

TOWN OF ALLENSTOWN
Selectboard Meeting
16 School Street
Allenstown, New Hampshire 03275
July 13, 2020

Call to Order

The Allenstown Selectboard Meeting of July 13, 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 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=WmE4R3lzaEFyRzlENmxIRjcrVStMdz09>

For Facebook Live you can 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.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator

Others present: Michael Frascinella, EDC Chair; Paul St. Germain, Fire Chief; Michael Stark, Police Chief; Chad Pelissier, Road Agent; Jeffrey Venegas, EDC; Andrew Keller, NH Solar Garden

Citizens' Comments

Mr. Frascinella stated that the EDC would like to order eight or nine more American flags because there are a lot of gaps, especially in the south end of town.

Chair McKenney asked if this is a capital expense.

Mr. Frascinella said that Mr. Goodine has been talking with Ms. Bender about that. He continued, saying that he is trying to locate relatives of five WW II veterans who were killed in action or were prisoners of war. The list was provided by the Vervilles. Next, he said that the EDC would like to go forward with the bluegrass concert scheduled for August 2nd. He said he spoke with Deb Avery of the State Department of Economic Development about holding such an event. He noted that they have already postponed the Crazy Steve concert originally scheduled for May 17th. He said they would provide masks and hand sanitizer and would create spacing for social distancing. Children will be asked to stay with their parents and the Fire Department will have a food concession.

Mr. Venegas said that they will have the best possible layout.

Mr. Frascinella said that they are under a time crunch for getting lawn signs prepared and placed. He said he will ask the band to play as much upbeat music as possible. He continued, saying that Charlie Morgan has asked him about industrial land available because he has trailers with possible hazardous waste. He added that a lot of paving and landscaping had been done on the site.

Mr. McDonald made a motion to allow the EDC to sponsor a bluegrass concert on August 2nd, as long as they are in compliance with State regulations. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Public Hearing

▪ Personnel Policy Changes – Part-time Employee Vacation Accruals

Mr. Goodine stated that the proposed change would simplify the payroll process. Vacation time for part-timers would be based on actual hours worked on a prorated basis, not on scheduled hours.

Chair McKenney opened the Public Hearing on this item at 6:40 pm. She closed the Public Hearing at 6:41 pm, there being no one present wishing to speak on the subject.

Regular Agenda

- **Personnel Policy Change Approval**

Ms. Higham motioned to approve the part-time vacation accrual method as revised, 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.

- **Solar Panels on the Community Center Building**

Mr. Goodine stated that Andrew Keller from NH Solar Garden was joining the meeting to talk about the installation of solar panels on the roof of the Community Center. This, he said, will provide a 10% break on the electric bill energy charge – not the transmission/distribution portion. This amounts to savings of about \$700 per year. The equipment is free, he added.

Mr. Keller said he prepared the easement with the Town Attorney, and they have a power purchase agreement. Solar panels have been on the Fire Department roof since 2018. The bank approved the project, Mr. Keller said, and he arranged financing through a local bank to buy the equipment and put it on the roof. Because of backlog with the rebate program, the Community Center installation has been on hold for a while, but the financing has already been arranged and is now ready to be installed. He said that he was at this meeting to re-educate the Board.

Chair McKenney said she had heard that the Community Center is not ideal because the panels will have to be facing east and west, not north and south.

Mr. Keller said that 25% less energy is expected from the installation because of this.

Chair McKenney asked if the Town is renting the equipment.

Mr. Keller said yes. It is a 20-year lease. He said that a credit is created in the summer which can be used in the winter, much like a savings account. When the town gets a bill, the credit can be taken as cash or applied to other buildings. He said this can be implemented in the Fall, depending upon the time it takes Eversource to review it. He said the roof on the Community Center is fairly new, which is good.

Mr. Goodine said they cannot do both under net metering.

Chair McKenney asked about liability insurance.

Mr. Keller said there is none for the Town. His company carries the liability insurance.

Chair McKenney asked if his company will clean the panels.

Mr. Keller responded that there is no need to do that.

Chair McKenney asked how long the installation will take.

Mr. Keller said that when the Fire Department was done, they were on the roof for about one week and took a few more weeks to complete the work.

- **Landfill Testing Permitting Contract (Monitoring Well Testing)**

Mr. Goodine stated that about five wells must be monitored every year. Nobis has been doing this for the Town. They are now monitoring PFAS as well, caused by such items as dryer sheets and Teflon products. He said that the groundwater protection permit has to be renewed every five years and is due on June 14, 2021. Funding for this is only available to Pembroke Water Works and the Allenstown Wastewater Treatment Plant. There is none for landfills. He said that Mark Henderson of Nobis has been doing this work and knows Allenstown's system well. Mr. Henderson recently left Nobis and his superior there has retired. Mr. Henderson now works for Stonehill Environmental. Both Nobis and Stonehill submitted proposals for the work. Stonehill's proposal was \$3,300, with an additional \$1,675 for lab work, totaling \$4,975. The Nobis proposal was for \$3,600, with \$2,550 for lab work, for a total of \$6,150. The Stonewell proposal is less expensive.

Chair McKenney said that Nobis has been good to Allenstown, but Mr. Henderson does know the area well.

Ms. Higham made a motion to accept the terms of the Stonehill Environmental Inc. July 8th proposal #20060 in the amount of \$3,300. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

- **Highway Department Staffing**

Mr. Pelissier presented a proposal for the future of the Highway Department. He said they have a great staff with combined experience of 70 years. However, 60 of those years will be lost within the next three years because of retirements. He said he would like to hire someone now so the veteran employees can

pass on their knowledge before leaving. He said the department has been short one employee for a long time. The foreman is heading to retirement.

Mr. Frascinella asked if they have created a job description/training manual.

Mr. Pelissier said they have tried to, but the work changes with each season and it is not possible to capture everything. He added that he will be meeting with Ms. Bender to discuss this proposal.

- **Fire Department Staffing**

Fire Chief St. Germain presented a proposal for Fire Department staffing on a trial basis until Labor Day. He presented some statistics gathered since the beginning of this year, including color coding for single person responses, incidents occurring simultaneously, and 'additional members needed' events. He said that, going back to 2017, these reports are similar. Midday is the busiest time, with a second peak at about 5:00 pm when the day shift goes home.

Chair McKenney asked about minimum pay for call outs.

Chief St. Germain said that from 11:00 pm until 8:00 am, there is a two-hour minimum. The rest of the day is a one-hour minimum. After the first hour, time is paid in 15-minute intervals. Regarding calls, he said they cannot 'stack and hold' as the Police Department does. He said they started the per diem program in 2019 and they have good turnout except for during the summer. He said they have been fortunate to have Tyler Bannister, a Level 2 firefighter EMT, because he is a resident student and they save on his lower hourly rate. However, Mr. Bannister will no longer be a student by mid-August, He has been a solo responder at times. Chief St. Germain said they went to full-time staffing in 1998 when they had 416 runs for the year. They are now over 700 runs yearly. He said the responders mostly use the **IamResponding** app on their Smartphones.

Mr. McDonald said he wishes they could start the 'training on Tuesday' sessions again. He asked about shoveling out the hydrants in the winter.

Chief St. Germain said they shovel the hydrants when they can.

Mr. McDonald said this is something the public sees, and it would be good for the Fire Department to be seen more around town.

Chief St. Germain said they have done birthday parades for children during the pandemic and have been criticized for it by one resident. He added that the ARD principal was very grateful for what was done for the eighth graders at the end of the year.

- **Town Building Service Contracts**

Mr. Goodine said that this item is about service contracts for the Police Department, the Fire Department and the Community Center. He added that it is in the Consent Calendar. He stated that the standard cost is up \$100, for boilers, etc.

Mr. McDonald asked who provides the service.

Mr. Goodine said it is KPMB in Keene, NH. He continued, saying that the amount for the Police Department is \$1,774, with an additional cost of \$2,300 for monthly changing of the filter due to the pandemic.

Mr. McDonald said these are paper filters and the cost seems extremely high.

Mr. Goodine said the Fire Department contract amount is \$2,075 and includes checking the AC systems, cleaning coils, etc. For the Community Center, the cost is \$4,774, with an additional \$1,900 for COVID-19 cleaning. Also, the core in the AC should be changed every three or four years and needs changing now as it is very dirty. The cost for this is \$3,300.

Town Administrator's Report

Mr. Goodine reported that he has negotiated a three-year contract for natural gas at 68.5 cents, down from 69.3, which was quoted previously.

Mr. Goodine stated that the Library Street sewer project has its Notice of Award (NOA) and will hold its preconstruction meeting this Wednesday, July 15th, beginning at 10:00 am. It will be a Zoom meeting, but people can attend at the Sewer Department if they wish to.

Mr. Goodine reported that Allenstown was paid 100% of its first round GOEFFER request. The amount from the CARES Act was \$4,718.22. He said he would be submitting the second round GOEFRR expenses tomorrow or Wednesday.

Mr. Goodine reported that Mr. Morgan has moved the items from the trailers into his building on Chester Turnpike and has separated the flammable items from the non-flammable ones. The empty trailers will be moved 'in the near future.' Mr. Goodine said he spoke with the CEO, who told him that he doesn't see anything in the ordinance saying that he cannot store these items.

Mr. Goodine called attention to the School Funding article in the members' packets. He added that there is another Comcast letter as well.

Mr. Goodine said the insurance renewal is almost fully done, and the sewer project permits have been received.

Mr. Goodine next reported that the Bridge plan is available on line now. He did not post it at the Police Department for fear that it might be tossed.

Mr. Goodine said he would like to have the CEO work eight hours on Monday instead of just four. There is a lot for him to do, and his work is good. He explained which lines the extra amount would come from.

Mr. Goodine said he will be looking at the COLA as budget preparation begins. He has asked for department submittals by September 10th. He expects the COLA to be down because of COVID-19.

Mr. Goodine concluded his report, saying that there have been Facebook inquiries about when the Town Clerk/Tax Collector's office will open. He said they are still waiting for some items ordered to come in, and they don't have the ability to separate which other offices have. He added that he wants the public to know that he does not monitor Facebook during meetings.

Other Business

Chair McKenney said that Don Chaput called her to say that the recent Highway Department paving done on Heritage, Meadow and Lafayette is excellent.

Consent Calendar, Minutes, and Manifests

Ms. McKenney made a motion to ratify the Consent Calendar of July 13, 2020. 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. McKenney made a motion to approve the minutes of the June 29th and July 6th meetings, with one correction to the June 29th minutes – the spelling of Nobis (spelled incorrectly as Novis). 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 approve the minutes of non-public sessions I, II and III of the June 29th 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. McKenney made a motion to approve the Accounts Payable and Payroll manifests listed on the July 13, 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 Session

Session I

Ms. McKenney made a motion to enter non-public session at 9:08 pm in accordance with the provisions of RSA 91-A:3, II (c). 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. McKenney made a motion to return to public session at 9:32 pm. 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. 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. 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 approve the alternative Fire Department staffing proposed by the Fire Chief on a trial basis until Labor Day at an estimated cost of \$3,600. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Nay

The motion carried 2-1.

Session II

Ms. McKenney made a motion to enter non-public session at 9:33pm in accordance with the provisions of RSA 91-A:3, II (I). 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. McKenney made a motion to return to public session at 9:53pm. 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. McKenney made a motion to seal the minutes of the non-public session because disclosure would render a proposed action as ineffective. Ms. Higham seconded the motion

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye
The motion carried unanimously.

The Board stated that the TA has his direction on what to do in the matter.

Ms. Higham made a motion to adjourn at 9:53 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.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
JULY 13, 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