

**TOWN OF ALLENSTOWN  
TOWN HALL  
16 School Street  
Allenstown, NH 03285**

**January 24, 2023**

**Call to Order**

Chair McDonald opened the January 24, 2023 Selectboard meeting at Town Hall at 6:07 pm.

Chair McDonald called for the Pledge of Allegiance.

Present on the Board: Chair Scott McDonald, Sandy McKenney, Keith Klawes, Jim Rodger, Maureen Higham (joined late by Zoom)

Also present: Derik Goodine, Town Administrator; Jeff Gardner, Fire Department, Mike Stark, Chief of Police

Power Committee: Diane Adinolfo, Mike O'Meara, Ron Adinolfo, Ryan Mahoney, Theresa McDowell (from Standard Power), Brian Arsenault, Building Inspector and Code Enforcement Officer

**PUBLIC HEARING ON THE CREATION AND ADOPTION OF A COMMUNITY POWER PLAN FOR THE  
TOWN OF ALLENSTOWN**

Chair McDonald opened the Community Power Aggregation Committee meeting at 6:10 pm.

Brian Arsenault presented a Power Point presentation to the Board of Selectman. Their mission statement is to provide the best electricity value for the citizens of Allenstown while providing choices in renewable energy.

Mr. Arsenault said community power is 1) you have the supply, 2) you have the delivery and 3) the customer. Essentially, the municipality purchases power for residents and small businesses. He said the goals are costs savings, more renewable energy and delivery, emergency services and billing all stay with the utility.

With regard to competitive pricing, Mr. Arsenault said there are two components: market timing and buying power. Under market timing, utilities have little flexibility of when to purchase power and how long to lock in. Community power has complete flexibility. By pooling demand across the entire municipality, they can generate significant buying power. He said they could even team up with other municipalities to join the buying power of Allenstown.

Mr. Arsenault said the benefits are 1) local control; 2) consumer protection; 3) energy planning; 4) innovative local programs; and 5) education and awareness. The consumer choices are utility default services and third party offers. Under the community power program with Standard Power, you have basic product optional, new program default, optional product and 100% renewable optional.

He said eligible customers are automatically enrolled in the program default unless they opt out. Other customers can opt into the program.

The Board discussed a mailing that would be sent to the residents of the Town.

Mr. Arsenault said the Town has undertaken a community power survey so far, and showed the results in a pie chart. Mr. O'Meara said the majority are interested if they can pay the same or less.

Mr. Arsenault said they have options such as standard default, basic and 50% to 100%. The NH RPS is 23.4% in year 2023. Ms. McDowell said that RPS stands for Renewable Portfolio Standard and the state needs to have that percentage of renewables in their energy mix.

Mr. Arsenault said the goals are 1) to lower the rate into more renewable energy; 2) bundle the eligible customers for cost savings; 3) those currently on competitive supply are not eligible but can opt in; 4) choices for the lowest cost and more renewables up to 100%; 5) electric assistance customers keep their full benefits; 6) net metering customers can participate; 7) work on local energy initiatives; 8) no cost to the municipal budget.

He said the first thing they need to do is create a Community Power Aggregation Committee which they have already done. Secondly, they drafted a plan with public input which is what they are currently reviewing right now. He said the next step would be approval at the Town Meeting in 2023 which preserves the chance of a 2023 launch if the rates are favorable. Ms. McDowell said they will not want to launch if the rates are not beating Eversource.

Mr. Arsenault said the next step after that would be Procurement, Outreach and Launch in 2023 and if everything falls in line they will draft an Electric Services Agreement. They will also implement a public education and outreach plan and then finally, launch.

Mr. Arsenault said the last step would be to manage and monitor.

Mr. Goodine said going forward, they may be able to get some additional grants to provide additional funding for seniors.

Chair McDonald closed the public hearing portion of the Selectboard Committee at 6:34 pm.

## **CITIZEN'S COMMENTS**

Ms. McKenney said she has a scanner and she heard a lot of calls recently and wants to thank the Fire Department, Highway Department and Police Department for all of the work that they do.

Mr. Adinolfo said they are going to try to open the ice rink.

## **Regular Agenda**

- **Police Department Sergeant Promotions**

Mr. Goodine said that Chief Stark wrote in his memo that over the last couple of months they have conducted a process in order to fill two Sergeant positions. Ms. McKenney said she is okay with the two candidates.

He said that MPO Brian Wilcox and Detective Michael Bowen are up for promotion to Sergeant. MPO Wilcox will resume his duties on February 5<sup>th</sup> as Patrol Sergeant and Det. Bowen will assume his duties when he returns from active duty from the National Guard. They will be swearing in MPO Wilcox on January 31<sup>st</sup> at the Police Department and Detective Bowen when he returns.

Ms. McKenney made a Motion that MPO Brian Wilcox and Detective Michael Bowen be promoted to the rank of Sergeant for Allenstown Police Department. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye

Jim Rodger- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **Encumbrances Approvals – Additional Paving Contract**

Mr. Goodine said this will go to the Trustees of Trust. He said the Board of Selectman has voted to encumber the following funds from the 2022 and 2023 budget year for the purposes indicated below:

Dan Ricard Electrical, Parks and Recreation up to \$5,073. Pembroke Pines, General Government Supplies, \$2,000 (employee appreciation party). Fire Department, Plumbing, \$13,000. Highway Construction Services, \$52,218 which is for Reserve Street and part of Clearview Drive.

Chair McDonald said the total amount encumbered is \$72,291.

Mr. Klawes made a Motion to approve the resolution for the encumbrances from the 2022 budget in the total of \$72,291. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald, Aye

Jim Rodger- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

Mr. Klawes made a Motion to approve an encumbrance in the amount of \$13,000 for plumbing work at the Fire Department out of the 2022 Fire Department Budget for contracting work to be done on the upstairs to include work for one kitchen sink, two water fountains, two bathroom sinks, two showers, one washing machine, and water heater. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **Fire Department Grant Writer Approval**

Mr. Goodine said it is a grant to write the American Fire Grant for the amount of \$1,500. He said in fact, they were going to apply for a fire house subs grant. However, they only took so many applications over the 10 hours it was open.

Mr. Goodine said Maureen Higham joined them at 6:50 pm.

Ms. McKenney made a Motion to allow Ms. Higham to vote remotely. Mr. Klawes seconded the Motion.

Scott McDonald, Aye

Jim Rodger- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

Ms. McKenney made a Motion to approve the \$1,500 grant writing contract. Mr. Klawes seconded the Motion.

Scott McDonald, Aye  
Jim Rodger- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye

The motion passed.

- **EMT Training Course Approval**

Jeff Gardner said over the last couple of years, there have been several different methods for EMS training.

Ms. McKenney made a Motion to authorize Chief Lambert or Moe Paquette to sign the agreement for \$3,100 with True North Group and he will bill the Town for the monthly education for the ACLS and PALS day quarterly. Mr. Klawes seconded the Motion.

Scott McDonald, Aye  
Jim Rodger- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye

The motion passed.

- **Harriman Report on Allenstown Elementary School Needs for Town Hall Use etc.**

Mr. Goodine said they will probably be discussing this a bit more in a couple of weeks at the Deliberative Session. They are still waiting for a little bit more information from Harriman.

He distributed copies of the report to the Board for their review.

Mr. Arsenault said the report was initially done for the school system and it determined the condition of the buildings. The same company was hired to review AES for Municipal use / Town Hall use for potential businesses while still maintaining the 3K school. He said the report was completed but he feels as though it is not complete and he found a few flaws. For instance, they are mentioning in the report how doors need to be replaced based upon a school law of how you can't look through a glass door to see in a classroom which doesn't apply for the Town Offices.

Mr. Arsenault believes the study needs additional information. He said they highlighted problems and throughout the report, they said they needed extensive sprinklers and they are not at that point. They are not going to do extensive renovations. He said the other thing is the carpet needs to be replaced. He said there was also an asbestos concern on an adjacent building and that is scheduled to be torn down prior to demolition or renovation. He said they will need to know the amount of asbestos and the potential cost to do that.

He said he reached out to the Harriman group and asked for the information to be presented to him in a Word version and Mr. Goodine requested a Zoom meeting.

One of the first things he asked them to do was eliminate the verbiage of which classroom was what. They still do not know what doors need to be replaced. Mr. Arsenault said there was extensive dialog about the quality of residential cabinets and sinks in the classroom but they do not need sinks outside of the restroom. It's minimal cost to disconnect and remove them but he doesn't even know quantity or where they are. Without quantities, they have no cost.

Mr. Goodine said rescheduling it for Tuesday, Feb. 21st would work for him. The Board agreed to reschedule it to this date.

Mr. Goodine said they aren't talking millions of dollars and they know they are going to have to replace some doors, the stairway needs to be enclosed, and put up barriers to separate Town Hall from the rest of the building. He said they can remove the other buildings with asbestos later. He is hoping to have more information for the Deliberative but it is not going to be expensive as some others have speculated.

Mr. Arsenault said that it was also recommended that they need to insulate the building. He said they also told him that some of the windows failed, He reiterated that he wanted specific quantities, conditions and everything else but a few hundred thousand should get them in the building.

Ms. McKenney disagrees with Mr. Goodine's assessment regarding cost. She said they should have sat down to figure out exactly what they want for rooms and address those rooms with what needs to be done with them. She said she hasn't read the Harriman report yet but they need a true concept. Chair McDonald said the report is just a starting point. Ms. McKenney said it is not going to be the final cost. Mr. Goodine said they are talking about putting Town Hall in there right now and all other renovations will come later. Mr. Goodine discussed the configuration of space.

Mr. Klawes said that they are not ripping everything up and starting over but adding some doors, windows, painting it, and putting carpeting down. He said they are being as truthful and honest as they can with the price.

Mr. Arsenault said there are recommendations in the Harriman report that aren't plausible nor endorsed by the Town. Mr. Goodine said anything in blue can be renovated later on. He said to start,

they have the Town Hall, the pre-k program and the gymnasium for recreational space. The cooperative business spaces and maker's space can come later.

Mr. Arsenault said they could accommodate 500 people in the gymnasium but that would require them to spend more money on renovations to the bathrooms which is how they came to 250.

Mr. Goodine said that AES was never the issue. It was ARD that was a problem. Chair McDonald said people are going to think it is both schools because that is what they were told.

Mr. Goodine said he doesn't have the true cost yet, but they should put more money into the Capital Reserve Fund for upgrades down the road. He said Harriman is supposed to be getting him more information. There will also be grants to take care of some of the costs. It's not going to cost millions of dollars as people are thinking.

Mr. Goodine said this report is a good starting point for now.

- **Signing of the Town Meeting Warrant and MS-DTB (Default Budget Form)**

Mr. Goodine said he did change the operating budget when factoring in the new valuations. He said it is now \$6.19 which is down from the previous years. He skimmed through the Town Warrant for 2023 discussing any changes that have been made.

Ms. McKenney made a Motion to approve and sign the 2023 Allenstown Town Meeting Warrant. Mr. Klawes seconded the Motion.

Scott McDonald- Aye  
Jim Rodger- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye  
Maureen Higham- Aye

The motion passed.

Mr. Goodine said they also worked on the Default Budget last week. Mr. Goodine discussed the changes that have been made here as well.

Mr. Klawes made a Motion to approve and sign the Default Budget Forms (MS-DTB) for 2023 and approve the Default Budget. Ms. McKenney seconded the Motion.

Scott McDonald- Aye  
Jim Rodger- Aye  
Keith Klawes- Aye

Sandy McKenney- Aye  
Maureen Higham- Aye

The motion passed.

- **Community Power Plan-Any Action Required**

Mr. Goodine said there aren't any actions to be taken for Community Power right now.

- **Day after Christmas off in lieu of Day After Thanksgiving for 2023**

Chair McDonald and Mr. Goodine discussed swapping the day after Thanksgiving off for the day after Christmas. Mr. Goodine discussed with Ms. Pelletier said the calendar falls confusing this year and they were looking to have the day after Christmas off which is less confusing for the taxpayers for this year at least.

Mr. Klawes said personally, having Town Hall shut down three days in a row (Friday through Tuesday over Christmas) is not a good thing. He said this goes back a little bit to a discussion of the Town Hall being open more hours a week. He said he would also like to know what kind of business that they do between Christmas and New Year to see if that impacts anything.

Mr. Klawes said they allow this to be a floating holiday and if the employee leaves before December 31<sup>st</sup>, that money gets deducted back out of their check. Mr. Goodine is not sure that is correct.

Mr. Klawes said it is closing too many days in a row. Mr. Goodine said it is less confusing than closing a half day here and there and that he is over complicating it.

Mr. Klawes said they should table it and ask their Attorney for advice. Ms. McKenney said that it shouldn't be considered a floating holiday. Mr. Goodine said this doesn't need to be decided tonight.

He clarified for the Board that they were using the Black Friday holiday (which the Town Hall is closed) to give a half day before Christmas and a half day before New Year's and they were trying to simplify by giving the whole day off on December 26<sup>th</sup>. It is now up to the Selectboard to decide every year how to deal with the day after Thanksgiving.

Ms. Higham said it is done differently for the Town because they normally have Friday off anyways and she will defer to Derik Goodine to resolve.

Chair McDonald said they will table it for next meeting.



## **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine said the ambulance transfer license is in. He said they are doing a light upgrade on Spring Street which is in the Clearview area.

He did drop new Manifests into their Consent Calendar pockets and HelloSign along with some information from Avitar and Utility new construction and if they need to have any expert BTLA expert calculations. He also put in proposal information regarding State Park renovations but they didn't make it to the final three state parks.

Mr. Goodine said there were some questions on the December minutes regarding a new member on the Economic Development Committee. He thinks it refers to "Mike Landers."

He said that Chief Stark sent a report, and there is also a Hinsdale Market Data Report regarding a salary survey on various positions. He said the Town did participate in that along with other NH towns.

Mr. Goodine said he also sent the Board with a letter that he received from the Pembroke Selectboard regarding the TTEMS dissolution. He said that he cannot disagree with the letter as they have already had a discussion at the last meeting about charges going to collections and Chief Lambert is working on this. It is still two years down the road.

Mr. Goodine said they may not get an independent auditor to look at this and they may have to choose someone to look at the values of the property. He said they are both insured by Primex. He knows there will be reconciling at the end.

He said that they have discussed that they want to end the dissolution amicably. Chair McDonald said initially, someone at the Board of Selectman in Pembroke said it was not in their best interest to combine the fire service with Allenstown at this time. Mr. Goodine said as they stand now, they would gladly sit down and discuss combining those services to save money.

## **ROAD AGENT REPORT**

None.

## **OTHER BUSINESS**

Ms. McKenney said there are pictures in the paper for two different properties sold at East Webster Street and Main Street but no numbers. She said they sold for \$3,000,000. Mr. Klawes said he doesn't think it was sold for \$3.2 million but the price was \$3.2 million. Mr. Goodine said they could reach out to their appraiser to find out more information.

She said that Denise Dubois made the paper again for being in the service.

Ms. McKenney asked if they have done anything to solicit a new IT company. Mr. Goodine said he gave them the 90 day clause in the contract to get that straightened out or they would terminate the contract.

She said they raised the candidate fee to run for Governor or U.S. Senator to \$10,000 and require a collection of 25,000 signatures.

Mr. Klawes said that they owe the School Board an apology for omitting them from the Town Appreciation Dinner although it wasn't anyone's fault. He said they were included last year.

### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

- **Consent Calendar**

Mr. Klawes made a Motion to ratify the Consent Calendar dated January 23, 2023. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald, Aye  
Jim Rodger- Aye  
Maureen Higham, Aye  
Keith Klawes- Aye  
Sandy McKenney, Aye

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: N/A**

- **Public: November 28, 2022**

Mr. Klawes made a Motion to approve the Public minutes of November 28, 2022. Ms. McKenney seconded the Motion.

Scott McDonald, Aye  
Jim Rodger- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye

The motion passed.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1092, 1003, 1004; Check Manifest: 1005, 1093; Non-Check Manifest: 1003, 1004, 1092; and Town P/R Manifest dated 1/12/2023.**

Mr. Klawes made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1092, 1003, 1004; Check Manifest: 1005, 1093; Non-Check Manifest: 1003, 1004, 1092; Town P/R Manifest dated 1/12/2023. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye  
Jim Rodger- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye

The motion passed.

Mr. Klawes made a Motion to adjourn at 8:49 pm. Ms. McKenney seconded the Motion.


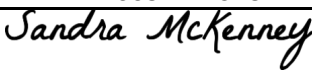



A roll call was taken.

Scott McDonald- Aye  
Jim Rodger- Aye  
Maureen Higham- Aye  
Keith Klawes- Aye  
Sandy McKenney- Aye

The motion passed.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**January 24, 2023**

**SIGNATURE PAGE**

Original Approval:		
		
SCOTT MCDONALD, Chair	DATE	
		
SANDY MCKENNEY, Vice Chair	DATE	
		
MAUREEN HIGHAM, Member	DATE	
		
KEITH KLAUES, 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 KLAUES, Member	DATE
	JIM RODGER, Member	DATE

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**04 / 26 / 2023**  
16:24:07 UTC

Sent for signature to Scott McDonald (smcdonald@allenstownnh.gov), Sandra McKenney (smckenney@allenstownnh.gov), Maureen Higham (mhigham@allenstownnh.gov), Keith Klawes (kklawes@allenstownnh.gov) and Jim Rodger (jrodger@allenstownnh.gov) from vanaya@allenstownnh.gov  
IP: 64.222.96.214



**04 / 26 / 2023**  
17:08:28 UTC

Viewed by Scott McDonald (smcdonald@allenstownnh.gov)  
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**04 / 26 / 2023**  
17:08:47 UTC

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**04 / 26 / 2023**  
17:26:09 UTC

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**04 / 28 / 2023**  
18:48:26 UTC

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**04 / 28 / 2023**  
18:48:36 UTC

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**04 / 29 / 2023**  
18:50:27 UTC

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**04 / 29 / 2023**  
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**05 / 01 / 2023**  
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**05 / 01 / 2023**

18:59:26 UTC

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**05 / 01 / 2023**

18:59:26 UTC

The document has been completed.