

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES
16 SCHOOL STREET
ALLENSTOWN, NH 03285
SEPTEMBER 11, 2023

CALL TO ORDER:

The Allenstown Selectboard meeting of September 11, 2023 was called to order by Chair McDonald at 6:00 pm.

Chair McDonald called for the Pledge of Allegiance.

ROLL CALL

PRESENT ON THE BOARD: Chair Scott McDonald, Maureen Higham, Jim Rodger, Sandra McKenney, and Keith Klawes.

ALLENSTOWN STAFF: Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer (Remote), Chad Pelissier, Police Chief Mike Stark, and Fire Chief Lambert joined the meeting at 6:06 pm.

OTHER: Diane Adinolfo, Ron Adinolfo, Mike Frascinella, Sherry Miller, and Kim Fosse from Houle Ave.

Citizens Comments

Mike Frascinella from EDC – yesterday’s concert was cancelled. The next town event is Reach the Beach. The Fire Department will be serving food. September 30th is the first family movie night.

Public Hearing RSA 31:95-e, gifts with a value of less than \$5,000

Chief Lambert stated he reached out to New England Gypsum in regards to the second floor in the Fire Station. Reached back and were given an idea of what they needed to accomplish by next year. They offered a donation of all the sheet rock and doors and stuff that goes along with it. He has a quote of what they are willing to donate. They are willing to donate all that. This donation of the doors totals \$9,121 and that brings them close.

Public hearing RSA 31:95-e was closed with no further comments.

Regular Agenda

• Houle Avenue Request

Chad Pelissier said part of Houle Ave is private and part of it is public. Because it is a cul-de-sac, we have always plowed all of it because it is easier for their trucks. Instead of trying to back up they plow another 200 feet and turn in the cul-de-sac.

The portion of the private road is not in good shape. He was asked if there is anything the town can do to help them. Chad said he does not think it is good for their trucks to plow it at this point.

Mr. Goodine said this came up five years ago as well. It is a town road up until the condos. He needs to check with legal but thinks we can put some gravel in and patch some of the stuff but a full-blown paving thing would be above and beyond. We could possibly do the maintenance to protect our trucks in the turn around. The condo association would need to do the paving.

Kim asked if there is a way to make the rest of it a town road. Mr. Goodine said they would have to go to town meeting but the town would not accept it as is. They would have to fix it first. They would have to go to Planning Board and get a recommendation from them for the article for town meeting.

Chair McDonald asked Mr. Pelissier what would be the minimum he would need done to protect their equipment.

Mr. Pelissier said there are some big holes down there.

Mr. Klawes asked what the condo association says about maintaining the road.

Kim said nothing. There are only 4 units so it would not be feasible financially for them to do it.

Mr. Pelissier said there is not a lot of places to push the snow so their best option would be they would have to back down the road and push the snow out. But then the snow would have to be pushed to the senior center.

Mr. Klawes asked what the cost is to get the loader out there to remove one dump of snow.

Mr. Pelissier said they do not have costs set up for each thing they do. He would have to push the snow as the trucks all have sanders on them.

Brian Arsenault stated a certificate of occupancy was given to all the condominiums and they ultimately sold before the developer was supposed to put in a cul-de-sac, the actual circle at the end of the road. Since that was not done, there must be a plan that the cul-de-sac was supposed to be added which is why GIS picks it up on the town's website. If the developer did not build the cul-de-sac, then is it the town's responsibility to build it and eliminate the need to continue to push the snow at the end of the road. It will be costly to put in the cul-de-sac. It would be very hard to rectify what you need to do today.

Chair McDonald said they will get to the bottom of this.

Ms. Fosse asked if they should fill the holes themselves.

Mr. Pelissier said they had put some in before and they still have some if the Board does not have a problem with that.

Mr. Klawes said he is ok with Chad filling up the hole temporarily.

Chad said now that he sees the line, a lot of the problem is on the town road and he can fix it.

Mr. Klawes made a motion to allow the highway department to temporarily fix Houle Road to the best of their ability while they do some more research to see how we can make a more permanent fix to Houle Road in order to make it safe for the town trucks to go down and turn around.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Police Detail Rate**

Chief Stark stated that the current detail rate is \$47 for the officer and \$13 for admin fee and \$10 for a cruiser for a grand total of \$70. We have not looked at this for 8 years so we are significantly behind other towns. He is recommending that we go up to \$85 total. This would be \$60 for the officer, \$15 for admin fee and \$10 for the cruiser. He would like to start that November 1, 2023.

Mr. Klawes asked if he knew when the other towns set their rates.

Chief Stark said he did not know.

Mr. Klawes said he would like to see us go to \$75 for the officer, maybe 12.50 to \$15 for the cruiser rate.

Chief Stark said he is not against that but tries to be comparative and it is something they bring up every so often no matter what.

Mr. Klawes made a motion to go with the Police Chief's recommendation for the detail rate to increase from \$70 per hour to \$85 per hour to include \$60 for the officer, \$15 for admin fees and \$10 for the cruiser.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Transition Plan Update for Town Clerk/Tax Collector Offices**

Ms. Adinolfo stated they opened last Thursday and were opened all day today. They will be open all-day Thursday this week. The clerk from Pittsfield has been a big help and good resource. They will open the doors four days a week in October. There are some software issues that they are working on.

• **Full-time Equivalent Elected Officials and Benefits**

Mr. Goodine said this is something they discussed regarding the Town Clerk. Legal has been working on this and have some eligibility for benefits information.

The question was whether an elected officials have sick or vacation time etc. It comes down to the inclusion in the state retirement system. If you are going to be included then those employees need to be treated like other employees. We do have the NH Retirement System so we are required to offer them the same benefits as the full-time employees.

- **Dissolution Plan for TTEMS**

Chief Lambert suggested tabling this to give them more time to go over the plan.

- **Fire Department – Acceptance of Gift of Sheet Rock and Door**

Mr. Klawes made a motion to accept from New England Gypsum a gift in the amount of \$9121.60 for sheet rock and doors for the upstairs fire station.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Fire Department – 2nd Story Renovation Update and Purchase Authorizations**

Chief Lambert stated they did a hose testing and after they were left with almost half of the hose that we normally have. A company came on Friday and hose tested the trucks. Almost one whole bed of supply hose failed. After doing some research, he found the hose came from 1991 and 1997 so it has seen its time. Four hundred feet of 2.5” hose under the NFE standards and the ISO we must have the minimum on our trucks to meet the insurance standards and the NFE standards. That failed and we are looking to replace that at a cost of \$8782 from the Fire Equipment Capital Reserve which is why we specifically have that fund in case of something like this. He would like to have it approved to purchase this through Firematic. It is a 3-week time frame to receive it. They have divided up between the two trucks to provide the minimum for each truck in case of a fire.

Ms. McKenney asked if he know they were not going to pass.

Chief Lambert said no it is a year-to-year thing. They will not certify them if they fail. He feels there should be a hose replacement plan.

Mr. Klawes made a motion to take \$8782 from the Fire Equipment Capital Reserve fund to replace fire hoses through Firematics Supply Company.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye

Jim Rodger, Aye
Maureen Higham, Aye
Keith Klawes, Aye

The motion passed. 5-0

Chief Lambert also informed the board that Londonderry has the stretcher ready to go. They have submitted an invoice and he should have it as of tomorrow morning. As previously discussed, he would like to move the money from the revolving fund to pay for the stretcher.

Mr. Klawes made a motion to move \$2500 from the Emergency Services revolving fund into the Fire EMS equipment line for a purchase of a stretcher from Londonderry.
Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Other Matters General and Financial**

Chief Lambert stated that with the donation they received from NE Gypsum, they are very close to finishing the upstairs. On Wednesday the heating system will be installed. One of the big projects is the electrical. Two rooms were done years ago. Jim Cassidy approached him and said he can knock it out in 9 days. He is going to only charge half for the labor and the quote for labor and supplies came in at \$9615.00 to finish. NE Gypsum put them in contact with a mudder and a taper. He received a quote for hanging the sheet rock, mudding, taping and texture the ceiling that was already put up for \$8400. The final piece to that is he has gone through and priced out everything that we need for the upstairs which includes trim work, basic kitchen cabinets, finish the project with bathroom vanity and mirror, etc. It amounts to \$27,068.77.

Chair McDonald made a motion to approve the purchase order in the amount of \$9615.00; said funds to come from the Public Safety Building Capital Reserve Account to complete the second-floor fire department electrical work.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye

Jim Rodger, Aye
Maureen Higham, Aye
Keith Klawes, Aye

The motion passed. 5-0

Chair McDonald made a motion to approve the purchase order in the amount of \$9053.82; said funds to come from the Public Safety Building Capital Reserve Account to complete the flooring and other sundry items on the second floor of the fire house.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald made a motion to approve the purchase order in the amount of \$8400.00; said funds to come from the Public Safety Building Capital Reserve Account to complete the sheet rock installation on the second floor of the fire house.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Fire Department – Ambulance Order**

He would like to move forward with the purchase of their ambulance which should be here by July of next year to start service for the long haul.

If we were to order now, it would be 28 months before we receive it.

A demo would be cheaper and available sooner.

There is only one available now. The cost is \$358,000 plus 65800 for the power system.

The proposal he has is a 2024 Demo that will be ready in July. The overall cost is \$457,000 with a \$25,000 deposit. By the time we need to make the first payment, we would have the dissolution funds with Tri County in our revolving fund.

He would like approval to move forward on that and work with Derik to sign a contract.

Mr. Klawes made a motion to take \$25,000 out of the Capital Outlay Fire for the purchase of a new Demo Ambulance from Greenwood Fire Apparatus with the first payment being made in July of 2025 with monies most likely coming from the dissolution of Tri-Town.

Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Kettle Rock Road Discussion on Findings**

Mr. Goodine said research was done in the state archives of some of the ledgers on different roads shows some town expenses for Kettle Rock. He needs to find a couple hours to look for those as they will be the nail in the coffin to not have people fighting. He will send out the info to the town attorneys with the Boards permission so they can go to work on it. He will then go to Concord to find some of these ledgers to find the expenses spent on Kettle Rock Road.

Mr. Klawes made a motion to allow Mr. Goodine, Town Administrator, to send off to the commentaries the information he has on Kettle Rock Road.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **TOTT Committee and Investment Update**

Ron Adinolfo from TOTT gave a report in regards to the Trust Fund. At their last meeting, the Trustees voted to move the funds from TD Wealth to the Public Deposit Investment Program,

New Hampshire Public Investment Pool. They are currently yielding 5.4%. The process will take a month to six weeks.

• **Community Power Update**

No update.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said in 2023 state wide survey of voter's attitude on affordable housing and the people 78 to 18% overwhelming support the need for more affordable housing to be built in New Hampshire. 58% want more affordable homes in their own neighborhoods. 60% of the people in our towns thing that the towns should change the Land Use Regulations in order to allow more housing to be built and that is what the State seems to be pushing for.

Mr. Goodine stated the assessor recently signed the summary inventory evaluations for 2023; Total value without utilities and without the TIP retaining value part of it, is \$520,000,000.

He stated that on October 16th it is their next regularly scheduled meeting however we may want to start at 6:30 because at 5:00 pm, the school board is doing a tour at the new school.

Mr. Klawes made a motion to move the October 16th meeting to 6:30 pm so the Board can tour the school at 5:00 pm.

Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Maureen Higham, Aye

Keith Klawes, Aye

The motion passed. 5-0

Mr. Goodine said the new law, HB321, which is new law dealing with non-public.

We do not need to have our own policy, or we create our own policy. It is to review non publics. We have many years of non-publics, and we want to start reviewing them. So, the State says "in absence of developing its own, a public body they must follow the statutory creative process. That process requires the review of sealed minutes no more than 10 years from the last time the public body voted to prevent the minutes from being subject to the public. This statutory process also includes a 10-year grace period..."

He is suggesting they set up a simple policy and set up some time maybe in September and they will have 2 of 5 board members to look through sealed minutes and bring a report saying they should be unsealed or should not be unsealed and some subject matter and start a list. They should go back to the beginning and move forward.

He suggested coming up with a policy for the next meeting and he will work on finding the old minutes to be reviewed.

ROAD AGENT REPORT

Mr. Pelissier spoke about pavement and that they would be over the budget. He will need to take money out of Capital Reserve but wants to wait until November or December to see where they stand.

He said are waiting on the gas company before paving can happen on some roads.

He would like the OK to buy the demo asphalt curb machine. He would be getting it from Ambrose. He would be looking for the actual paver for the asphalt berm and a side tilt bucket for the skid steer. It would be at a cost of about \$15,000-\$16,000.

Mr. Klawes made a motion to allow Mr. Pelissier to purchase the paver for the asphalt berm and a side tilt bucket for the skid steer for \$15,000 to be paid out of the Highway Department Equipment Capital Reserve Fund.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Pelissier stated the school has a beaver problem. They are under the road and are not damaging the road but the back part of the school and the fields are getting wet. Something will have to be done.

He also stated they have three out of the five culverts done. He hopes to get them done in the next week or so. Canal and Ridge Roads were paved today. Most of the town was painted. They are waiting for the rest of the paving to be done.

He said we have 10 more months on the trash contract and will need to start talking about it soon. Recycling is very expensive, and he recommends not having it mandatory and people can bring it to the transfer station.

OTHER BUSINESS

CONSENT CALENDAR, MINUTES AND MANIFESTS

• Ratify Consent Calendar: September 11, 2023

Ms. Higham made a motion to ratify the consent calendar of September 11, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye

Jim Rodger, Aye
Maureen Higham, Aye
Keith Klawes, Aye

The motion passed. 5-0

• **Review Minutes: Non-Public: August 21, 2023**

Not available

• **Public August 21, 2023**

Ms. Higham made a motion to approve the public minutes of the August 21. 2023 meeting.
Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Approve Payroll and Accounts Payable Manifests:**

- o ACH Manifest – 1078 and 1080;
- o Check Manifest – 1079 and 1081;
- o Non-Check (CC) Manifest – 1076 and 1077;
- o Town P/R Manifest - August 10, 2023 and August 24, 2023

Ms. Higham made a motion to approve the ACH Manifest – 1078 and 1080, the Check Manifest- 1079 and 1081, the Non-Check Manifest – 1076 and 1077, and the Town P/R Manifest – August 10, 2023 and August 24, 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Klawes made a motion to adjourn the meeting at 8:45 pm.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

TOWN OF ALLENTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
September 11, 2023

Signature Page

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>Mr. Higham</i>	10 / 16 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 17 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 14 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	10 / 15 / 2023	
JIM RODGER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

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10 / 13 / 2023
14:43:55 UTC

Viewed by Maureen Higham (mhigham@allenstownnh.gov)
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10 / 14 / 2023
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10 / 16 / 2023
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10 / 17 / 2023
23:50:52 UTC

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10 / 17 / 2023
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