a standard **Severability** statement and the fifth addresses **Notification**, including spills or other non-stormwater discharges. Section 6 is **Transition Provisions**, allowing property owners 60 days after the effective date of the ordinance to comply, providing they have good cause for the delay.

Mr. Monahan next addressed the last section, **Illicit Discharge and Detection Elimination (IDDE)**. As he became aware that the Selectboard had a slightly different version of Section 7.2 than what he had, he said he would provide an update at the next meeting. Referring to the list of acceptable discharges, he noted that there is a way to dechlorinate pool water before releasing it, and that Road Agent Chad Pelissier is familiar with that process. Section 7.3 prohibits illicit connections, even those made in the past when they were permitted. In Section 7.4, he explained that the verbiage regarding the delegation of administration of the ordinance has been taken out but is still allowed. Finally, he said, the Highway Department has enforcement authority, as well as the ability to impose fines of up to \$1,000 per day, which gives that authority "teeth."

Chair McKenney opened the public hearing at 6:51 pm and closed it at the same time, there being no one wishing to speak.

Regular Agenda

- **Acceptance of up to the full amount of GOFERR COVID19 CARES Act Funds under RSA 31:95-b**

Mr. Goodine said that this item was taken care of during the public hearing.

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

Mr. Goodine said this item will be on the next meeting agenda in its updated form.

- **Volunteer Park Use**

Ms. Davis said that she has difficulty finding practice fields for her soccer teams and that she had scheduled two hours of time to use the field, but when the parents and students arrived, they were told they could not use the field and were sent home.

Ms. Steinmetz said that was an unfortunate and honest mistake. She said she has been the president of Suncook Soccer for three years and has been affiliated with the organization for eight years. She said that these are softball fields and that Suncook Soccer has maintained them ever since the baseball teams moved to Memorial Field. She stated that Volunteer Park is Town property.

Chair McKenney said that the Town rents the park from Pine Acres for one dollar a year.

Ms. Davis said that there are 44 hours of playing time in each week – four hours on each weekday and eight hours each on Saturday and Sunday. She said the park is for the use of the community, not just one organization. She continued, saying that Memorial Field is closed and she has no access to the schools. She asked if Suncook Softball had a formal grant to use the field exclusively.

Chair McKenney said that former Town Administrator Shaun Mulholland would be the one to ask.

Ms. Davis said this incident was not the first time they were denied use of the field.

Mr. Goodine noted that the pandemic has made the situation worse.

Chair McKenney said that none of us want to be in this situation. She commended Suncook Softball for doing a great job maintaining the field for 12 years. She asked Ms. Davis where else she might get field time.

Ms. Davis responded nowhere. She said that Superintendent Peter Warburton has said they cannot use the school fields, and a decision is pending regarding the use of Memorial Field; however, that is one field for 300 soccer players. She said that the field on Buck Street is private and the fee is \$125 per hour.

Ms. Steinmetz pointed out that it takes a long time to set up and take down the soccer nets.

Ms. Davis said that they are not using nets and haven't for a long time.

Ms. Steinmetz said she has always tried to work with everyone.

Mr. Goodine said that he would check with Mr. Warburton. He also said that Ms. Davis might be willing to help re-establish a Parks & Rec Committee.

Ms. Davis said she was interested. She added that she is looking forward to the drive-in movies, courtesy of the Economic Development Committee chaired by Mr. Frascinella.

- **COVID19 Update: Review Town Office Rules Sheet**

Mr. Goodine first stated that revenues from motor vehicle registrations are coming in well and should be fine. Many things are being done in preparation for re-opening Town Hall. Town Clerk/Tax Collector Kathleen Pelissier is seeing customers by appointment only, as they wait for the partitions and shields to come in. They plan to install a video door bell. Mr. Goodine emphasized that customers and employees who are sick should not come to Town Hall. People will be asked the standard checklist questions with each visit. Wearing of masks will be highly recommended, if not mandatory. He said that Ms. Pelissier and her deputy will work staggered schedules. He said he is looking into misters for disinfecting. There will be no public use of the Town Hall rest room, and a touchless paper towel dispenser has been installed. He said they are also looking at special door handle covers. Finally, diligent disinfecting of all surfaces will be done.

(Regular Agenda continued below)

Other Business

Mr. Fowler said that he was leaving the meeting but hoped to be on the agenda at the next meeting to discuss the situation with a mobile home at Old Town on Deerfield Road.

Chair McKenney stated that she has received calls about fireworks and possible gun shots.

Chief Stark said that fireworks and guns are legal. He emphasized that the Police Station needs to be called at the time of a disturbance, and that people should not hesitate about calling at any time, because that is the only way that they can enforce a noise disturbance violation.

Regular Agenda (continued)

- **Radar Sign**

Chief Stark stated that the radar sign on Route 3 needs a top to bottom redo. The sign was free, courtesy of a Safe Routes to School grant. Allenstown is only responsible for the maintenance. He said it seemed to be an issue with the battery, but it is more than just that.

Mr. Goodine asked how long they have had the sign.

Chief Stark responded that it has been about five years. The DOT has told them to fix it or remove it. Because it is at a place where the speed limit changes, it helps to slow people down.

Mr. Goodine said that a new sign would cost between \$6,000 and \$10,000, versus the relatively smaller amount for this repair.

Ms. Higham made a motion to approve the Police Department expense of \$1,785 to have Marlin Controls make necessary repairs to the radar sign on Route #3. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **State Budget Update; Impact on the Town**

Mr. Goodine stated that the Meals & Rooms tax revenue distribution has been a fixed, arbitrary amount for several years. It has not been based on actual tax revenue collected by the State. He said that, at this point, there is not enough information to predict the effect of State revenue on Allenstown revenue.

Town Administrator's Report

Mr. Goodine stated that Road Agent Chad Pelissier had some roadwork issues to present.

Mr. Pelissier stated that GMI would be doing some shoulder work on Lafayette, Heritage and Meadow.

Mr. Goodine explained that this adds about two inches of gravel on the edge of the pavement and has the benefit of keeping the edges of the pavement from cracking.

Mr. Pelissier said that one of the six structures on Alvin Avenue collapsed. It has been put back together, he said, but they would like to repair all six of them. The materials will cost \$8,500, and the Highway Department will do the work. He continued, saying that Granite Street is the most important street to work on, as it is in poor condition. He said they will mill and fill it, as opposed to a full reconstruction. This is the portion of Granite Street from the Police Department to Main Street. He said they would do Alvin Avenue at the end.

Chair McKenney asked about the sidewalks.

Mr. Pelissier said they are in good shape and do not need repair.

Ms. Caruso said that Alvin Avenue has been pushed off for several years, and that repairing it while the road is torn up for drainage work might be a good idea. She said that some residents don't want the road repaired because they fear motorists will drive faster on the road. She added that she is speaking as a resident because she lives on Alvin Avenue.

Mr. Pelissier said that several residents of Alvin Avenue have asked that it not be fixed.

Mr. Pelissier said that a resident complained to his department that a post is sticking out of the ground near ARD, has jagged edges and is therefore a hazard. He said that he would be glad to have his employees remove it, but it is actually on church property.

Chair McKenney asked Mr. Goodine to check with the church and work with the Highway Department to get this situation remediated.

Mr. Goodine expressed kudos to the Highway Department for building a slate-type rock wall around the town sign.

Mr. Goodine continued with his report, saying that there are funds available for bringing cable and internet to rural areas. This is called 'last mile' funding, and would be beneficial to people working from home who do not have internet.

Chair McKenney stated that the consensus of the Selectboard is to have the Town Administrator look into this.

Chair McKenney asked about the mobile home situation presented earlier by Mr. Fowler.

Mr. Goodine said that it is a tax-deeded property. In these situations, the park generally has two options: 1) buy the property back for one dollar, remove it, and replace it or 2) pay the back taxes. The situation with this mobile home in the Old Town park on Deerfield Road adds a third category. Here, he said, back taxes total about \$5,000. They have a buyer for the property, but are hoping to negotiate on the amount of back taxes to be paid. Mr. Goodine said that communities generally are reluctant to tax-deed mobile homes because they don't want to be charged for park rent. Allenstown's willingness to make agreements is predicated on an understanding that the Town will not pay park rent while the home is in tax-deed status.

Mr. Goodine told the Board members that he provided information in their packets about Community Choice Aggregation, the movement to negotiate with energy companies as a group on power rates. He said that he is waiting for a Public Utilities Commission ruling, but is reviewing all possibilities. He said that some of the movie equipment is in. As his final item, he said, he has information from Nationwide regarding options for deferred compensation.

Chair McKenney asked the Town Administrator to do an analysis and make a decision about the best option regarding deferred compensation.

Consent Agenda, Minutes, and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of June 15, 2020. 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 June 1, 2020 public 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 minutes of the June 1, 2020 non-public session. 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 Payroll and Accounts Payable manifests listed on the June 15, 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.

Ms. Higham made a motion to adjourn at 9:00 pm. Ms. McKenney 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.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
JUNE 15, 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