

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Town Hall**  
**16 School St.**  
**Allenstown, New Hampshire 03275**  
**June 28, 2021**

**Call to Order**

The Allenstown Selectboard Meeting of June 28, 2021 was called to order at 6:03 PM by Chair Scott McDonald.

**Roll Call**

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

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault, Code Enforcement, Chief, Chad Pelissier, Road Agent, Michael Frascinella, Paul St. Germain, Fire Chief, Daniel Fitzgerald, Firefighter, Ian McFarland, Firefighter, Steven LaPorte, Firefighter, Kathleen Pelissier, Town Clerk, Chad Pelissier, Road Agent, Jeffrey Venegas, Economic Development Committee, Brian Arsenault, Matt Pitaro.

Others: Crystal Haskins, Michelle McFarland, Erin McFarland, Jillian Alivia, and Anna McFarland, Ann-Marie Martin, Geoff McFarland, Melissa LaPorte, Lisa LaPorte, Robert Hills, Jeanne Hills, Emelia Venegas, Ava Caradonna

Ms. McKenney made a Motion to Ian McFarland a firefighter in Allenstown effective today. Mr. Klawes seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Ms. McKenney made a Motion to make Stephen LaPorte as a "Call" Lieutenant. Ms. Higham seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

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

The Motion passed unanimously.

### **Swearing-in Ceremonies**

- **Fire Personnel**

The Swearing-in Ceremony took place for Ian McFarland and Stephen LaPorte on the Town Hall lawn and Badges were presented to each.

### **Regular Agenda**

- **Girl Scout- Town Gazebo Project**

Emelia Venegas and Ava Caradonna presented on behalf of the Girl Scouts Troup 20604 and they would like to repair the Town gazebo as a part of earning their Silver award. They are asking for them for approval and funding for the project. Mr. Goodine asked about the brown sign that needs renovating, and if they could add that to their project.

Mr. Frascinella said the EDC had been involved in attempting to renovate both, and they wanted to take the sign and move it next to the building and call it "Blueberry Express Park." He would like to see if it is still agreeable to do that. He said that the Boy Scouts have not had enough of a membership to complete this. Mr. Goodine said the relocation could be saved to another time, and the other sign referencing Blueberry Express could be saved for a future Eagle Scout project.

Chair McDonald said the funds would come out of building maintenance for Town Hall.

Ms. McKenney made a motion to allow the Girl Scouts Troup 20604 to paint and refurbish the gazebo and to put gold lettering on the sign.

Mr. Frascinella said that last Christmas when some of the EDC members were putting in Christmas lights on the gazebo encountered some issues and it was discussed about whether to renovate or replace the gazebo. He said the design is inadequate for concerts. He said the floor and railings need work, and there is no lighting to spotlight the performance. He said the posts and railings also block the performance and he believes that it needs more than just cosmetic repairs. Mr. Frascinella said that a qualified carpenter needs to give an assessment of what needs to be done.

M. Klawes said that he would like to make an Amendment to the Motion because they did not give a dollar amount on what they can spend, and he would like to give them a dollar amount of not more than \$350.00. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Citizens' Comments**

Mr. Frascinella said the concert was very well received. He said people were asking if they were having more concerts, and despite the heat, they had 55 people. He said next year they should identify quiet weekends.

Chair McDonald said they have had a group of regulars attending the concerts.

- **Franchise Renewal Update for Public Hearing will be July 12, 2021**

Mr. Goodine said there will be a side letter that is coming that is not part of the franchise agreement and it says there is free basic cable service at the Town Hall, Highway Department, Police and Fire. He needs to get clarity from the Attorney so he decided to push this off until July 12, 2021.

- **COVID19 Update and American Rescue Act Funds**

Mr. Frascinella said Chief Stark is working on a memo for his proposed items, including a drone and a side-by-side for the State Park. Mr. Goodine also attended an additional workshop which was more valuable than past workshops. He said water and sewer, broadband, supporting tourism were all allowed. He said he has the application completed and needs Chair McDonald to sign some forms.

Mr. Goodine said the amount they are getting is a total of \$465,555 and the first allotment will be \$232,777. He said the money must be spent by December 31, 2024 but if they encumber the funds on some type of project, they have until 2026. Mr. Goodine said they should get the money within 30 days after the application is complete. He provided a spreadsheet to the Board of various items that are eligible and un-eligible. He said they are talking about a new infrastructure law that may make out well for the Town to do additional infrastructure.

Mr. Goodine said air conditioning units also contain air purification, then that is also something they can do with these funds.

Ms. Higham made a Motion to accept the American Rescue Plan Act funds Under RSA 31:95-b with the Town Administrator having the authorization to sign and submit all documents needed as well as the funds. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine encourages him to read the PowerPoint and a Fact Sheet that he provided. He said any projects they may want to do, they can send the information to the Governor's Office for Emergency Relief and Recovery so they can determine whether it is allowed.

Mr. Frascinella asked if there was a place the public could go to see the criteria. Mr. Goodine said that if you go to the [GOFERR.nh.gov](http://GOFERR.nh.gov) website, it will have the various programs on it. He said you could also visit [NHMunicipal.org](http://NHMunicipal.org), and resources and publications.

Mr. Klawes said it is time that the Board /Administrator discuss if there is a thought of moving into one of the schools, now that a new school is going to be built. Mr. L'Heureux confirmed they have the funding, but it has not been awarded. Mr. Klawes said if they put money into a building vs. doing what many towns do to expand services to a bigger place. He wants to caution about what they are looking at spending on the Town Hall building. Mr. Goodine said that AES would expand possibilities for recreation. Ms. McKenney said it would depend on how much to bring it up to standards.

Mr. Klawes made a Motion that the Town and Board of Selectman look at ways that they could use a school and look to negotiate with the School Board to see if it is worth using the building as a new Town Hall. Mr. McDonald seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Abstained

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed 4-1.

- **Discuss Tax Payment Plan Approval and Meeting**

Mr. Goodine suggested they review these plans and discuss what is being proposed, and then schedule people to come in to present. He said some of the individuals are behind and it will be a tough hill to get caught back up. He said he wants to make it clear that if people do not follow their plan, the Town will evict and deed the property. Mr. Goodine said that they need to pay what they can actually afford.

Mr. Goodine said the Covid Eviction Moratorium was extended until the end of July.

Chief McDonald asked how many people should be scheduled per night. Mr. Goodine said they could even form a Subcommittee of the Board. He said that they need to look at each case individually.

Mr. Klawes said it should be one list of requested documents for everyone.

Ms. Higham said they could send the list on a bright pink piece of paper which makes it harder to ignore.

Chair McDonald said they should ask for 3 years of tax returns. He said he likes the idea of having one form for everyone.

### **Town Administrator's Report**

Mr. Goodine sent the soccer and softball coaches an email for the schedule, number of teams, etc. He is waiting for a response.

He said the Mill project is moving along, and they are working with Optimus regarding fixing a problem with design of their driveway.

Mr. Goodine said a draft of the Cable Franchise is in their folders for review. He does not think the public hearing will be too long.

He said the Economic Development Committee is going to send out some letters to prospective properties asking if they are willing to sell and that they have looked at sewer and water maps in order to reconvene on June 30<sup>th</sup>.

He said that he needed to order the ice rink and the tent they were going to order for the Town Hall lawn was out of stock.

Mr. Goodine said that Mr. Pelissier wanted the Selectboard to consent to pave the small 500 ft. section on Library Street for \$3,500 more.

Ms. McKenney made a Motion to allow the Road Agent to spend approximately \$3,500 from his budget to pave Library Street. Ms. Higham seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine said the Fire Chief gave them reports to review including one on Covid vaccination numbers for compact towns. He said Allenstown is 46.1% of at least 1 dose and 42.9% for 2 doses.

He said he had to email to the insurance company to include the new truck and the side-by-side.

Mr. Goodine said in their folders he included a summary of what happened in the last few days of the legislative session and the drought report.

There was some discussion amongst the Board about the prevalence of ticks in town.

Mr. Goodine sent the Board an abatement for the review.

Ms. McKenney said the NH Food Bank is having a "Drive Away Hunger" on July 17<sup>th</sup> at Vault Motor Storage on Chester Turnpike. She said the Bake Sale is July 2<sup>nd</sup>.

Mr. Klawes asked if there was money to purchase a commercial style grill that could be used for Town use. He said the fire department has a charcoal grill. He said the grill the school had was not good. Chair McDonald said there are funds in the account. Mr. Goodine does not know if the federal money would cover this. Chair McDonald said they can table this until they find out more information regarding grants, and the cost of the rail trail. Mr. Goodine said the Economic Development Committee can bring it up at their next meeting.

Mr. Goodine said he needs to get the abatement he received today approved.

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

- **Ratify Consent Calendar: June 28, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of June 28, 2021. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye  
Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**
  - **Non-Public: N/A**
  - **Public: June 14, 2021**

Ms. Higham made a Motion to approve the Public Meeting Minutes of June 14, 2021. Ms. McKenney seconded the Motion.

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

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests:**
  - **ACH Manifest 1070 and 1071, Check Manifest 1072, Non-Check Manifest 1067; Town P/R Manifest 06-17-21**

Ms. Higham made a Motion to approve the ACH Manifest 106 1070 and 1071, Check Manifest 1072, Non-Check Manifest 1067, Town P/R Manifest 06-17-21. Ms. McKenney seconded the Motion.

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

The Motion passed unanimously.

- **Non-Public Agenda Items**

Chair McDonald made a Motion to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:00PM. 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 return to public session at 8:56 pm. 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.  
Maureen Higham- Aye  
Scott McDonald- Aye  
Sandy McKenney- Aye  
Keith Klawes- Aye  
Jim Rodger- Aye  
The motion passed unanimously.

#### **Other Business**

Mr. Klawes made a Motion to accept the resignation of Dawna Baxter from the Zoning Board of Adjustment. Ms. Higham 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.



Ms. McKenney made a Motion to adjourn the meeting at 8:58 pm. Ms. Higham seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

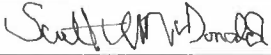



Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

TOWN OF ALLENSTOWN  
Selectboard Meeting Minutes  
Old Allenstown Meeting House  
150 Deerfield Road  
Allenstown, New Hampshire 03275  
June 28, 2021

SIGNATURE PAGE

Original Approval:		
	04 / 14 / 2022	
SCOTT MCDONALD, Chair	DATE	
	04 / 11 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	04 / 13 / 2022	
MAUREEN HIGHAM, Member	DATE	
	04 / 12 / 2022	
KEITH KLAUES, Member	DATE	
	04 / 13 / 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

<b>TITLE</b>	Minutes of 2021 May 17 to July 12, 2022
<b>FILE NAME</b>	bos_minutes_05.17.21.pdf and 4 others
<b>DOCUMENT ID</b>	5ef7d3a1b33fa40e05b0e51d0b5762d76656e509
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## Document History



**04 / 11 / 2022**  
19:37:29 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 dgoodine@allenstownnh.gov  
IP: 64.222.96.214



**04 / 11 / 2022**  
22:12:07 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 174.242.70.222



**04 / 11 / 2022**  
22:13:13 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)  
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**04 / 12 / 2022**  
15:32:51 UTC

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## Document History



**04 / 12 / 2022**  
15:33:04 UTC

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01:06:16 UTC

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**04 / 14 / 2022**  
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**04 / 14 / 2022**  
20:26:07 UTC

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## Document History

**04 / 14 / 2022**  
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20:26:58 UTC

The document has been completed.