

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
July 27, 2020

**Call to Order**

The Allenstown Selectboard Meeting of July 27, 2020 was called to order by Chair Sandy McKenney at 6:05 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 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=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; Debbie Bender, Finance Director

Others present: Michael Frascinella, EDC Chair; Chad Pelissier, Road Agent

### **Citizens' Comments**

Mr. Frascinella stated that he found out by accident on July 25 from Shannon Kruger that AES Principal Ginelle Czerula was laid off in March and that she (Shannon Kruger) was named Principal of both ARD and AES. Also, Sarah Petersons was named Assistant Principal for both schools. He said the School Board should have informed the entire town of this change. The Economic Development Committee (EDC) and the BOS have been working diligently for the past two years to bring new businesses to Allenstown to help pay for the excessive School budget and keep the tax rate down, he said, and the BOS does its due diligence to provide important information to everyone. The School Board should do the same.

Chair McKenney said she would rather know about a change – good or bad – than hear it on the street. This is a major change in the School system. However, she said, we can't demand that they do anything. She stated that she likes open communication.

Mr. Frascinella said that there are three kingdoms in Allenstown – ASC, BOS and the School. This is about lack of transparency.

### **Regular Agenda**

#### **▪ COVID-19 Cares Act Funds**

Mr. Goodine reported that he submitted COVID-19 expenses for the second round of reimbursements on July 15th. He then reported on a change that was recently announced by the State: First Responder payroll – Police and Fire – can be reported for reimbursements. This represents \$100,000.00 for Allenstown which will be reported as revenue. Regarding supplies, he said that the window speakers have been ordered, and there are some backordered items. He said they just received the masks and sanitizer station which was ordered in March. The next submission will be on September 15<sup>th</sup>.

#### **▪ Personnel Policy Change Signing**

Ms. Bender stated that this Personnel Policy change has already been approved and only needs to be signed.

#### **▪ USGS River Gauge Agreement**

Ms. Bender stated that Allenstown and Pembroke have each been paying the USGS \$1,600.00 annually for maintenance of the river gauge. This year, Pembroke decided to no longer participate. Ms. Bender said she has been communicating with the USGS about whether Allenstown would have to pick up Pembroke's share. She has learned that Allenstown will only be required to continue to pay its share. She asked the Board to approve a new three-year contract. Mr. Goodine will sign the contract.

Ms. Higham made a motion to approve a three-year contract with the USGS for maintenance of the river gauge at an annual cost of \$1,600.00, and to authorize the Town Administrator to sign the contract. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye  
Scott McDonald – Aye  
Sandy McKenney – Aye  
The motion carried unanimously.

▪ **Truck Lease Paperwork**

Ms. Bender reported that this truck lease was approved last year for the Highway Department, and the truck was ordered. It is now ready and they are requesting BOS permission to have Mr. Goodine sign the credit application. This is a large International plow truck, obtained via the State bid process. The total cost is \$172,000.00. For the down payment of \$40,000.00, \$23,000.00 will come from the Highway Equipment capital reserve fund and \$17,000.00 will come from a capital line in the budget. If the Town decides at some point it does not want to keep the truck, it can be returned and no more payments will be due.

Ms. Higham made a motion to approve the lease agreement with Tax Exempt Leasing Corporation for an International Truck HV 507 SFA (set forward axle) and to authorize the Town Administrator to sign the lease agreement. 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 request that the Trustees of the Trust Fund release \$23,000.00 from the Highway Equipment capital reserve fund for a portion of the \$40,000.00 down payment on the truck lease. 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**

Ms. Bender presented a twofold proposal for Highway Department staffing. She said that currently the Highway Foreman and the CDL Operator are both Grade 8 positions. They are proposing changing the Highway Foreman position to Grade 10. This is a correction, she said, and it will mean that the current foreman will not be maxed out of his salary range. The second part of the proposal involves hiring a new employee, probably in September. The reasoning for this is that two long-time employees are close to retirement, while the remaining employees have substantially less experience. By hiring an experienced CDL Operator now, he or she can benefit from working with the long-term employees before they retire. Ms. Bender said the new employee would be hired at Grade 8, Step 2, probably moving to Step 4 at the

end of a probationary period. The total cost, including all benefits, would be \$70,203.01 per year. From September through the end of the budget year, this would be \$23,401.00. She said that the department has been down one person for a while, requiring that they contract out some of the snow plowing. With an additional CDL employee, this would not be the case. Currently, the Highway Department has \$41,000.00 available in the budget to cover the cost of this new employee through the end of the year.

Mr. Pelissier stated that one of the long-term employees will be retiring within a year and the other within two years. By hiring someone in September, the new employee can be trained on the plow route and the transition will be easier. He said he has drafted a job description for the posting. Mr. Boisvert, the Highway Foreman, will be reviewing it tomorrow, after which it can be presented to the Board. He said they want someone with five years of experience plowing with a wing, as well as someone with road work and pipe work experience.

Ms. Higham made a motion to change the designation of the Highway Foreman position from Grade 8 to Grade 10. Mr. McDonald seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

#### ▪ **Hazard Mitigation Plan Update Public Hearing Schedule**

Mr. Goodine reported that a Public Hearing on the updated Hazard Mitigation Plan is on the agenda for the August 10<sup>th</sup> meeting. Beginning at 6:00 pm, there will be a presentation, consisting of an introduction & overview, a summary of the plan's content, and the plan for implementation. This will be followed by public comments. Maps will be displayed. He said that the plan is a 307-page document which is on the website and therefore can be downloaded. Mr. Goodine said the committee had until February of 2021 to complete this plan, but they have been meeting every Tuesday since the middle of March and it is complete. The next step after the August 10<sup>th</sup> public information meeting is for Central NH Regional Planning to submit the plan to Emergency Management and Homeland Security for conditional approval. In November, it can be adopted by the Town.

Chair McKenney stated that the Central NH Regional Planning Commission did a great job.

#### ▪ **Budget 2021 COLA**

Mr. Goodine said that typically the June or July CPI is used to establish the COLA amount, its largest impact being on payroll. However, the July CPI is not out yet, and the CPI is near zero.

#### ▪ **CEO Hours on Monday**

Mr. Goodine referred to the discussion at the July 13<sup>th</sup> meeting about increasing the hours of the Code Enforcement Officer (CEO) from four hours to eight on Mondays. He said the money is available in that line and there is plenty of work for him. Mr. Goodine said he is helpful with ordinance interpretation.

Ms. Higham made a motion to increase the number of hours worked by the CEO on Mondays from four to eight. 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 noted that the CEO is also the Deputy Building Inspector and Deputy Health Officer.

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

Mr. Goodine reported that PSNH, dba Eversource, applied for a 2019 property tax abatement in the amount of \$4.9 million. Town's Assessor Evan Roberge recommends denying this request, as Allenstown's assessment is within the acceptable range as determined by the Board of Land & Tax Appeals.

Mr. McDonald made a motion to deny the abatement request of PSNH, dba Eversource, for the 2019 tax year. Ms. Higham seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

The motion carried unanimously.

Mr. Goodine reported that he completed the insurance renewals for property and casualty today.

Mr. Goodine said that he attended the preconstruction meeting last week for the ASC Library Street project. They will be holding weekly Zoom meetings as the project progresses – Wednesday mornings at 9:30 am.

Mr. Goodine reported that another property owner has paid off a tax deed and the signature of Chair McKenney will be needed.

Chair McKenney began a discussion about the recent email problem and challenges with the new RightSignature program. All Board members discussed the issues they have had.

Ms. Benders said that the company supplies good support and she will provide their number to the Board members.

Chair McKenney asked if more information has been provided regarding Old Town.

Mr. Goodine said he has heard nothing.

Mr. Goodine reported that he and Matt Monahan will be meeting tomorrow with a potential developer of five (5) acres at the intersection of Routes 28 & 3.

Mr. Goodine stated that the Consent Agenda includes three (3) new contracts with Xfinity for upgrades at Town Hall, the Highway Garage and the Fire Department to Business Internet 200. This is a two-year contract. They have been having sound and connection phone issues.

### **Consent Agenda, Minutes and Manifests**

Ms. Higham made a motion to ratify the Consent Agenda of July 27, 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 non-public sessions I and II of the July 13, 2020 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 July 13, 2020 public session as amended to correct a spelling error, to include the public portion of the second non-public session, and to correct the adjournment time. 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 July 27, 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 at 7:40 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.

Chair McKenney made a motion to return to public session at 8:27 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.

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. 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 adjourn at 8:28 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 27, 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



DRAFT