

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

November 28, 2022

Call to Order

The Allenstown Selectboard special meeting of November 28, 2022 was called to order by Chair McDonald at 6:06 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Excused: Sandy McKenney

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault, (Building Inspector and Code Enforcement Officer); Chief Mike Stark, Police Department; Jeff Garner, Fire Department; Chad Pelissier (joined at 6:16 pm)

Other: Ryan Poulson, Standard Power

CITIZENS' COMMENTS

None.

REGULAR AGENDA

- **Fire Department Auxiliary Donations**

Mr. Gardner read a letter written by Chief Lambert regarding some needed recognition. The Fire Fighter's Association and Auxiliary Organization worked together for some needed equipment for their new venture. This Association was formed a number of years ago to help the Department with equipment and tools when they saw the need. They recognized what was needed and stepped and purchased this equipment for the Town, including but not limited to a suction unit, mitigation pump, pediatric medical bag, thermometer, and various other medical supplies. Mr. Gardner said all of this equipment is necessary for the ambulance to get licensed and move forward.

He said that to lower the burden on the Town, monies were raised from the Fire Fighter's Association and Auxiliary Organization for the Town to purchase certain equipment.

Mr. Klawes made a Motion to accept the donations from the Allenstown Fire Fighters Association and Auxiliary as noted in the letter from the Fire Chief in the amount of \$4,233.00. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye.

The Motion passed.

Mr. Gardner described the types of fundraisers this organization is involved in. He said there are a couple of more fundraisers down the road.

- **Fire Department Appointment**

Mr. Gardner said they have a potential new appointment for one new hire that lives on Chestnut Drive. Since they have decided to run their own ambulance, he has submitted his application for consideration. Mr. Gardner said that this candidate is advanced EMT certified. He said that there has been other interested candidates as well.

Mr. Klawes said that the energy in the Fire Department as of the last 8 months or so has been phenomenal.

Mr. Gardner said the proposed pay rate for the new candidate would be Step 1, EMS/Paramedic, \$20.98 per hour per diem. He is very experienced.

Mr. Klawes made a Motion to approving the hire of David Messier as a per diem on-call Step 1, EMS / Paramedic, \$20.98 per hour pending background check and physicals. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Community Choice Aggregation (Community Power)**

Mr. Goodine said he had a number of documents for the Board to sign regarding this energy plan. He said they need to appoint a Committee and Mike O'Meara has volunteered to be an Administrative Assistant. He said Ron Adinolfo and Ryan Mahoney volunteered to become members of the committee as well. Mr. Goodine said he will also serve on the committee.

Chair McDonald made a Motion to approve the Energy Committee Creation Resolve. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

Brian Arsenault, Jim Rodger and Scott McDonald also volunteered for the Energy Committee. Mr. Goodine said there will be one more opening on the committee for the public.

- **Appointment of Energy Committee (Town Selectmen, Town Administrator, and at least 5 additional members)**

Ms. Higham made a Motion to appoint Ron Adinolfo, Brian Arsenault, Jim Rodger, Scott McDonald, Derik Goodine and Ryan Mahoney to the newly created Energy Committee. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Goodine said they now have a Memorandum of Understanding which he read to the Board.

Mr. Klawes made a Motion to approve the Memorandum of Understanding between the Town of Allentown and Good Energy and LP Standard Power and authorize Scott McDonald as Chairman of the Selectboard to sign. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Appointments**

Mr. Goodine said they are to appoint Michael Juranty to the Planning Board and alternative Board member Greg Wortman effective now until June 1, 2025.

Ms. Higham made a Motion to appoint Michael Juranty to the Planning Board and Grega Wortman as an Alternative Planning Board member effective now until June 1, 2025.

A roll call was taken.

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

The motion passed.

Mr. Klawes made a Motion to appoint Chad Pelissier and Mike Landers as Economic Development Committee alternative, with terms expiring on June 1, 2025. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Tax Rate Setting or need for Special Board of Selectmen's Meeting for Tax Rate Setting?**

Mr. Goodine said he is still waiting on this and it could be next Monday until they hear a decision. He said that there is an alert on the webpage that tells everyone that they are still awaiting this information.

Mr. Goodine said that related to the tax rate setting is a couple of items. First, House Bill 1667 was passed which provides a tax credit to veterans. <https://legiscan.com/NH/text/HB1667/id/2462895>

The Board further discussed different tax credits available to veterans. He said this will probably be discussed more in Budget Committee.

Mr. Goodine said that the elderly tax credits/ exemptions have not gone up for quite some time. He said \$20,000 is the first layer for ages 65-74; for 75-79, it's \$30,000 and 80+ is \$50,000. Net assets cannot exceed \$85,000; single income limits is \$40,000 and married/civil unions is \$52,000.

He said what he has as a possible change would be age 65-74 \$40,000 worth of valuation; age 75-84 \$60,000; age 85+ \$90,000. He said the net income amounts can go up higher and net assets cannot exceed \$100,000 excluding the value of their residence. He asked if they should leave it at \$85,000.

Mr. Goodine said this is not going to take effect until next year. Chair McDonald said with the valuations going up, they really should consider increasing it. Mr. Klawes said he is struggling with whether to leave it, increase it, or table it until they have a better idea of what is happening. Mr. Goodine said he needs to get it on the Warrant Article and they will be discussing at the December 10th Budget Committee meeting.

Chair McDonald asked for a real life example. He said they could have Evan Roberge come down and further explain how this would affect the senior residents and gain a better perspective.

Mr. Klawes said he has mixed feelings and he isn't prepared to make a decision immediately. Chair McDonald agreed.

Mr. Klawes made a Motion to table the elderly tax rate exemption changes until Evan Roberge can provide further guidance. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Klawes said he did not feel that they would be ready to discuss at the next December Budget Committee meeting.

Mr. Klawes would prefer to have a more frank discussion in non-public using specific lot examples in order to gain a better appreciation of how it will affect various residents.

- **No Meeting on Monday, December 26, 2022, it will be held December 27, 2022**

Mr. Goodine said they will move their meeting till Tuesday, December 27, 2022 due to the holiday.

Road Agent's Report

Mr. Pelissier said they still need to work through the encumbrances and he wasn't sure whether Mr. Goodine had a chance to look at the list he sent out. Mr. Goodine said he couldn't figure out what each encumbrance was.

Mr. Pelissier said he did not know why the Highway Department paving line is being charged for an encumbrance because they did not put anything out. He said also a few items listed shouldn't be there such as the pipe for Valley Street. Mr. Goodine said they should be credited and put into the proper place.

Mr. Pelissier said they encumbered Theodore, Willow and Granite Streets. He said the only thing he needs to give to Sherry Miller is the amount of the block grant for Granite Street. Mr. Pelissier said he has a list of every dime they spent on roads and every dime that has been encumbered.

Mr. Goodine said the amount of the block grant was \$76,452.76.

Mr. Pelissier said the money for the Valley Street pipe (lining the storm drainage) was from ARPA funds for roughly \$57,000. Mr. Goodine said he would have to look back at the minutes to see what the final number was.

Mr. Pelissier read from the May 16, 2022 minutes regarding item 1 for public hearing:

"Selectboard [to authorize] expending of \$58,000 of the Town's ARPA Funds for Non-Entitlement Communities on Valley Street Slip Lining of Storm Drainage, \$50,000 under the Loss of Revenue Grant Category."

Mr. Goodine said the sentence of \$50,000 doesn't make sense and it should say \$58,000. He said the \$58,000 should come out of the Highway Block grant money into the expense line and debit it out.

Mr. Pelissier said they put a couple of culverts in on the rail trail but he doesn't know where he should charge or align for that. Mr. Goodine said that project will come out of Parks and Recreation Capital Reserve when it is completed.

Mr. Pelissier said the last thing is the Sewer Department is almost complete on Reserve Street and he plans to put an inch of asphalt over it and wait for Spring since the timeline is too late for paving. Then they will look to encumber those funds.

Town Administrator's Report

Mr. Goodine discussed the status of the rail trail to follow-up on the culverts that Mr. Pelissier discussed. He said a machine will start clearing the trail.

Mr. Goodine said there are two documents in their Consent Calendar, one being the code work coverage and the Section 125 Flexible Spending Adoption Agreement to be signed.

Mr. Goodine said he provided the Board with a list Comcast's new rates and plans.

Mr. Goodine said he has some October BOS meeting minutes that were approved but he never got the signature pages back.

OTHER BUSINESS

Mr. Klawes would like to formally asked the Board to give Mr. Goodine permission to seek a Request For Proposal for IT services to resolve their ongoing issues. Chair McDonald agrees they need to solve these issues but his one concern is whether it is cable. Mr. Klawes said they would be better served having someone knew come in and give them their opinion as to keep going with the same company. He doesn't feel like they are getting the service they are paying for.

Mr. Goodine said they should have done this two months ago because their licensing is up in January. The Board discussed this further. Mr. Goodine said he does not have the connectivity issues at home.

Mr. Klawes asked if they were going to authorize Mr. Goodine to correspond with other companies to see what can be done or are they going to just let it be and deal with it. Chair McDonald agreed that this is last minute.

Mr. Goodine said they can send a letter indicating that they will sign, however the service is unacceptable and that they need to fix it.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated November 28, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: November 14, 2022**

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes dated November 14, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

- **Public: October 17, 2022, October 31, 2022 and November 14, 2022 (if available)**

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes dated October 17, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1081; Check Manifest: 1082; Non-Check Manifest: 1080; and Town P/R Manifest dated 11/17/2022.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1081; Check Manifest: 1082; Non-Check Manifest: 1080; Town P/R Manifest dated 11/17/22. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- 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 (b) at 8:50 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously

Chair McDonald made a Motion to return to public session 8:26 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

Chair McDonald made a Motion to seal the Non-Public Meeting Minutes as it may adversely affect someone not a member of this Board. Mr. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Maureen Higham – Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously

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

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (e) at 8:28 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously

Chair McDonald made a Motion to return to public session 8:55 pm. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

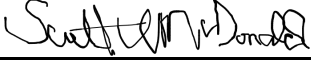

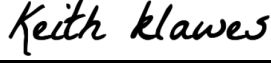

Ms. Higham made a Motion to adjourn at 8:56. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
November 28, 2022
SIGNATURE PAGE

| Original Approval: | |
|---|----------------------------|
|  | 02 / 14 / 2023 |
| SCOTT MCDONALD, Chair | DATE |
| | |
| SANDY MCKENNEY, Vice Chair | DATE |
|  | 02 / 14 / 2023 |
| MAUREEN HIGHAM, Member | DATE |
|  | 02 / 15 / 2023 |
| KEITH KLAUES, Member | DATE |
|  | 02 / 14 / 2023 |
| JIM RODGER, Member | DATE |
| Amendment Approvals: | |
| Amendment Description: | Approval: |
| | |
| | SCOTT MCDONALD, Chair |
| | |
| | SANDY MCKENNEY, Vice Chair |
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| | MAUREEN HIGHAM, Member |
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| | KEITH KLAUES, Member |
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| | JIM RODGER, Member |
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02 / 15 / 2023
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