

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

Call to Order

The Allenstown Selectboard Meeting of January 27, 2020 was called to order by Chair Ryan Carter at 6:06 pm.

Chair Carter called for the Pledge of Allegiance.

Roll Call

Present on the Board: Sandy McKenney, Maureen Higham, Ryan Carter

Allenstown staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director

Others present: Chief Michael Start, Scott McDonald, Trish Caruso, Town staff; Beth Tower, Police Department; Dawn Shea, Police Department; Michael Frascinella, Chad Pelissier, Kathleen Pelissier, Town Clerk/Tax Collector

Citizens' Comments

Mr. McDonald stated that two medical professionals in Allenstown have recently retired after many years in practice, and he is hoping that the Selectboard would be willing to issue proclamations for them. He said that Dr. Hevern has had a family practice in Allenstown for 40 years, and Dr. Albee is retiring from his dentistry practice. He said that the Men's Club in Hooksett annually honors a Citizen of the Year, but he doesn't know if Allenstown has an organization like that. Mr. McDonald said that he is excited about the change of attitude in Allenstown in recent times, and he praised the work of Michael Frascinella as Chair of the Economic Development Committee.

Chair Carter said the proclamation is a great idea.

Ms. McKenney said they should let Pembroke know about this if they decide to do it.

Ms. Pelissier suggested a joint proclamation by Allenstown and Pembroke.

Ms. McKenney said they should also consider reviving the Boston Cane award for the oldest resident in Allenstown.

Mr. Frascinella reported that a rainstorm on Saturday night caused some trees to fall on Deerfield Road, and now there is lots of debris along the road. He said that he called the Road Agent but has had no response. He said he thought there was a hazard mitigation plan, and trees on the roadside should be cleaned away.

Mr. Goodine said that it is a State road in that area. He said he would contact Mr. Boisvert to see if he contacted the State.

Regular Agenda

▪ **Business Tax Exemption (RSA 72:81) Application Assessor Letter**

Mr. Goodine said that the Assessor has weighed in and supports the anticipatory adjustment effective April 01, 2021 when the actual increase in assessed value is known.

Chair Carter asked if the construction has to be complete to be eligible for the exemption.

Mr. Goodine said he didn't think that was the case, but the application must be complete before a project is started. He said that the applicant still needs ZBA variances and Planning Board approval. He said that, in some cases, an old building – an eyesore – is taken down but replaced with a structure of equal or less value, so even though the project is an improvement, the developer would not be eligible for this exemption.

Ms. Higham made a motion to grant the Business Tax Exemption (RSA 72:81) for Optimus Senior Living, LLC, starting April 1, 2021. Ms. McKenney seconded the motion, which carried unanimously.

▪ **Personnel Policy Change Approval on Holiday and Overtime Clarification**

Mr. Goodine said they should clarify that the Personnel Policy Amendment approved at the last meeting is for Highway Department personnel only.

Ms. Higham made a motion to amend Revision 13 on page 23 of the Personnel Policy by updating the language to say that the overtime calculation for Highway Department personnel will include holidays, and further to return all other departments to the original language. Ms. McKenney seconded the motion, which carried unanimously.

Mr. Goodine raised another personnel issue. He said that the Friday after Thanksgiving has been designated a floating holiday, and employees have been taking a half day on Christmas Eve and a half day on New Years' Eve. He said they would like to make that permanent. He added that, since most departments don't work on Fridays, if that is the date designated by the federal government, they take it on Thursday. He also pointed out that the way these holidays fall over the next three years, the half-day might be moved to Wednesday.

Chair Carter said it might be better to let employees choose how to use the floating holiday. He suggested that Administration work on language for this year.

▪ **Sign Town Meeting Warrant Certificate of Service**

Mr. Goodine said he has posted the Town Meeting Warrant at Town Hall, St. John's and at the Police Department.

Ms. Higham made a motion for the Selectboard members to sign the Certificate of Service of the Town Meeting Warrant. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Pelissier said that Election Day would be a good time to tell voters about the Town Facebook site.

Mr. Goodine reported that the Town Clerk/Tax Collector is the most popular department, followed by the Police Department.

Town Administrator's Report

Mr. Goodine said that the committee which has been formed to update the Emergency Management Plan will start meeting the second or third week of February and will meet monthly for the rest of the year. He said the CIP Committee will meet this Thursday, January 30th, at 2:00 pm.

Mr. Goodine reported that the new floor cleaning machine came in, and they are waiting for a demonstration before starting to use it. The machine has four heads and is now stored in a closet.

Mr. Goodine said that the Boys and Girls Club has been shifting the various groups around the rooms upstairs. They want to get rid of an old couch because of possible bacteria issues, and they also want the pool table and the Foosball game removed.

Ms. McKenney said they should take care of this themselves and not expect the Town to do it.

Other Business

Ms. McKenney reported that she has copies of the various department reports for the Town Report, and she will pass them on to the other Selectboard members after she reads them.

Ms. McKenney stated that Town Attorney Somers should be consulted about an issue regarding the reading of warrant articles at the Deliberative Session. The question is whether all articles are read or only those with financial impact (dollar amounts).

Consent Calendar, Minutes and Manifests

Ms. Higham made a motion to ratify the Consent Calendar of the January 27, 2020 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the non-public minutes of the January 13, 2020 meeting. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the public minutes of January 6, 2020; January 13, 2020; and January 22, 2020. Ms. McKenney seconded the motion, which carried unanimously.

Ms. Higham made a motion to approve the Accounts Payable and Payroll manifests listed on the January 27, 2020 agenda. Ms. McKenney seconded the motion, which carried unanimously.

Non-Public Agenda Items

Ms. Higham made a motion to enter non-public session at 7:06 pm, in accordance with the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. McKenney made a motion to return to public session at 7:12 pm. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – 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 this Board. Ms. Higham seconded the motion. A roll call vote was

taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. Higham made a motion to approve the request of Detective Michael Bowen for light duty work, as presented in Chief Stark’s memorandum of January 22, 2020. Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. Higham made a motion to enter non-public session at 7:14 pm, in accordance with the provisions of RSA 91-A:3, II (e). Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. McKenney made a motion to return to public session at 7:29 pm. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – 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 this Board. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. Higham made a motion to settle current litigation as discussed for Case # 29095-17PT, Case #29499-18PT, and Merrimack County Superior Court Case # 218-2018-CV-00168. Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. Higham made a motion to enter non-public session at 7:31 pm, in accordance with the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Ms. McKenney made a motion to return to public session at 7:45 pm. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – 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 this Board. Ms. Higham seconded the motion. A roll call vote was taken on the motion: Sandy McKenney – aye; Maureen Higham – aye; Ryan Carter – aye. The motion carried unanimously.

Chair Carter made a motion to adjourn at 7:45 pm. Ms. Higham seconded the motion, which carried unanimously, and the meeting was adjourned.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES**

JANUARY 27, 2020

SIGNATURE PAGE

Original Approval:	
RYAN CARTER, Chair	DATE
<i>Sandra McKenney</i> SANDRA MCKENNEY, Vice Chair	02/22/2020 DATE
<i>Maureen Higham</i> MAUREEN HIGHAM, Member	02/23/2020 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RYAN CARTER, Chair	DATE
	SANDRA MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE

Signature Certificate

 Document Reference: AVDPA6J982URNBH8BXXNYY

RightSignature
Easy Online Document Signing



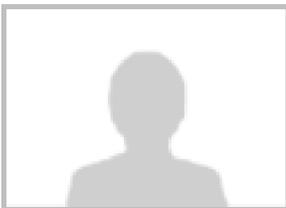
Maureen Highham
Party ID: NYZ52HJRVJF589WGGI2TXU
IP Address: 64.222.96.214
VERIFIED EMAIL: mhigham@allentownnh.gov

Electronic Signature:

Maureen Highham

Multi-Factor
Digital Fingerprint Checksum

99bfdfd3134173f6023c25a0813459b96e301577



Sandra McKenney
Party ID: BMCAS9IH8LITEHH98PLX2S
IP Address: 72.71.228.79
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Electronic Signature:

Sandra McKenney

Multi-Factor
Digital Fingerprint Checksum

40a5f72530a8c2160f683d37c8027bc725018d18



Timestamp

2020-02-23 07:12:15 -0800
2020-02-23 07:12:15 -0800
2020-02-23 07:11:47 -0800
2020-02-22 17:54:59 -0800
2020-02-22 17:54:22 -0800
2020-02-20 12:49:50 -0800

Audit

All parties have signed document. Signed copies sent to: Ryan Carter, Maureen Highham, Sandra McKenney, and Derik Goodine.
Document signed by Maureen Highham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Maureen Highham (mhigham@allentownnh.gov). - 64.222.96.214
Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.71.228.79
Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.71.228.79
Document created by Derik Goodine (dgoodine@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.