

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

October 31, 2022

Call to Order

The Allenstown Selectboard special meeting of October 31, 2022 was called to order by Chair McDonald at 6:03 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator, Mike Frascinella, EDC, Brian Arsenault, (Building Inspector and Code Enforcement Officer), Chief Eric Lambert, AFD Fire Chief.

CITIZENS' COMMENTS

Mr. Goodine gave the Board details from the Halloween contest and said the winners were posted on the internet.

Mr. Frascinella said next year, the Economic Development Committee may choose their own winner and hand out a trophy.

He said they also discussed having a new protocol for the Christmas lighting contest in order that people do not vote more than once. He said that they may also have two different email addresses- one for registration and another for voting. He said he had some Pembroke residents wanting to participate.

Mr. Frascinella said that for the Christmas event, Ron Adinolfo received permission from the police department to have a Christmas sled with him dressed up as Santa with a police escort to drive around town. Mr. Pelissier said that he received permission from the Fire Department for a fire pit and Mr. Goodine said they have been discussing the location.

Mr. Frascinella said he is also working with ARD to have student council hold a bake sale at the ceremony and for the student chorus to sing carols.

Mr. Klawes voiced his concern about having an Economic Development trophy is if there are only 7 entries, then potentially one will be left without a trophy at the end of the evening. He said it almost defeats the purpose of handing out trophies if almost everyone gets one.

The Board agrees it should be one vote per household in the town of Allenstown. They stated that the residential address for each vote also should be included with email address.

Mr. Goodine said that this is a feel good event and they are making it harder than it should be. Mr. Klawes said it is discouraging to live in an area such as Bear Brook where no one sees it on a daily basis. But it is even more discouraging that 6 out of 7 get a trophy and one does not.

REGULAR AGENDA

- **Community Center Playground Upgrades by Boys and Girls Club**

Mr. Klawes read a letter from Chris Emond, the CEO of the Boys and Girls Club in follow-up to their discussion at the previous Board meeting seeking their permission to expand the playground located at the Allenstown Recreation Center. He went on to say that they understand the Board's concern regarding maintenance cost and they agree to cover such costs should the project come to fruition. They also agree that they will be responsible for replacing items in this addition or simply choose to dispose of them. They also added that the Boys and Girls Club of Central NH will be responsible for the success of this campaign. He notes that they have a deadline of November 30th and would appreciate the Town's support as soon as possible.

Mr. Goodine said that they have to give them permission to do the upgrades .

M. Klawes made a Motion to approve the playground upgrades provided that they take care of the upkeep, maintenance and repairs with the exception of the lawn mowing. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Ambulance Billing Paperwork**

Chief Lambert said that he needs a signature for the billing service for the ambulance. He said they use the same entities as Comstar which is what Tri-Town uses now. He said it is just a matter of getting those contracts signed so they can set up those accounts. Mr. Klawes agreed that it is more cost effective.

He said the good news is when Optimus moves people into the new senior housing, they ask them to have a supplemental insurance which could yield them a 100% collection on their billing from their facility. But the bad news is that after they get about 95%, they will need the supplemental insurance.

Ms. McKenney made a Motion for the Town Administrator to sign with the agreement with EMaxx Group for Town Ambulance billing services. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Chief said they have already had a part replaced and that it was under warranty with no cost to them. He said the ambulance was a bit delayed but should hopefully be there in a few days.

Mr. Goodine did inform David Jodoin that they wanted an independent auditor to conduct the audit of Tri-Town.

- **Allenstown Preliminary Equalization Ratio 2022**

Mr. Goodine said there has not been any news regarding the tax rate. He is awaiting for some information from the school.

Ms. McKenney made a Motion to approve and sign regarding the preliminary town Equalization Ratio. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye

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

The motion passed.

- **Wage Scale and Longevity Pay- Tabled**

Mr. Goodine said this item is still tabled for now and he and Mr. Klawes still need to meet again to discuss. This topic was discussed at the last Board of Selectman meeting. The longevity pay would only apply to 15 years of continuous full-time service with no interruption but he is still not sure about part-time. They are working with a boilerplate document received from another town.

Mr. Klawes said that they should check with the NH Retirement System on how it would work.

- **Administrative Assistant Position**

Mr. Goodine said he has not made an offer yet but he will discuss in non-public and move forward with checking references. They will also need to talk about rate and pay.

Ms. McKenney said that Mr. Pelissier would like this person there in the morning and Mr. Arsenault said he would be okay with someone working in the afternoon. Mr. Goodine said they could give the individual a permanent spot with a phone but they will also have a laptop that would allow them to work from more than one place. Mr. Klawes said they should just let the department heads decide the logistics and hours of the assistant.

- **Investment Policy Review**

Mr. Goodine said He provided the Board with a copy for their review which is written to comply with the RSA 31:25 and 31:27.

Ms. McKenney made a Motion to reaffirm the Trustees of the Trust Investment Policy of July 27, 2022 by the Board of Selectman. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Brady Sullivan Bond Replacement**

Mr. Goodine said this replaces the bond that they originally put up. He said it was revised because of their sewer and the drainage work, etc. and they need to file it. They based it on a new estimate that was done in April.

He said the Board needs to authorize him to sign the Performance Guarantee Agreement with One Wall Allenstown, LLC for the acceptance of the bond.

Ms. McKenney made a Motion to approve the bond through Merchant's Bonding Company for Brady Sullivan in the amount of \$612,033 and allowing the Town Administrator, Derik Goodine to sign the Performance Guarantee Agreement with One Wall Allenstown, LLC. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

- **2023 Budget Update**

Mr. Goodine said the budget process starts on November 5th at 9 am to 3:30 pm. He said the updated budget schedule is on the web page. He said he is thinking that December 10th is going to be a short day.

Mr. Goodine said he attended a webinar on inflationary budget forecasts and it discussed when the economy is expected to recover in contrast to past years.

He said in the budget items they just received, there is an extra \$10,000 for computer security, which includes preventing phishing, ransomware prevention, password managers, etc. He said right now they pay \$57,000 a year for their cloud server and now they want to go through Azure Microsoft Cloud. So for \$62,880, they will have two servers, seven virtual servers, 1 located at the police department and one at Town Hall. He said this will include all of their Microsoft 365, business licenses and the upgrades for server 2022.

He said that is \$62,880 a year rather than \$78,000 and that is over a five year period so they will have to divide up those costs. Everyone should still be able to log in remotely and Mr. Goodine said he feels like it will be more reliable for everyone. He wanted to let the Board know that is one of the things they are doing. He said getting a cyber grant would save them \$10,000 or so

Mr. Goodine said the Budget Committee did meet on Thursday night and Chief Lambert did a Powerpoint presentation on the ambulance service. For the most part, most seemed okay with it including those that were adamantly opposed. He said they still have a couple of years to get there but they are checking the boxes off as they go and are trying to educate everybody. He there is going to be another meeting with Tri-Town soon.

Mr. Goodine said overall, the budget is looking really good. He said the police already know about their overtime issue but thinks all the other departments are good and there is only 16% of the year left. Ms. McKenney said they should all just be careful what they buy.

- **Need for Special Board of Selectmen's Meeting for Tax Rate Setting**

Mr. Goodine said he doesn't know when this meeting will be scheduled yet.

- **New Assessors Agreement 2023-2027**

Mr. Goodine said 2019 to 2022, the amount was \$32,820 per year for assessing services. He said they then added in the additional cost for updating the utilities and the reval. He said this year's contract was \$198,480 and the new contract is \$308,052. He said the last contract was \$32,820 for four years and this contract is five years as \$45,948 which accounts for the increase. In addition, the update was \$67,200 and this year it will be \$78,312 which will put away over five years in the capital reserve.

Ms. McKenney made a Motion to approve the Avitar Assessment contract for five years at a price of \$308,052 which includes the update valuation in 2027. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Town Administrator's Report

Mr. Goodine said in their box they should have 2023 salaries, Comcast programming notice and the St. John's raffle permit to be approved by the Board.

Mr. Goodine said Denise Frazier will be resigning at the end of the year as the minute taker.

He said he provided the Board with the Plourde Sand and Gravel Permit Application re: Air Quality.

Mr. Goodine said he still needs to do Mr. Arsenault's contract extension. He said the Sewer Department did get a check from Brady Sullivan and they are back on working terms for inspecting the sewer insulation.

Road Agent's Report

Chair McDonald said that they will be done with the Granite Street extension paving this week.

Other Business

Ms. McKenney mentioned the Pembroke Zoning Board meeting regarding the new TD Bank and it was rescheduled for November 28th.

The Board discussed their presence during voting on November 8th.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated October 31, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

- **Review Minutes:**

➤ **Non-Public: October 17, 2022**

Ms. Higham made a Motion to approve the non-public meeting minutes dated October 17, 2022.

A roll call was taken.

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

The motion passed.

- **Public: October 3, 2022 and October 17, 2022**

The minutes are not yet available for October 17, 2022.

Ms. Higham made a Motion to approve the public meeting minutes dated October 3, 2022 with revisions. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Goodine said as a side note that the property over by the bridge which is a 79E on Main Street is now selling for \$4 million after renovation and is coming back onto the tax rolls this year.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1074; Check Manifest: N/A; Non-Check Manifest: 1076; and Town P/R Manifest dated 10/20/2022.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1074; Check Manifest: N/A; Non-Check Manifest: 1076; Town P/R Manifest dated 10/6/22 Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye

Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Non-Public Agenda Items

- **Non-Public Session in accordance with the provisions of RSA 91-A:3, II (a)**

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (a) at 7:49 pm. Ms. Higham seconded the Motion.

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

The motion passed unanimously.

Mr. Goodine joined the Board.

Chair McDonald made a Motion to return to public session 7:54 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

Mr. Klawes made a Motion that Sherry Miller has successfully completed her probationary period as an employee as of October 11 and that upon completion, she is to go to Grade 15, Step 9, retroactive till October 11. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Non-Public Session in accordance with the provisions of RSA 91-A:3, II (b)**

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (b) at 8:00 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

Mr. Goodine joined the Board.

Chair McDonald made a Motion that they exit Non-Public Session at 8:20 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

Mr. Klawes Made a motion to give Mr. Goodine the authority to offer the current full- time Multi-Department Administrative Assistant position to the top candidate at the Grade 4, Step 6 rate (2022 level) and in April 2024 Grade 4, Step 7, pending successful criminal background and driver's license check in order to hire her. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II c, at 8:22 pm. Ms. McKenney seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye

Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

TA Goodine joined the Board.

Chair McDonald made a motion to return to public session 8:42 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

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

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

Mr. Klawes made a motion to adjourn, seconded by Ms. Higham

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

The meeting was adjourned at 8:44PM

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
October 31, 2022

SIGNATURE PAGE

Original Approval:		
<div style="text-align: center;">SCOTT MCDONALD, Chair</div>	<div style="text-align: center;">DATE</div>	
<div style="text-align: center;">SANDY MCKENNEY, Vice Chair</div>	<div style="text-align: center;">DATE</div>	
<div style="text-align: center;">MAUREEN HIGHAM, Member</div>	<div style="text-align: center;">DATE</div>	
<div style="text-align: center;">KEITH KLAUES, Member</div>	<div style="text-align: center;">DATE</div>	
<div style="text-align: center;">JIM RODGER, Member</div>	<div style="text-align: center;">DATE</div>	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
Empty space for amendment description	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
Empty space for amendment description		
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

Title	BOS Minutes 10.31.22
File name	BOS_Minutes_10.31.22.pdf
Document ID	e9936034bc406a3f57f561a7c30369008487812d
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



04 / 26 / 2023
16:46:31 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
17:11:00 UTC

Viewed by Scott McDonald (smcdonald@allenstownnh.gov)
IP: 64.222.96.214



04 / 26 / 2023
17:11:22 UTC

Signed by Scott McDonald (smcdonald@allenstownnh.gov)
IP: 64.222.96.214



04 / 26 / 2023
17:28:10 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)
IP: 72.64.14.14

Title	BOS Minutes 10.31.22
File name	BOS_Minutes_10.31.22.pdf
Document ID	e9936034bc406a3f57f561a7c30369008487812d
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



04 / 26 / 2023
17:28:37 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 72.64.14.14



04 / 28 / 2023
18:47:12 UTC

Viewed by Maureen Higham (mhigham@allentownnh.gov)
IP: 173.9.34.233



04 / 28 / 2023
18:47:22 UTC

Signed by Maureen Higham (mhigham@allentownnh.gov)
IP: 173.9.34.233



04 / 29 / 2023
18:47:41 UTC

Viewed by Keith Klawes (kklawes@allentownnh.gov)
IP: 73.142.236.237



04 / 29 / 2023
18:48:21 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)
IP: 73.142.236.237



05 / 01 / 2023
19:01:07 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)
IP: 73.186.21.161

Title	BOS Minutes 10.31.22
File name	BOS_Minutes_10.31.22.pdf
Document ID	e9936034bc406a3f57f561a7c30369008487812d
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SIGNED

05 / 01 / 2023

19:01:15 UTC

Signed by Jim Rodger (jrodger@allentownnh.gov)

IP: 73.186.21.161



COMPLETED

05 / 01 / 2023

19:01:15 UTC

The document has been completed.