

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street, Allenstown, NH 03275
August 9, 2021

Call to Order

The Allenstown Selectboard Meeting of August 9, 2021 was called to order at 6:04 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Excused: Keith Klawes

Allenstown staff: Debbie Bender (Finance Director), Derik Goodine (Town Administrator), Chad Pelissier, Highway Department, Chief Mike Stark, Police Chief, Dawn Shea, Lieutenant

Others: Michael Frascinella

REGULAR AGENDA

○ **Leasing /Financing for Police Cruiser**

Chief Stark said they are looking at the Dodge Durango which would be black and similar in size on the outside to what they have now. He said they also have similar parts and a comparable if not lower in price. He said today, they have the lease agreement for signature with a competitive interest rate. Chief Stark said it appears to be bigger in space on the inside than the Ford Explorer.

He said that they have 6 cars, and 5 of them are on a 3 year lease, and every year they replace one which then goes to Highway, Town Hall or the Fire Department. He said around the 100,000 mile mark, they start to run into more expensive repairs.

Mr. Goodine asked if they were trading in the old vehicle. Ms. Bender said they are trading a 2013 Taurus that the Highway has right now.

Ms. Higham made a Motion to adopt the lease resolution as presented by Chief Michael Stark and enter into a lease agreement with Tax Exempt Leasing for the acquisition of a new Dodge Durango for use as a police cruiser; the lease total that shall not exceed \$44,023.00 with a yearly payment of \$14,675.61 for three years. She also moved that Chief Stark be authorized to execute this agreement on behalf of the Board of Selectman. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Citizens Comments

Mr. Frascinella said he spoke with the musician for the upcoming concert, Steve Butler, and somehow the documents they needed to process the check got lost in the mail, so he took care of it. He said the weather report looks good for Sunday, but he has not found anyone to do the food concession aside from the ice cream truck.

Chair McDonald asked if they could offer the folks who showed up for the concert some pizza. Ms. McKenney asked how they would keep the pizza warm. Chair McDonald said they could arrange so it arrived at intermission. Ms. McKenney said she heard Big Ben's was good and was not sure if the Pizza Market is open on Sunday. Mr. Goodine also said that Olympus would be open and he volunteered to pick it up. Mr. Frascinella said that he would contact Olympus.

Mr. Frascinella said that he received an estimate from Matt Gagne of Pembroke Water Works and their best cost would be \$2,500 to install a water line from School St. over to Town Hall. He said they cannot do any inside work so they have to hire a plumber and Mr. Pelissier is looking into that issue. Mr. Frascinella said the extra work would be installing a meter, piping and a valve on Town Hall as a shut off and digging a trench to put the two inch pipe down to the field. Chair McDonald said it is composite piping that should be easy to install.

Ms. McKenney asked if it is all going to be on Town Property. Mr. Frascinella said all of the excavation will be done on Town property except for maybe 20-30 feet where it goes on to the field. Ms. McKenney and Chair McDonald said they should a price to hire a plumber and then see if the price for start to finish works with the budget. Mr. Goodine said he would love to give the job to a local plumber. Chair McDonald said the topic will be tabled for now.

Mr. Goodine said pickets are gone from the gazebo but they have been replaced by x's so they can see better for the concert.

REGULAR BUSINESS- CONTINUED

○ **Wheel Loader**

Ms. Bender said Mr. Pelissier would like to purchase a wheeled excavator. She said it is a smaller machine than the backhoe he has now. Chair McDonald said he already spoke with the Board.

Ms. Bender said for financing, there are a couple of options and she was able to obtain some preliminary figures from the leasing company and there is money available to make a down payment on the excavator. Ms. Bender said she requested from the leasing company two or three year options where they pay \$40,000 down and then two or three years after that. She said both are reasonable but she recommended the two year option with putting \$45,000 down.

Ms. Bender said that it is used, and they have used it in the past for some projects. She said it is very maneuverable and there is a lot that it can be used for. Mr. Pelissier said it's more technology and they can do things with it such as roadside mowing. He said purchasing this was better than replacing the backhoe.

Ms. McKenney made a Motion to authorize Mr. Goodine and Chair McDonald to sign the lease paperwork for the purchase of the wheeled excavator with attachments. Ms. Higham seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Chair McDonald said the day after their last meeting, he was walking his dog on River Road and his neighbor pointed out that the brook was very cloudy. He and Mr. Arsenault went to speak with the site manager and the construction superintendent. Chair McDonald said they had been pumping from the smaller retention area into the larger pond and they could not see any way that that water could have gotten out of there.

Mr. Arsenault said the smaller pond was cloudy water so they pumped it into the larger pond and in doing so, the larger pond's capacity was not reached that would allow the water to exit to the outlet pipe. He said in speaking with Optimus, there was a disconnect between onsite activities and the color of the brook.

Mr. Arsenault said they are speculating and he feels confident that the rain was so strong that it agitated the silt along the brook since it's very shallow and that is what made it cloudy. He confirmed that they had not had a chance to put a liner in the larger retention pond because of the rain. Chair McDonald said there was a DES employee over at the brook recently.

Chair McDonald said there was another issue his neighbor mentioned having to do with the road markers on the curve. He said he is not sure if they got knocked over or stolen. Mr. Pelissier said he will replace with them.

- **Finance Director Report of Mid-Year Expenses and Revenue**

Ms. Bender said things are looking good with the expense report for January through June. She said IT, wages and personnel are always close, which is to be expected. Mr. Goodine said the \$5,000 overdraft was because they had to buy additional computers for the Selectboard.

Ms. Bender said the bottom line is still good at 57%.

Ms. Bender said they did get the first installment from the Covid rescue fund and Mr. Goodine is looking at ways for this money to benefit the Town.

She said with regard to the revenue, in many cases, they received 20% more than was expected and any worst case scenarios haven't materialized. Ms. Bender said cautiously optimistic is a good way to look at it.

Ms. McKenney said there are two people that may retire from the Highway Department in the next few years, and they were going to put a line item in there for that. Ms. Bender said they had not done that yet. Mr. Goodine said he thought they could create a Capital Reserve Fund for that. Ms. Bender said she could put it on her list for budget discussions.

- **CNHRPC Contract for Hazard Mitigation Implementation Meetings**

Mr. Goodine said they had budgeted for central NH hazard mitigation implementation meetings and he said he will get the Board a draft. He said it's for \$2,200 and its capped on the hourly rate. He said he wants to sign the contract so they are locked in to have quarterly meetings beginning in January of next year in order to make sure they are making reasonable progress on all the goals and objectives that are found in the Hazard Mitigation Plan.

Mr. Goodine said there would be a representative of the Selectboard at the meeting as well as various Department heads.

Ms. Higham made a Motion to allow the Town Administrator, Derik Goodine, to sign the Central NH Regional Planning Commission contract for hazard mitigation implementation meetings. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Volunteer Park Fall Use Update**

Mr. Goodine said he, Chair McDonald and Keith Klaves have been meeting with soccer and softball officials and they finalized a schedule. He said the biggest issue was the fence and they came up with a solution. He said right now, the posts go into the ground and they are going to cut off about 6 inches of the post so they don't have to go into the ground and can be removed.

Mr. Goodine said the schedule will start after August 21st alternating days between soccer and softball, with the field be reset for the other sport. He said soccer is responsible for removing the nets and fence, and softball puts the fence back in.

- **Accept Highway Block Grant Aid for 2021-2022**

Mr. Goodine said now that they have the actual document, they should make a Motion to accept it.

Ms. Higham made a motion to accept the Highway Block Grant Aid for 2021-2022 in the amount of \$87,863.59. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine said there is not a formal response required.

- **Budget 2022 Preliminary Discussions**

Mr. Goodine said what he is waiting for August CPI information or perhaps September. He said last year they started the budget meetings in November. Ms. McKenney said this year, Mr. Goodine needs to make sure each department submits their budgets on time. Mr. Goodine said he doesn't recall the deadline he gave them, but thinks it was the middle to end of September so they could make a presentation.

There was a discussion about Fall vacations in preparation for the scheduling of meetings.

- **Labor Day Meeting Cancellation and /or Alternative Meeting Date**

Mr. Goodine said they either meet on Tuesday, September 7th or they postpone until the following meeting on the 20th.

The Board agreed that Tuesday, September 7th will work.

- **COVID 19 Update and American Rescue Act Funds**

Mr. Goodine said he needed to have a discussion with the Superintendent to find out what they are doing regarding the sewer extension for the new school. He said he inquired about whether he could put the rescue funds into the school project which would benefit the taxpayers in the town so they wouldn't have to borrow as much money.

He said any lost revenue through the calculation of the spreadsheet can be used for any type of expenses.

Mr. Goodine said the paying down of debt is not specifically allowed. He looked at putting money away for an ambulance and that could work but it is too complicated because it is a year away. He said the big question is what the town is doing about their sewer and water project and will they have a private well, or extend the sewer. Mr. Goodine thought that if they are going the sewer route, they could pay for the point from Granite St. up to \$4,000 worth to the contractors and the school could pay from that point, to the school.

Mr. Goodine said they have until 2024 to spend it or encumber it, and if they encumber it, they have until 2026. He said he has another meeting this Thursday in the County of Merrimack to discuss what the county is going to do with their funds. Chief Stark said he will attend via webinar.

Chair McDonald said extending the sewer in the direction of the school would also benefit any commercial industrial properties to be developed in that area.

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○ **Tax Payment Plan Meeting Date Reminder August 16, 2021**

Mr. Goodine said that he does not have any new applicants but he has new agreements which will be multi-year which he provided to the Board. He said the Board will meet with the 5 that submitted applications on August 16, 2021 for payment plans, but they have an additional 40 that will need them. He said these 40 will need to get them their applications by a deadline of August 31st before action is taken by the Town. Mr. Goodine said if they miss a payment, the Town is going to deed the property and some payment plans are not one size does not fit all circumstances.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said they received their first installment of rescue money in the \$232,770.43 from the State and Federal government.

Mr. Goodine provided the Board a copy of a letter from the Health Inspector regarding a resident from Bear View Coop to clean up their property. Ms. McKenney said that should not be the Town's responsibility as Holiday Acres used to be very strict about enforcing clean-up and evictions. Mr. Goodine agreed that the Coop should be responsible for evictions.

Mr. Goodine said there is a new CDC anti-eviction rule if you are in the severe Covid areas. Mr. Goodine said he did not care about this, as people who owe property taxes need to get a payment plan in place regardless of whether they can evict them or not. Mr. Arsenault said this one particular issue at Bear View is health related.

He said he also provided the Board letters regarding water quality and the Franchise Fee Agreement. Mr. Goodine said the assessing letters were provided to the Board.

Mr. Goodine mentioned in the Economic Development Committee meeting the fact that they have a revaluation coming up in 2022. He would like to invite the Assessor to a meeting to discuss and answer questions. Mr. Goodine read the response from the Assessor who agreed to come to a meeting to discuss the revaluation. Ms. McKenney said the next few years will be difficult because of the school and the current housing market. Mr. Goodine said they are equalizing the value to what the fair market is and right now in New Hampshire, there is a housing crisis going on.

The Board agreed to have the Assessor come in.

Mr. Goodine said we are currently out of the drought, and he provided a Gatsas report for non-public.

Mr. Goodine said when potential businesses were looking at the strip mall and TD Bank shut down in Suncook, there was discussion of what bank could replace it. He said Bar Harbor Bank and Trust recently came into New Hampshire and there is a location in Concord and Manchester. He said they may be interested in coming into Town and they reached out to the Town Allentown for banking services. He said a bank is good for local economic development.

Mr. Goodine said they will put up the tent for the concert on Thursday if the weather cooperates.

He said Mr. Klawes got the new grill for the school. Ms. McKenney said if they were to buy a grill, she wouldn't go more than \$500-\$600 for two grills. Mr. Goodine said they could potentially borrow the grill for Town use.

Mr. Goodine said with regard to E-City, their online building permit vendor, they are going out of business so the Town will now issue paper permits for the next few weeks to a month. Mr. Arsenault will be looking into replacement vendors, one being in Hooksett.

Mr. Goodine said he needs to approve the hiring of Elizabeth Joyce at the rate of \$14.08 who will be the custodian on Fridays and can fill in when the other custodian is on vacation.

Ms. Higham made a Motion to approve the hiring of Elizabeth Joyce to work as a custodian on Fridays at the rate of \$14.08. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine is meeting with the electrician this week to discuss putting a light switch on the pole out front so they can shut the street light off during movie night. He said they will be having the movie night in September, showing Croods, the New Age.

Mr. Goodine said he needs to replace some defibrillators at the Boys and Girls Club. He needs to look into this further and whether it is a battery issue.

Mr. Pelissier spoke to Dusty at the Boys and Girls Club about doing some maintenance work there on sinks and toilets. He thought it would make life easier for everyone with regard to service calls.

Mr. Pelissier spoke to Water Works and they are going to be doing work on Theodore for the next week or two.

Ms. McKenney asked if Mr. Goodine had updated the website with the minutes. He said not yet but he would do so soon.

CONSENT CALENDAR, MINUTES AND MANIFEST

- **Ratify Consent Calendar: August 9, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of August 9, 2021. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**
 - **Non-Public: July 27, 2021, One Session, Three Items**
 - **Public: July 27, 2021**

Ms. Higham made a Motion to approve the Public Meeting Minutes of July 27, 2021. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes of July 27, 2021, One Session, Three Items. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Approve Payroll and Accounts Payable Manifests:

- **ACH Manifest 1087, Check Manifest 1088, Non-Check Manifest: N/A and Town P/R Manifest 07-29-21**

Ms. Higham made a Motion to approve the ACH Manifest 1087, Check Manifest 1088, and Town P/R Manifest 07-29-21. Chair McDonald seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Non-Public Agenda Items**

Chair McDonald made a Motion to enter into non-public session at 8:40 pm in accordance with the provisions of RSA 91-A:3, II (c), one topic. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:07 pm. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald 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. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The motion passed unanimously.

Other Business

Ms. McKenney made a Motion to for the Town Administrator to put an ad out in NHMA and the Union Leader to hire a new Fire Chief which is due September 3rd. Ms. Higham seconded the Motion.

Ms. Higham made a Motion to adjourn the meeting at 9:09PM. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

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SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAWES, Member		DATE
JIM RODGER, Member		DATE
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAWES, Member	DATE
	JIM RODGER, Member	DATE