

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Allenstown Town Hall**  
**16 School Street, Allenstown, NH 03275**  
**August 23, 2021**

**Call to Order**

The Allenstown Selectboard Meeting of August 23, 2021 was called to order at 6:03 PM by Ms. McKenney.

Ms. McKenney called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Jim Rodger, Sandy McKenney, Keith Klawes, Maureen Higham (arrived at 6:10 pm)

Excused: Chair Scott McDonald

Allenstown staff: Derik Goodine (Town Administrator), Brian Arsenault, Town Enforcement Officer, Ron Adinolfo, EDC member, Debbie Bender, Finance, Michael Frascinella, EDC member, Evan Roberge, Town Assessor, Chief Michael Stark, Allenstown Police Department

Others: Ava Caradonna and Emelia Venegas, Kyle Venegas, Deb Loiselle, John Jackman, Jeanne Hills

- **Citizens Comments**

Mr. Frascinella said the concert went well. He said they had a struggle about an hour prior to the concert trying to get the tent put together. He said pizza was delivered at the break.

Mr. Frascinella wanted to offer an apology by anyone who may have been offended by remarks he made at the beginning of the concert. He said he was frustrated by the canopy and then subsequently made some remarks that should have been kept to himself. He said he would like to read an excerpt from his article from the wrap up of the concert which says in part:

“The band set up their gear in the gazebo that had been renovated and repainted by the local Girl Scout troop 2060. They did a fine job on the gazebo and it was hoped that this volunteer work would enable them to attain their Girl Scout Silver Award.” He then detailed the work that had been done on the gazebo. He said he was trying to make amends for whatever was said at the concert.

**REGULAR AGENDA**

- **Gazebo and Town Hall Sign Project Thank You**

Mr. Klawes said they want to thank Emelia and Ava for the great work they did on the gazebo and their Emelia's grandparents for the help and support they gave them by helping them obtain supplies and assisting with the work. He said when Chair McDonald returns, they will present the girls with

certificates. The girls also fixed up the Town Hall up front by sanding it and painting the letters.

Mr. Goodine said that they should also thank Kyle Venegas who also helped out as part of his community service hours for school.

- **Presentation of Highway Asset Management Project**

Mr. Jackman and Deb Loiselle from the Department of Environmental Services presented the Highway Asset Management Program for the Stormwater system and they work with the highway project and the development and implementation of this program.

He said this was an asset management program that is funded through the NH DES and they have a \$30,000 principal forgiveness program and they started out by writing up an pre-application and then a warrant article that was passed by the town. He said after that, a full application was filled out, and they signed a loan for \$30,000 agreeing that if the Town would complete the program, then the State would give the principal forgiveness of \$30,000.00.

Mr. Jackman said the first step was doing the inventory of the stormwater system. He said it probably has been maxed over the past 12 years 3 times. He said they went out recently using modernized GPS equipment and it provided more accurate measure of the structures throughout the system. Mr. Jackman said they also drove out to Bear Brook and received more information and learned a lot.

Mr. Jackman said the Highway Department wanted something easy to use so they went to utilizing the Google Tools which allows them to have all the same information of their maps and all of the structures, so they can see the elevations and coordinates and the information can be updated when it was installed. He said they have tremendous accuracy and they can zoom in very close, as well as edit and add attributes on their own.

He said in the inventory that they have, they also have sidewalks, and LED lights and the streets. He said poor drainage affects the quality of the pavement and they thought that was important to have that included in the Stormwater Asset Management Program.

Mr. Jackman said the inventory included the material, diameter, year installed and as much information they could get. He said they have done three years of condition assessments, and the first year was done and it was a learning curve. He said the data was used for the MS4 reporting and it took some time to get the data out in the format they wanted. Mr. Jackman said the second year they collected photographs. He said in the condition assessment, as they were being cleaned, he would look at the rim, brickwork, the core, and the base and then he would make recommendation of what work needed to be done. He said each year, they took that list, and would schedule it for the next year or two.

Mr. Jackman said by doing the condition assessment, they are able to stay ahead with the program. He said the maintenance is important and they are capital improvements. He said whenever they do

a replacement of structures, they are able to do the work order, put the cost in and then they are able to put that value into your assessor value of your assets, and move it into the Town's Gatsby reporting process.

Mr. Jackman said this is the evaluation and they are looking at how they do their life cycle costs and he showed the Board a pipe that was installed in 1950, which was expected to be replaced in 1987 and the present value is zero. He said the replacement cost is \$20,000.00. He said if a pipe is in good condition, they can add additional life to that pipe and not have to replace it at that time.

He said for almost every community, roads drive capital investment. He said when they are replacing roads, you need to replace any infrastructure that is close to the end of its life regardless of its condition because the cost of every linear foot is cheaper with a road construction project than it is alone. Mr. Jackman doesn't make recommendations but discusses what the options are available. He said as you go forward, you create a process that allows you to redo the roads, and inform them what infrastructure needs to be replaced.

Ms. Loiselle said there is a prioritization table that comes about as a result of the conditions, which helps in the decision making.

Mr. Jackman said he knew that back in January of 2016, the Board had asked that all of the Departments to develop Mission Statement. He said he noticed that the Highway Department did not have one. He said he and Mr. Pelissier sat down to create one and whether it is adopted or not, at least it is a start. Mr. Jackman said the mission is to enhance the quality of life in the Town of Allenstown by providing professional Highway Department services and safely and efficiently in the management of the Town's infrastructure.

He said the next step was a workshop with the State and several others and they decided to do a Level of Service document that has several categories such as customer service, maintenance, etc. He said this will allow them to measure what their goals are, and whether the goals are being met.

Mr. Jackman said the two items they added to the program were smarter evaluation and reassessment so if they do not meet their goals, they are able to figure out why. He said they also have the stormwater website which is a resource contains various informative documents and educational links.

He said the prioritization table goes from 0 to 99, with 99 meaning there is still 99% life left in the assets.

Mr. Jackman said the last slide is to communicate to the Board that it is a circular process, and there will be new storm drain pipes place where there has never been storm drain pipes. He said condition assessment, maintenance and level of service will always be ongoing. He said the criticality will change depending on what is occurring and you want to make sure you put the money where you need to. Mr. Jackman said funding strategy is whether or not you want to put a capital reserve aside and how they finance projects.

Mr. Jackman said it is really a great program but it needs a lot of support.

Ms. McKenney asked whether the 1915 pipes are going to have issues all at once. Mr. Jackman said no.

Mr. Klawes asked what the \$30,000 principal forgiveness funds be used for- the CCTV to investigate or the cost to replace? Ms. Loiselle said it encompasses a lot of things and is very broad. She encouraged them to review the guidance document that goes over the various projects they would consider for the funding. She said there is a solicitation and the Asset Management Project is not ranked except for the planning and infrastructures, and there is a ranking criteria online. Ms. Loiselle said the ultimate goal is to improve water quality, so they can rank better.

Mr. Adinolfo asked if they have the ability to line the pipes which saves money. Ms. Loiselle said absolutely they do. Mr. Goodine said in a culvert, you sometimes increase the capacity of a culvert by lining it.

Ms. McKenney thanked both Mr. Jackman and Ms. Loiselle for coming in to present to the Selectboard.

- **Discussion with the Assessor on Yearly Assessment Updates and the 2022 Revaluation and other questions**

Mr. Goodine invited Evan Roberge because of discussions at the Economic Development Meeting.

Mr. Roberge said regarding the five year evaluation, pursuant to RSA 75:8-a, it states the assessor and/or Selectman shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year. He said last year, right in the middle of the pandemic, they did try to push it off but the State did not allow it. He said data verification is visiting properties and asking them to gain access if they can and to verify quality condition etc. Mr. Roberge said they cannot do that all in one year but they do it over time.

He said when they are doing that, they are not changing any of the baseline values but just checking the data. He said the last update was 2017 and now, 2022. Mr. Roberge said they do about 10% a year, and the GRA takes a certain percentage of what they do and check to make sure they are doing what they say is in the contract.

Ms. McKenney asked if they are not doing a full re-eval until 10 years. Mr. Roberge responded that is correct. He said when the data is good, they try to push it out from 25% a year to 10% a year.

Mr. Roberge said the equalization ratio for Allenstown is around 75% which right now assessments are about 70% of what they are selling for. He said what they will do is go back to April 1, 2020 and see how many sales they have to make sure the data is good. He said once that data is done, they go to every single driveway and take the sales information and make adjustments for the differences and spreading data to the non-sales. He said the goal is to take the 70% and drive it to 100%. He said not every property will go up 30%, as some will some will not. He said not everyone will go up the same percent as it depends on the sales.

Ms. McKenney asked how it will affect the tax rate. He said in Allenstown's case, with the new school, the taxes will not go down proportionally. He said even if they did not do the update next year, taxes would go up.

Mr. Roberge said getting information out to the residents via Facebook, letters, a hearing process, etc. to provide an explanation to help understand and avoid panic.

Ms. McKenney asked if they assess different when there is a difference in selling price as is happening currently. He said that is why they are doing it. He said if everyone is under assessed or over assessed together, they are on the same playing field.

Mr. Roberge said they will get the PR information out ahead of time, and they have the hearing process. He said the residents will be given a website link with information to the website that has information about everyone's assessment in town, and they will have time to review everything and then make an appointment for questions.

He said they listen to the resident carefully because they know their property best, and if it is condition wise, and they have never been inside, then they will want to visit the property again to see it in person. Mr. Roberge said most are handled during the hearing process, or subsequently the abatement process.

Mr. Roberge said it is the burden of the resident to show that their assessment exceeds the Town's level of assessment.

Ms. Higham asked if they are looking for everything little thing. Mr. Roberge said it takes about 5 minutes for a basic house. He said if they don't let them in, they have to estimate.

Mr. Adinolfo said he has done nothing to his residence since 1996, so how can they stand from the road and indicate what they have done. Mr. Roberge said they are just estimating the condition, and there is nothing that is saying you cannot contest it. Mr. Adinolfo said a few houses in town that have come down which indicates a downturn of the market. He asked how he works that into his assessments. Mr. Roberge said he is not seeing much of a downturn.

Mr. Frascinella said he would like to see something more concrete. Mr. Roberge said its once every 5 years and he does the assessing but has nothing to do with the tax rates. He said it will stay the same for 5 years unless there are improvements via building permits.

Mr. Adinolfo said the concern they have is their #20 of the highest tax rates in NH out of 260 and the fear is that you get businesses coming in and looking at the infrastructure, tax rate which is not good. Ms. Bender said one thing you may want to point out if they are talking to a business is the tax rate is not the same as the taxes that you actually pay. Mr. Klawes said a new school is going to bring more people in. He said the taxes that we have paid in the past 5 years have been pretty stable and he believes that Allenstown is one of the hottest markets in the state for what you get for your money.

Mr. Adinolfo said there are a lot of unknowns regarding taxes due to the new school. Mr. Klawes said they are already said there would not be a change in transportation cost because the bus company

has enough seats, and you have to also look at the offset between running the two old schools to a new, energy efficient new school.

- **Grant Acceptance of BB State Park response Grant Award from the Corona Virus Emergency /Police Chief Request for Expenses form from Public Safety Facilities Revolving Fund**

Mr. Goodine said that on June 14<sup>th</sup> they approved applying for the funds and applying for acceptance, but they did not have a public hearing to accept the funds. He said that Chief Stark had applied for a separate grant for the side-by-side vehicle and a drone. He said they will have a dual public hearing on both on September 7th.

Chief Stark said they applied for a \$39,000 grant those items, and he also prepared a memo to ask the Trustees to move money from the Public Safety Facilities Fund to the General Fund to cover the patrol room project, in the amount of \$19,322.93.

Ms. Higham made a Motion to move that the Town Trustees be instructed to transfer \$19,322.93 from the Public Safety Facilities Revolving Fund to the General Fund to cover the expenses of the Patrol Room Renovations at the police department. Mr. Klawes seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

Jim McDonald, Aye

The Motion passed unanimously.

- **Volunteer Park Fall Use Update**

Mr. Goodine said with regard to fences, he is dealing with four different companies and it is going to come down to two who has it in stock. He said he was going to have the highway department install them and there was a concern that a kid could get hurt by the 7 inch long stakes and he recommended they spend \$4,000 on a new fence. Mr. Goodine said it is time to put money into it. He showed the Board a couple of options, and they are all similar. He said the fence itself is probably only \$1,200 but it's the legs that make up the extra expense.

Mr. Goodine said this is the easiest way to resolve the issue. Mr. Klawes said they could get temporary fence post stakes for \$27 each.

Mr. Frascinella asked why they need a fence at all. Mr. Goodine responded that it is a homerun fence and you can have two games going at once.

Ms. Higham made a Motion to authorize the Town Administrator to spend up \$4,000 from the Capital Reserve fund to obtain a fence for the field at Volunteer Park. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

Mr. Goodine said that Mike Frascinella reached out to Recycled Percussion regarding a last minute concert at Volunteer Park. Mr. Goodine said parking for 600-1000 would be a nightmare, and Memorial Field would be a better option. Mr. Goodine said that Pembroke said no. He said that maybe they could get something in place for next year at ARD or Bear Brook.

- **New School Update**

Mr. Goodine said they will be closing on the land in September as well as getting their bond. He said they will break ground in March or April and open up in September or October, 2023. He spoke with the Superintendent regarding the approximate \$400k funds they could potentially use to extend sewer or water in that direction if they could get an estimate.

Ms. McKenney said the bond had sewer and water in there, and asked if they do not do that, will they lose that money. Mr. Klawes said that money was for onsite, and they can easily change it to Town/Public water and sewer.

Mr. Klawes said they do not yet know what it would cost to put a leach field and well in, and it could actually be cheaper to extend lines out.

Mr. Goodine said the Superintendent said he would be happy to come and discuss it and bring a couple of school board members. He said they are still discussing design and layout of the building. He said they are also looking at the building being open after hours for community use.

Ms. McKenney said she has seen questions on Facebook about whether they are going to have a website for residents to check the progress of the project. Mr. Frascinella said they do have a webpage for the Allenstown School District and also have redesigned SAU website for the entire district. Mr. Klawes said he thought they were going to be very transparent showing the timeline and progression.

- **Landfill Monitoring Contract**

Mr. Goodine said Mark Henderson was their engineer for the original company that did the PFAS testing and he moved onto a different firm (Monadnock Environmental Consultants). He said that Mr. Henderson sent him a contract for the upcoming year from the new company and Mr. Goodine said they should accept it given his experience with the project, and he will provide a copy to the Board for their review. Mr. Goodine believes it is less expensive than last year.

Ms. Higham made a Motion to authorize Mr. Goodine to enter into a contract with Mr. Henderson and Monadnock Environmental Consultants for \$3,625.00 for total project fees through August 1, 2022. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

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

Mr. Goodine said he did not have any further information this meeting aside from what he discussed regarding the upgraded infrastructure for the school. He said they need more information regarding this. He said if they do extend it, they can potentially put public restrooms for the Volunteer field.

- **Next Meeting**

Ms. McKenney said next meeting is Tuesday, September 7 at 6 pm. Mr. Klawes said he would not be able to attend the meeting.

Mr. Goodine said they just received the movie for the September 18<sup>th</sup> movie night.

## **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine said that he provided contracts to the Board, with the expensive one being for the Community Center to replace their boilers that he will sign upon approval.

Mr. Goodine said he is hoping that Armand Verville might attend the next meeting regarding Blueberry Express Park sign. He said the Boy Scouts have already talked to Mr. Verville.

Mr. Klawes said as long as it is out of the way for the Town Concerts.

Mr. Goodine said Mr. Pelissier is working on some drainage work for the roads. He said the pipe he ordered is not in yet but will make it to the next consent calendar.

He said the only other thing they need to do is to approve Mr. Goodine to sign the tax payment plan that they discussed in non-public for the four individuals.

Ms. Higham made a Motion for Mr. Goodine to sign the tax payment plan on behalf of the Selectboard as discussed in the previous non-public meeting. Mr. Klawes seconded the Motion.



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

The Motion passed unanimously.

#### **CONSENT CALENDAR, MINUTES AND MANIFEST**

- **Ratify Consent Calendar: August 23, 2021**

Ms. Higham made a Motion to approve the Consent Calendar of August 23, 2021. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

- **Review Minutes:**
  - **Non-Public: August 9, 2021, One Session, Three Items, August 16, 2021**
  - **Public: August 9, 2021 and August 16, 2021**

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes of August 9, 2021, Session One. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes of August 16, 2021, Session One. Mr. Klawes seconded the Motion.

A roll call vote was taken.  
Maureen Higham- Aye  
Keith Klawes- Aye

Sandy McKenney- Aye  
Jim Rodger- Aye

The Motion passed unanimously.

There were several typos corrected in the minutes for August 9, 2021.

Ms. Higham made a Motion to approve the Public Meeting Minutes of August 9, 2021 and August 16, 2021. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

**Approve Payroll and Accounts Payable Manifests:**

- **ACH Manifest 1089 and 1090, Check Manifest 1092, Non-Check Manifest: 1092 and Town P/R Manifest 07-29-21**

Ms. Higham made a Motion to approve the ACH Manifest 1089 and 1090, Check Manifest 1092, Non-Check Manifest 1091 and 1095, and Town P/R Manifest 07-29-21. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

- **Non-Public Agenda Items**

None.


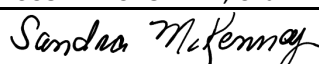

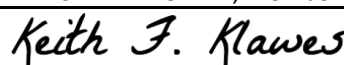
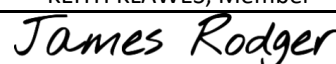
Ms. Higham made a Motion to adjourn the meeting at 8:57 pm. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Allenstown Town Hall**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**August 23, 2021**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
	09 / 29 / 2021	
SCOTT MCDONALD, Chair	DATE	
	09 / 22 / 2021	
SANDY MCKENNEY, Vice Chair	DATE	
	09 / 30 / 2021	
MAUREEN HIGHAM, Member	DATE	
	09 / 24 / 2021	
KEITH KLAUES, Member	DATE	
	09 / 27 / 2021	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
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>	BOS Minutes 082321
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<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**09 / 22 / 2021**

00:50:59 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



VIEWED

**09 / 22 / 2021**

13:50:15 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 72.71.237.229



SIGNED

**09 / 22 / 2021**

13:52:41 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 72.71.237.229



VIEWED

**09 / 24 / 2021**

14:27:24 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)  
IP: 50.237.188.172

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## Document History



**09 / 24 / 2021**  
14:27:38 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)  
IP: 50.237.188.172



**09 / 27 / 2021**  
16:30:51 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)  
IP: 24.62.158.145



**09 / 27 / 2021**  
16:34:38 UTC

Signed by Jim Rodger (jrodger@allentownnh.gov)  
IP: 24.62.158.145



**09 / 29 / 2021**  
11:58:49 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)  
IP: 24.62.150.193



**09 / 29 / 2021**  
12:00:01 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)  
IP: 24.62.150.193



**09 / 30 / 2021**  
16:25:00 UTC

Viewed by Maureen Higham (mhigham@allentownnh.gov)  
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## Document History



**09 / 30 / 2021**  
16:25:15 UTC

Signed by Maureen Higham (mhigham@allentownnh.gov)  
IP: 64.222.96.214



COMPLETED

**09 / 30 / 2021**  
16:25:15 UTC

The document has been completed.