

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Elementary School
30 Main Street, Allenstown, NH 03275
&
Town Hall
16 School Street, Allenstown, NH 03275
January 10, 2022

Call to Order

REGULAR AGENDA

- **Discussion with School Board at AES**

The Allenstown Selectboard Meeting of January 10, 2022 was called to order at 6:01 PM by Chair McDonald at Allenstown Elementary School with the Allenstown School Board.

Ms. Raymond said there are outstanding minutes from December 13th that need to be approved. Student of the month was presented at this time.

Mr. Bristol (Owner's Project Manager) presented the update on the new school. He said that he does a monthly update on the website for the benefit of the community.

Mr. Bristol said they are now finalizing the architectural schematic plans for state approval. He said the construction manager, Milestone, is a local firm and they get paid a fee to do exactly what is specified.

He thanked Mr. Goodine for all of his help with this ongoing project, along with Mr. Arsenault.

On December 1st, they issued the schematic plans and went into the plans in depth in preparation for the next phase. He said they have Executive Team meetings regularly bringing in the appropriate town staff.

Mr. Bristol said in the last 30 days, site plans have been their largest effort and they will post the newest site plans shortly. They have engaged a well designer for domestic water and have decided they will have an underground cistern for fire service. He said they have chosen where the water wells will be and where the septic will be, and they have been working with the agency for Transportation regarding road flow and the Alteration of Terrain permit, which has been submitted to the state. The last thing they are waiting for come Spring is related to the turtles and vernal pools to determine whether they need to make changes to the site plan.

Mr. Bristol said they are already looking at the elevators because they use a lot of electricity so they need to determine the electricity load. They are also working with Eversource to bring electrical power out to the site.

Mr. Bristol said they are working with the commercial kitchen design as well. He said they are also working with a solar panel company.

Finally, Mr. Bristol said that this Wednesday, the NH Department of Education will come by to get a sense of what they are asking for the new building.

Mr. Goodine said the Planning Board will be having a hearing for the public to weigh in, but this won't affect the building design.

Ms. McKenney had asked about the traffic on Route 28 and Mr. Bristol said they discussed it with the state and they said it would have no impact. He said he would get them to document that opinion.

Mr. Bristol mentioned the building permit fee and it is not typical that they get charged for it. Chair McDonald said they did discuss this as a Board. Ms. Raymond said they should start this discussion sooner than later and the questions may be passed on to her as Chair of the School Board.

Mr. Goodine said that parking will be a major discussion as well. The Selectboard and School Board discussed this. Ms. McKenney said that Mr. Arsenault is proposing 160 parking spaces on pavement. Mr. Bristol said currently, they have plans for 145 paved spots and another 80 additional spots where the buses normally would come through as well as drop off. He said this figure does not include faculty spots.

Chair McDonald asked why the girls do not have a softball field. Ms. Raymond said they have not had a baseball or softball team in a number of years as they just do not have the numbers.

Ms. Raymond asked the Selectboard to discuss their questions and concerns.

Chair McDonald said he understood there was an offer from the SAU to have the district Pre-K students go to the AES building and if they assume ownership, they could count on them as a tenant. Mr. Warburton said he and Mr. Goodine had many conversations regarding this as a solution to finding a place for the SAU pre-K program as well as giving the building some additional revenue. Mr. Goodine explained why he thought keeping the elementary school building active within the community would be beneficial. He said he is not sure what will happen to the old Town Hall.

Mr. Goodine asked why wouldn't the Pre-K kids go to the new school as opposed to the AES building. Ms. Kruger said if they were to add Pre-K into their plans, it would be deducted from the grant they were to receive. Ms. Raymond said the state does not fund Pre-K whatsoever, nor does it mandate it.

Chair McDonald asked if there would be push back from the Department of Education regarding businesses being placed in that building with the Pre-K. Mr. Warburton said if the Pre-K is cordoned off and separated from the rest of the building, it is okay. Ms. McKenney said she would be concerned about liability if the Town owns the building and is the landlord.

Ms. Raymond said they have not even discussed putting forth a Warrant Article on this subject for this year. She said that she would like to put this on their February agenda so they can have a discussion that is documented in the minutes.

Mr. Klawes made a Motion was made for the Selectboard to recess at 7:05. Ms McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Roll Call

Mr. Klawes made a Motion to return to active session at 7:18. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Present on the Board: Scott McDonald, Sandy McKenney, Keith Klawes, Jim Rodger, Maureen Higham.

Allentown Staff: Derik Goodine (Town Administrator), Brian Arsenault (Code Enforcement Officer & Building Inspector, Eric Lambert, Fire Chief, Mike Frascinella.

Chair McDonald called for the Pledge of Allegiance.

CITIZENS' COMMENTS

Mr. Frascinella said it looks like the ice skating rink is officially open. Chair McDonald said there were a lot of people involved in getting it up and running. Mr. Frascinella said the Neighborhood News will run a story on the rink next week.

Mr. Goodine said he reached out to the rotary regarding a call for ice skates for the community, and there is a possibility of receiving a donation. He said these would be lent out to community members with a deposit.

- **Fire Department New Personnel**

Chief Lambert had several new personnel to be approved by the Selectboard. He said Constantine "Dean" Tsagaris is from Texas and has some paperwork to complete with the state to transfer his credits over.

Chief Lambert said Katelyn Downs is a career firefighter in Manchester and wants to come to Allenstown and Samantha Fino is a nursing student who has an EMT license and is looking to move forward to become a firefighter as well.

He said they have all had background checks and their physicals, except for Dean who is scheduled for his appointment with Occupational Health.

Chair McDonald made a Motion to approve the hiring of Samantha Fino, Katelyn Downs, and Constantine Tsagaris pending the new hire paperwork and passing any required background checks and physicals. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger-Aye

The Motion passed unanimously.

Chief Lambert said he is terminating Jonathan Harry and the termination needs to be approved by the Selectboard. He said that Mr. Harry hasn't been active since May and he has reached out to him and received no response.

Chair McDonald made a Motion to approve the termination of firefighter Jonathan Harry. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Discuss Selectboard Meetings Schedule for 2022 and Special Meeting Needed for week of January 16-22, 2022**

Mr. Goodine said that they have to have a meeting next week because after the public hearing, the warrants will be done and ready to be voted on. He said that they will schedule it for January 19th at 3:30 pm.

Mr. Klawes made a Motion to schedule the Selectboard meeting for January 19, 2022 at 3:30 pm. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine said on February 21st, there is a meeting and it is President's Day. He suggested they have the meeting on Tuesday, February 22nd. The Board agreed to keep the meeting on the 21st so everyone could make it.

Mr. Klawes suggested that they do not make any more adjustments of the schedule until after the election. Mr. Goodine said they will have an issue with Memorial Day, Fourth of July and Labor Day.

- **Authorization of TA to Hire Temporary Staff**

Mr. Goodine mentioned that the Administrative Assistant will be out at least until February 15th, if not longer, and he would like to bring in a former employee. He also would like to hire the Hooksett Welfare Director to come in on a case by case basis.

Mr. Klawes made a Motion to hire an Administrative Assistant until February 15th or later, as well as the Hooksett Welfare Director to come in on a case by case basis. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **COVID 19 Update and American Rescue Act Funds**

Mr. Goodine said there were some final rules and changes that came out in the form of a 285 page document. He also received an email regarding upcoming Webinars to go over the document.

He said that he does know they increased the list of items they could spend the money on.

The Selectboard discussed Covid and how it is rampant throughout the state.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said that with regard to FEMA flood properties, they are supposed to report every three years but it has never been done and they are now following-up with the towns. He found all the deeds and he needs to get photographs of the properties.

He said this morning, he and Mr. Pelissier discussed putting up a “no through trucking” signs on Chester Turnpike from Granite Street to Route 28 since they are getting complaints from residents.

Mr. Goodine said he made a change to the public minutes to a reference to “Non-Public 1 Session, 3 Items” to “Non-Public 1 Session, 1 Item.”

He said in their Consent Calendar, he has a message that they needed to have a new E911 data operations liaison. He needs an approval to designate Eric Lambert as the primary E911 data operations liaison and Mo Paquette to be the secondary.

Ms. Higham made a Motion to approve Eric Lambert as the primary E911 Data Operations Liaison and Mo Paquette as the secondary E911 Data Operations Liaison. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine said the public hearing notices were in the paper on Sunday for the hearing on the budget and will be in the paper on Friday the 7th for the Planning Board ordinances.

He said there is a Comcast report in their boxes.

Mr. Goodine said that they did get the Assessment Review Notice from DRA. He said that the attorney has asked that they do that at their next meeting on January 24th.

Mr. Arsenault sent an email regarding the new school parking situation. Mr. Goodine informed him that they have a school bus area which will provide additional parking at events. Ms. McKenney said there are space that are unpaved that should be paved. Mr. Goodine said the biggest concern for the Planning Board will be traffic and parking.

Chair McDonald asked if Mr. Arsenault was in regular contact with the Project Manager. He said that communications have improved.

Mr. Klawes made a Motion to sign the Congratulatory Certificate for a NH Exteriors. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger- Aye

The Motion passed unanimously.

ROAD AGENT

Mr. Pelissier was not present at the meeting.

OTHER BUSINESS

None.

There was a discussion about finding the oldest person in Allenstown and presenting them with a certificate.

Mr. Goodine said that they just spent \$1,300 to fix the expansion tank on the boiler which sprung a leak.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: January 10, 2022**

Ms. Higham made a Motion to ratify the Consent Calendar of January 10, 2022. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Abstain

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed 4-1.

- **Review Minutes:**

Non-Public: December 27, 2021

Ms. Higham made a Motion to approve the non-public meeting minutes from December 27, 2021, as amended by Chair McDonald. Mr. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Public: December 27, 2021

Ms. Higham made a Motion to approve the public meeting minutes from December 13, 2021. Mr. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest 1150, Check Manifest 1151, Non-Check Manifest: N/A, and Town P/R Manifest dated 12-30-21.**

Ms. Higham made a Motion to approve the ACH Manifest 1150 and 1151, Check Manifest 1142, Non-Check Manifest: N/A and Town P/R Manifest 12-30-21. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Non-Public Agenda Items- Three Items

Chair McDonald made a Motion to enter into non-public session at 8:30 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:03PM. Ms. McKenney seconded the motion.

A roll call was taken.
Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Ms. McKenney seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- Aye
Keith Klawes- Aye
Jim Rodger-Aye

The motion passed unanimously.

Ms. McKenney made a Motion to adjourn the meeting at 9:04 pm. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- Aye
Keith Klawes- Aye
Jim Rodger-Aye

The motion passed unanimously.

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Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
January 10, 2022

SIGNATURE PAGE

Original Approval:		
	02 / 10 / 2022	
SCOTT MCDONALD, Chair	DATE	
	02 / 12 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	02 / 21 / 2022	
MAUREEN HIGHAM, Member	DATE	
	02 / 09 / 2022	
KEITH KLAUES, Member	DATE	
	02 / 10 / 2022	
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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02 / 09 / 2022

22:56:56 UTC

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02 / 09 / 2022

22:57:08 UTC

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16:32:19 UTC

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16:30:20 UTC

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COMPLETED

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16:30:20 UTC

The document has been completed.