

TOWN OF ALLENSTOWN  
SELECTBOARD MEETING MINUTES  
16 SCHOOL STREET  
ALLENSTOWN, NH 03285  
SEPTEMBER 25, 2023

**CALL TO ORDER:**

The Allenstown Selectboard meeting of September 25, 2023 was called to order by Chair McDonald at 6:08 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), Fire Chief Lambert (remote). Chad Pelissier joined the meeting at 6:18 pm. Judy Silver joined the meeting at 7:26 pm.

**OTHER:** Mike Frascinella

**Citizens Comments**

Mike Frascinella from EDC let the Board know they have a family night event at the fire department this weekend. So far 33 people have signed up. The schools have been notified and will make an announcement. They will start discussing the upcoming event at this Wednesday's meeting. He mentioned they may have town departments vote on the decorated houses to prevent ballot stuffing.

Mr. Goodine suggested reaching out to Hillsbrook to see if they would want to attend the movie night. Mr. Klawes said he mentioned it to his wife who works there, and she felt they could not sit in the folding chairs comfortably.

Brian Arsenault said he walked the school that morning and he thinks on October 16<sup>th</sup>, they will be impressed.

**Regular Agenda**

**• Houle Avenue – Update**

Mr. Goodine does not have an answer as to what happened at Town Meeting. He has the research he did back in 2017, 2018, and 2019. There is a legal opinion they got in 2019 from Steve Buckley from NHMA about the warrant article. There were 3 decisions that needed to be complete. He cannot find a vote where they accepted Houle Ave. The developer literally five days after town meeting, did a quit claim deed and quit claimed that cul-de-sac to the town. He did not go before the Planning Board. If you see the minutes he found, some residents came before the board in 1993 and requested some work on that road that never happened because the

sewer department was not ready to do the sewer work at the time. It seems to have fallen by the wayside since then.

The question was raised as to whether it is sewer or septic. Mr. Goodine will look in to it further. On March 17, 1993, the condo residents on Houle Ave came to the Board to discuss the standing water on the roadway. Then at the April 7, 1993 meeting, it was discussed that the issue was being reviewed by the sewer department. The residents of Houle Ave. have agreed to wait to repair the road until the water and sewer problem is resolved. It was decided that the town would not take action to repair the road because due to financial constraints, the water and sewer issue could not be resolved at that time. Mr. Klawes asked if it would make sense to bring in someone like Dennis Fowler, who was a Selectmen at the time, to try and make sense of this.

Ms. Higham said what difference does it make as to what someone remembers from 25 years ago as it is not a legal decision.

Mr. Klawes said if we find through all this if the town decides to accept this, that means that the town is responsible for fixing the road, getting it paved and up to standards. If we find that there is nothing written anywhere and no vote found saying we accepted it, will we go ahead and get the road up to standards or would we let them be responsible.

Ms. McKenney said it would have to go before the Planning Board.

Mr. Klawes said we are spending a lot of time looking into what may or may not be found.

Chad Pelissier said the road is very wet and always has been. The water sits on the road. He had asked Mr. Goodine if it is ok to ditch it. It would help the residents on their part of the road, and would also help the part the town is responsible.

Mr. Klawes asked if we need an easement to do a ditch or can we just get permission from the owners of the land to go ahead and create the ditch.

Mr. Pelissier said it is the condos so if the association is ok with it, we could do it.

Mr. Goodine said if it is private property, we are not allowed to spend town funds on it. We would need to get a drain easement from someone to fix it and get rid of the water.

Mr. Pelissier said the water needs to be gone before he can do anything to fix the holes.

Mr. Goodine said at Town Meeting in 1998 they accepted Houle Ave with the new cul-de-sac. The article was amended to include Planning Board approval and then Board of Selectmen approval after that. Then Robert Doherty came in after that looking to extend the Houle Ave. and cul-de-sac to put up condos. Mr. Goodine does not think they accepted the road for the condos.

Mr. Pelissier said they question now is how far do you want him to go with this whole thing. If they decide to create the ditch, he would have to go all the way around the cul-de-sac. Do we need to discuss and easement for that so we are protecting our portion of the road and allows for the drainage we need for 50-75 feet of our road. The cost to ditch it would be 3 hours for 2 guys plus the cost of the easement.

Mr. Klawes made a motion to have Mr. Goodine go to legal to draw up an easement for ditching and then allow Mr. Pelissier and his crew to go there and ditch it and cut it back and do what they need to do.

Chair McDonald seconded the motion.

Ms. Higham said she voted no as she has not heard the cost to do the ditching. She asked where the money will come from to do this project and asked if Mr. Pelissier had it in the budget.

Mr. Pelissier said he does not have the funds for the project.  
Mr. Goodine said maybe we could put an emergency lane in that we can use as a turnaround.  
We could get a turn around easement which is a public benefit to us to protect our equipment.  
Ms. Higham said it is private property so we cannot be fixing it.

Mr. Pelissier said they were told that the town property ended at the fire hydrant.

Mr. Klawes withdrew his motion and suggested asking Mr. Goodine find out from legal how much it would cost to put in an easement. We need more information before we move forward.  
Ms. Higham said the attorneys charge \$500 per hour which adds to the cost.

It was decided that Mr. Goodine will find out the cost for a drainage easement.

**• Budget Update with Vote for CPI**

Mr. Goodine said it is currently 3.7%. He feels we should go to 4%. The step increase is 2%.  
Last year it was at 8% and we gave 3%. We fall further behind and could have turnover if we are not competitive.

Mr. Klawes does not like using CPI as the gauge.

Mr. Pelissier said if the cost of insurance etc. goes up and we do not increase their pay they receive less money in their paycheck than they are now.

Mr. Goodine said we have fallen behind and cannot afford to fall behind any further.

Chair McDonald said we need to try to keep up with neighboring towns. It costs a lot more to get new employees and train them than to keep the employees we have.

Ms. McKenney made a motion to approve a 6% CPI with a 2% step for a total of 8%.  
Chair McDonald seconded the motion.

A roll call was taken.

Scott McDonald, Aye  
Sandy McKenney, Aye  
Jim Rodger, Aye  
Maureen Higham, No  
Keith Klawes, No

The motion passed. 3-0-2

**• Contract for Legal Representation for Eversource Appeals**

Mr. Goodine said the years under appeal are 2017, 2019, 2020 and 2021. See report on file.  
He suggests we need to do this because we will be called into court as an individual town, or we go in with the other towns under appeal. This is for expert witness testimony by Sansourcy as part of our representation from DTC lawyers in these matters.

Mr. Klawes made a motion to approve the Town Administrator to sign the contract with DTC Lawyers and Sansourcy Associates for the Public Service of New Hampshire tax appeals for 2017 through 2021.

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**

Mr. Goodine said we will be open Monday through Thursday next week and this will be the last week we get help from Bow and Hooksett. He would like to talk about doing something for them at the next meeting in thanks.

• **Dissolution Plan for TTEMS**

Mr. Goodine said the last Tri-Town Meeting was supposed to happen last week or the week before but was cancelled so the next meeting is October 4<sup>th</sup>. He asked Chief Lambert if he saw David's response to the letter. The Chief thinks there still needs some changing to the wording. It can be discussed at the next meeting. David said they also discussed the financial assets still need to be determined how that would be handled. Chief said that had already been decided that they would write it off.

Mr. Goodine said they need to discuss the disbursement of the funds until the audit is finalized but that we can leave a good balance in there.

• **Kettle Rock Road Discussion**

Mr. Goodine said he still needs to work it out with the lawyers on which deeds he needs and he needs to find a few more invoices showing if we spent money on the roads.

• **Community Power Update - Tabled**

Mr. Goodine said he sent an update to their emails today.

**TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine said there is a State revolving fund list of waste water infrastructure projects and you will see for this year the new secondary clarifiers came in 13<sup>th</sup> on the list. There is plenty of work to do before we get to that so it will probably be in the next run. The project is listed at 11.2 and only 2.6 would come from the fund.

He said he is meeting with Chad tomorrow to go over some expenses from the July heavy rains to see if we can get some FEMA funds, similar to five other counties.

On September 28<sup>th</sup> at the Library on Pembroke St. there will be a presentation of the Lafayette's final tour.

One of the people with whom we had a payment plan for taxes did pay a sizable amount of one third of the amount due.

Next meeting will be on October 16,2023 at 6:30 pm after the school tour.  
Picnic tables came in and were being put together today.  
Community Center had a problem with one of the A/C units.

### **ROAD AGENT REPORT**

Mr. Pelissier said base coat went down on Ridge Road and Canal St and finished the last culvert on Deerfield today. Little bit more work to update the drainage up there. The gas company is basically done on Latendre so that means the sewer dept. is supposed to vote on there bids for their portion at tomorrow nights meeting. He guesses it will not happen until next year.

He hopes to have the asphalt curb machine next week. They will try it out and see how it works. If it works as expected, they will look to purchase it after that.  
They got their first salt bid in and it was 20 cents lower than last year.

### **OTHER BUSINESS**

Chief Lambert said the expansion is going quick and hopefully in two weeks he will have a letter for the Board to come out for the donation.

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

#### **• Ratify Consent Calendar: September 25, 2023**

Not Applicable

#### **• Review Minutes:**

##### **o Non-Public: August 21, 2023**

Ms. Higham made a motion to accept the minutes of Non-Public minutes of August 21. 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

##### **o Public September 11, 2023**

Ms. Higham made a motion to accept the minutes of Non-Public minutes of August 21. 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

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

- o ACH Manifest – 1083 and 1086;
- o Check Manifest – 1084 and 1088;
- o Non-Check (CC) Manifest – 1082, 1085, and 1087;
- o Town P/R Manifest - September 7, 2023, and September 21, 2023

Ms. Higham made a motion to approve the ACH Manifest 1083 and 1086, Check Manifest 1084 and 1088, Non-Check (CC) Manifest 1082, 1085, and 1087, and Town Payroll Manifest September 7, 2023 and September 21, 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

Non-Public Agenda

Chair McDonald made a motion to enter in to Non-Public Session at 8:12 pm in accordance with the provisions of RSA 91-A:3,II (c).

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. Goodine and Mr. Pelissier will be joining the Board in the Non-Public Session.

Scott McDonald made motion to exit Non-Public session at 8:49 pm.  
Keith 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

Scott McDonald made a motion the minutes of the Non-Public session be sealed as they may adversely affect someone not on this board.  
Keith 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

Ms. McKenney made a motion to adjourn the meeting at 8:50 pm.  
Mr. 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

TOWN OF ALLENTOWN  
BOARD OF SELECTMEN  
PUBLIC MEETING MINUTES  
September 25, 2023

**Signature Page**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
<i>Ma Higham</i>	03 / 13 / 2024	
MAUREEN HIGHAM, Member	DATE	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	03 / 13 / 2024	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	03 / 13 / 2024	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE





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**03 / 13 / 2024**  
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**03 / 13 / 2024**  
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