

TOWN OF ALLENSTOWN  
Selectboard Meeting  
16 School Street  
Allenstown, New Hampshire 03275  
February 10, 2020

**Call to Order**

The Allenstown Selectboard Meeting of February 10, 2020 was called to order by Vice Chair Sandy McKenney at 6:07 pm.

Vice Chair McKenney 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: Robin Richards, Bear View Crossing; Trish Caruso, Town Staff; Carl Caporale, ASC; Michael Stark, Police Chief; Kathleen Pelissier, Town Clerk/Tax Collector; Dawn Shea, Police Department; Paul St. Germain, Fire Chief

**Citizens' Comments**

None.

**Town Clerk Requests**

Ms. Pelissier stated that she had two requests. First, she said that the Town Clerk/Tax Collector office has two cash drawers, each with a daily balance of \$100. One is for the money collected for property taxes and the other is for money collected by the various Town Clerk functions. She said that she would like to increase each drawer by \$100 to reduce the number of trips to the bank for cash. Her second request, she said, is to change the closing time for Town Hall. She would like to close on Mondays at 6:00 pm instead of 6:15 pm and on Tuesdays, Wednesdays and Thursdays at 5:00 instead of 5:15. She explained that the end-of-day closing takes longer now that they are scanning checks, and her Deputy often stays late without claiming overtime. She said that they don't get a lot of customers in the last 15 minutes, and she added that opening at 7:30 am has been warmly received by residents.

Ms. Higham made a motion to increase the daily balance in each of the two Town Clerk/Tax Collector drawers to \$200 and to change the closing time from 6:15 pm to 6:00 pm on Mondays and from 5:15 pm to 5:00 pm Tuesdays through Thursdays. Mr. Carter seconded the motion, which carried unanimously.

Ms. Pelissier assured the Selectboard members that she would revisit the hours if there was a problem.

### **Allenstown Aggregate Agreement**

Mr. Goodine reported that the Planning Board held a public hearing on February 5, 2020 on the extension of the Town's agreement with Allenstown Aggregate regarding removal of coal ash. He said that the original agreement has expired and an extension is needed. At the Planning Board meeting, attendees viewed pictures of the coal ash piles. Mr. Goodine said that the Planning Board at that meeting passed the following two motions:

Ms. Adinolfo made a motion stating that, in accordance with the settlement agreement entered into between the Town of Allenstown and Allenstown Aggregate in 2015, and after reviewing the status of the coal ash remaining, and following a public hearing, the Planning Board finds the coal ash has not yet been removed per the terms of the agreement. Mr. Pelissier seconded the motion. The motion carried unanimously

Ms. Adinolfo made a motion to endorse the plan presented by Allenstown Aggregate at the February 5, 2020 Planning Board meeting to remove the remaining coal ash by November 2, 2020, with Allenstown Aggregate continuing to process the coal ash as they currently are doing, with periodic site inspections to be made by the Planning Board. Mr. Pelissier seconded the motion. The motion carried unanimously.

Ms. Higham made a motion directing the Town Administrator to work on the revised agreement with Allenstown Aggregate using the two Planning Board motions as a basis. Mr. Carter seconded the motion, which carried unanimously.

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

Mr. Goodine first reported on problems with the power pedestal at the Community Center. He said the original contractor is scheduled to look at it.

Mr. Goodine stated that the work of the CIP Committee has been completed. The Committee approved the plan, and it will go to the Planning Board on February 19, 2020. He said that he made one minor adjustment, reducing one Highway Department item by \$20,000, as the sidewalk plowing machine does not need to be totally replaced but only needs a part.

Next, Mr. Goodine stated that the Hazard Mitigation Committee will hold its first meeting on February 25, 2020 at 1:00 pm. They have twelve members, needing a minimum of six. They expect to have a total of fifteen meetings.

Mr. Goodine reported meeting with Brian Christensen of Comcast to have an initial discussion on the franchise agreement.

Mr. Goodine said that they have been working on the Town Report.

Ms. Caruso said that they still need reports from the Selectboard, the Town Administrator and the Highway Department. She said that she has been sending the report gradually to the printer.

Mr. Goodine offered a budget update, stating that the amounts of four School Warrant Articles have been increased as follows: #6 has been increased from \$20,000 to \$50,000; #9 has been increased from \$30,000 to \$50,000; and #10 & #11 have both been increased from \$20,000 to \$50,000.

Mr. Goodine stated that the NHDOT Bureau of Bridge Design will hold a public meeting on Thursday March 19, 2020 at the Pembroke Library, beginning at 6:00 pm to address the Route 28 bridge reconstruction. Anyone interested is invited to attend. Mr. Goodine said they were at the August 26, 2019 Selectboard meeting to make an initial presentation. They will be proposing a plan which would leave one lane open throughout the phased construction period. He said it will take longer this way but residents won't be inconvenienced. It was determined that alternate routes were not feasible.

Ms. Bender presented proposed language for the Personnel Policy regarding holiday time-off. It would say that, for employees who don't work on Fridays, the Friday after Thanksgiving holiday would be taken as one-half day each on Christmas Eve and New Year's Eve. She said this would need annual Selectboard approval and might need to be adjusted due to variations in the annual calendar.

Ms. Higham made a motion to approve Revision #14 of the Personnel Policy regarding holiday time-off. Mr. Carter seconded the motion, which carried unanimously.

Mr. Goodine shared a letter from Casella regarding recycling which stated that most communities have decided to continue recycling because it is the right thing to do. The letter urged a focus on education and outreach. Casella, the letter said, is doing its part. The idea that recycling doesn't work is a myth, the letter said. New technologies are being developed, and fiber mills will be on line in the northeast within 18-24 months. Casella said it is also a myth that recycled items are being thrown away. Contamination amounts are low, and all other recycled materials are being processed into other products. The claim that we need to revert to dual-stream recycling because single-stream doesn't work is also untrue. Mr. Goodine said that this letter will be posted on the town website.

Mr. Goodine next provided the dates for Local Officials' Workshops, which are free to members. The closest one will be held on April 7, 2020 at 25 Triangle Park Drive in Concord from 9:00 am until 4:00 pm. Others will be held on April 21, 2020 at Newington Town Hall; May 19, 2020 at Peterborough Community Center and May 28, 2020 at Sugar Hill Meeting House.

Mr. Goodine said that the last quarter Comcast franchise check was about \$11,400.

Mr. Goodine said they have materials from the post-trial briefs of the PSNH lawsuit, but it is not close to being over.

Lastly, Mr. Goodine indicated that he had provided copies of the two-page Notice of Decision voted on at the last meeting.

### **Minutes and Manifests**

Mr. Carter made a motion to approve the minutes of the January 27, 2020 Session I non-public meeting as written. Ms. Higham seconded the motion, which carried unanimously.

Mr. Carter made a motion to approve the minutes of the January 27, 2020 Session II non-public meeting as written. Ms. Higham seconded the motion, which carried unanimously.

Mr. Carter made a motion to approve the minutes of the January 27, 2020 Session III non-public meeting as written. Ms. Higham seconded the motion, which carried unanimously.

Ms. McKenney made a motion to approve the minutes of the January 27, 2020 public session as written. Mr. Carter seconded the motion, which carried unanimously.

Mr. Carter made a motion to approve the Payroll and Accounts Payable manifests listed on the February 10, 2020 agenda. Ms. Higham seconded the motion, which carried unanimously.

### **Non-Public Agenda Items**

Mr. Carter made a motion to enter non-public session at 6:50 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. Higham seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Mr. Goodine noted that Carl Caporale, Allenstown Sewer Commission, and Robin Richards, Bear View Crossing, would be entering the non-public session.

Ms. Higham made a motion to return to public session at 6:55 pm. Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

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. Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Ms. Higham made a motion to waive two (2) liens recorded with the Merrimack County Registry of Deeds for 28 Fullam Circle, the first identified as Book 3438, Page 287 and the second as Book 3383, Page 1418, as discussed in non-public session. Mr. Carter seconded the motion, which carried unanimously.

Ms. Higham made a motion to enter non-public session at 6:59 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Ms. Higham made a motion to return to public session at 7:10 pm. Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

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. Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Ms. Higham made a motion to approve a new hire for the Fire Department, Rich Daughen, who will work as a call firefighter at a rate of \$18.83 per hour. Mr. Carter seconded the motion, which carried unanimously.

Ms. Higham made a motion to enter non-public session at 7:20 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. Carter seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Mr. Carter made a motion to return to public session at 7:26 pm. Ms. Higham seconded the motion. A roll call vote was taken on the motion. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

Mr. Carter 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. Maureen Higham, aye; Ryan Carter, aye; Sandy McKenney, aye.

#### **Consent Calendar**

Ms. Higham made a motion to ratify the Consent Calendar of the February 10, 2020 meeting. Mr. Carter seconded the motion, which carried unanimously.

#### **Adjournment**

Ms. Higham made a motion to adjourn at 7:21 pm. Mr. Carter seconded the motion, which carried unanimously and the meeting was adjourned.

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES**

**FEBRUARY 10, 2020**

**SIGNATURE PAGE**

<b>Original Approval:</b>	
RYAN CARTER, Chair	DATE
<i>Sandra McKenney</i>	03/02/2020
SANDRA MCKENNEY, Vice Chair	DATE
<i>Maureen Higham</i>	03/03/2020
MAUREEN HIGHAM, Member	DATE

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



# Signature Certificate

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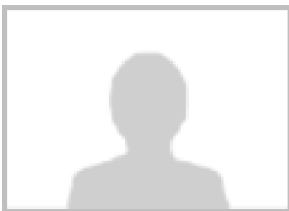
**Maureen Higham**  
Party ID: PW5WGSJVA3HXZTYRPV8ZJM  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** mhigham@allentownnh.gov

Electronic Signature:

*Maureen Higham*

Multi-Factor  
Digital Fingerprint Checksum

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**Sandra McKenney**  
Party ID: 393BI7IXV5NIKU5C4JKXC3  
IP Address: 72.65.126.100  
**VERIFIED EMAIL:** smckenney@allentownnh.gov

Electronic Signature:

*Sandra McKenney*

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2020-03-03 18:32:45 -0800  
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2020-03-02 19:45:29 -0800  
2020-03-02 10:46:32 -0800

## Audit

All parties have signed document. Signed copies sent to: Maureen Higham, Sandra McKenney, and Derik Goodine.  
Document signed by Maureen Higham (mhigham@allentownnh.gov) with drawn signature. - 64.222.96.214  
Document viewed by Maureen Higham (mhigham@allentownnh.gov). - 64.222.96.214  
Document signed by Sandra McKenney (smckenney@allentownnh.gov) with drawn signature. - 72.65.126.100  
Document viewed by Sandra McKenney (smckenney@allentownnh.gov). - 72.65.126.100  
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