

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street, Allenstown, NH 03275
September 7, 2021

Call to Order

The Allenstown Selectboard Meeting of September 7, 2021 was called to order at 6:03 PM by Chair McDonald.

Mr. McDonald called for the Pledge of Allegiance.

Roll Call

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

Excused: Keith Klawes

Allenstown staff: Derik Goodine (Town Administrator), Brian Arsenault, Town Enforcement Officer, Chief Mike Stark (Allenstown Police Department)

Others: Deb Temple

Citizens Comments

None

REGULAR AGENDA

- **Public Hearings, Town of Allenstown, RSA 31:95-b Section III, Unanticipated Acceptance of Funds more than \$10,000:**

Chair McDonald said the Selectman will hold two public hearings under RSA 31:95-b Section III held at Allenstown Town Hall at 6 pm to accept and expend American Rescue Act funds.

1) Acceptance of ARPA Funds for Non-Entitlement Communities and expending for eligible activities; Total Expected: \$465,555.

2) Acceptance of ARPA and Dept. of Justice Grant Funds for Allenstown PD In the amount of approximately \$39,000.

Mr. Goodine said the second half of the funds come in as of June of next year.

Chief Stark said the money is for a drone and a side-by-side ATV. He said there ATV is old and can only carry one person. He said the new ATV will enhance their capability at Bear Brook. He said because of Covid, the park has been seeing increased use.

Ms. Higham made a Motion to accept the ARPA Funds for Non-Entitlement Communities pursuant to RSA 31:95-b Section III, Unanticipated Acceptance of Funds more than \$10,000 and expending for eligible activities; Total Expected: \$465,555. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham, Aye

Jim Rodger- Aye

The motion passed unanimously with a 4-0 vote.

Ms. Higham made a Motion to accept the ARPA and Department of Justice Funds for Allenstown Police Department in the amount of approximately \$39,000. Ms. McKenney seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger, Aye

The Motion passed unanimously with a 4-0 vote.

Chief Stark said when they have the Executive Council approval, they will order it.

- **Blueberry Express Park Sign Project- Boy Scout Star Rank Project**

Mr. Verville was not able to attend, but Mr. Goodine said that he knows the Economic Development talked about a Blueberry Express Park Sign for the park. He said for a Boy Scout project, they can do it. Mr. Goodine said most of everything, except for the sleeves that go over it. He asked Ashton (Boy Scout) to discuss what he will be doing as part of the project. He said he was going to post dig, paint, etc. with the help of Armand. Mr. Goodine said the cost with donated materials will be \$60.00 and it will be white with black lettering.

Ms. McKenney said there has been discussion about where to place the sign. She said the idea is so that residents can see it.

Ms. McKenney made a Motion to approve the project by the Boy Scouts to place a Blue Express sign for the park. Ms. Higham seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye
Jim Rodger, Aye

The Motion passed unanimously with a 4-0 vote.

- **Volunteer Park Fall Use Update**

Mr. Goodine said the new fence came in today and he and Mr. Pelissier unpacked it. Mr. Goodine said they will probably store it in the snack shack during the winter months. He does not think it will take up much space once it is put together. He said he is hopeful that this will be a solution to the problem of sharing the field with soccer and softball.

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

Mr. Goodine said they discussed this earlier in the meeting and how they aren't in a hurry to spend the money.

He said he did talk to the school about the sewer and water extensions and will discuss again when they get closer. Ms. McKenney spoke to Jeff from the Sewer Department. He said he had not yet spoken with the school.

Mr. Goodine said if the old school is going offline, then he doesn't know why it would be a capacity issue. He said a leach field would be at least two soccer fields. Mr. Arsenault said he could guess regarding the cost. Mr. Goodine said the school hired a Clerk of the Works who will be discussing those issues.

Mr. Goodine said they discussed this at a previous Economic Development Committee.

He said they will have to do more investigation with sewer and water.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said that open house on Hillsbrook on Friday from 1-4 at their offices at 50 Pine Wood Road, Unit 4A. He said they sent him another reminder of the event today.

Mr. Goodine said they got surplus cleaning supplies, space heaters, metal chairs, a few cases of masks, gloves from the State.

Ms. McKenney asked if the Highway Department brought the desks from the school to the dump. He said they have been being hauled by a big trailer.

He said the Chief put the old trucks up for sale. Ms. McKenney asked why they did not go up to the auction at White Park in Concord. Mr. Goodine said it is the auction that the State solicits them to use and both are up to \$8,000 a piece currently. Ms. McKenney said she had concerns that something would happen to the pumpers and it would come back on the Town. Mr. Goodine said that it would be used as a last resort, or a back-up.

Mr. Goodine said the Fire Chief job closed last week.

He said he sent the Board an article from the Union Leader regarding the senior living and mill renovation developments. He also provided copies of the Tax Plan Agreements.

Mr. Goodine said he has a Quick Claim Deed that needs to be signed by the Board for an old mobile home that disappeared but they do not know all of the details. He said it dates back to 1999, and there are two different amounts. He assumes that someone paid a prorated amount but no one ever sent the other $\frac{3}{4}$ of the payment. Mr. Goodine said it will close on Thursday.

Mr. Goodine said he also has a health officer and deputy authorization form that he needs three Selectman to sign. He said they are appointed, and the State certifies them.

Ms. McKenney made a Motion for the Health Officer and Deputy Officer nomination to go to Ron Eisenhart and Denise Dubois. Ms. Higham seconded the Motion.

Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Jim McDonald, Aye

The Motion passed unanimously.

Ms. Higham made a Motion to issue the Quick Claim Deed Skyline Model Claridge 341 which now resides in Warner, NH since 1999. Ms. McKenney seconded the Motion.

Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Jim McDonald, Aye

The Motion passed unanimously.

OTHER BUSINESS

Ms. McKenney called Peter Warburton regarding enrollment in schools and she has not heard back from him.

Mr. Goodine asked Mr. Arseneault if they have to go to the Town Planning Board still for the school project. Mr. Arseneault said Municipality is exempt from zoning but the Planning Board will most likely hear it for public input.

Chair McDonald said the engineer said they were going to have the school angled to minimize the sun exposure and asked if they changed it. Mr. Goodine was not sure. Chair McDonald said they should speak to the school board about the design.

Mr. Goodine said they can ask Peter Warburton to come to a Select Board Meeting. He said the this building is not going to be a lock down building but will be available for community use also.

Ms. McKenney asked if there were any more members for the Parks and Recreation Committee. Mr. Goodine said no, so far.

Mr. Goodine said there is movie night coming in two Saturdays and he will borrow the popcorn machine, and other treats to sell. Although he said he does not think they should sell the popcorn.

With regard to the pizza sale at the last concert, he thought they made enough to cover the cost of the pizza but not the cups and napkins.

He asked Ms. Krueger if they could do a movie night in the AES or ARD gym, and she said that was a possibility. Mr. Goodine said a holiday themed movie is a possibility.

Chief Stark said for right now, they are having a regular Halloween.

Mr. Goodine said the Planning Board discussed the fireworks ordinance and the ordinance will go to the voters to pass but it will be a sunset ordinance, good for a year “unless renewed by the Select Board.”

Mr. Goodine said he is going to put out a warning to the delinquent tax list to Facebook. He said if they do not get back to the Board in the next few weeks, they will be deeded. He said he will need extra help for the eviction and the deed itself.

Mr. Goodine said that Mr. Arsenault mentioned they are setting up the walls in the mill and putting in windows. Mr. Arsenault said everything is going well.

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. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**

- **Non-Public: N/A**

- **Public: August 23, 2021**

A few minor changes were made to the public minutes.

Ms. Higham made a Motion to approve the Public Meeting Minutes of August 23, 2021, as corrected. Mr. Rodger seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Approve Payroll and Accounts Payable Manifests:

- **ACH Manifest 1098, Check Manifest 1099, Non-Check Manifest: N/A and Town P/R Manifest 08-26-21**

Ms. Higham made a Motion to approve the ACH Manifest 1098, Check Manifest 1099, Non-Check Manifest N/A, and Town P/R Manifest 08-26-21. Ms. McKenney 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.

Mr. Goodine said Deputy Chief Eric Lambert and Fire Chief Paul St. Germaine will join them for the first of two items in non-public.

Chief St. Germaine told Ms. McKenney that the trucks up for auction is not being used unless a dire emergency.

Non-Public Agenda Items

Chair McDonald made a Motion to enter into non-public session at 7:26 pm in accordance with the provisions of RSA 91-A:3, II (c), two topics. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The motion passed unanimously.

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

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- 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. Higham seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a Motion to set up appointments for Interim Fire Chief interviews starting at 6:00 pm on September 13th. Ms. McKenney seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Jim Rodger- Aye

The motion passed unanimously.

Ms. Higham made a Motion to adjourn the meeting at 9:06 pm. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Maureen Higham- Aye

Scott McDonald- Aye

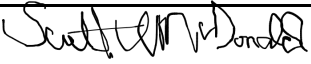
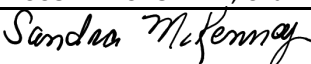

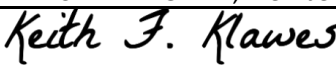
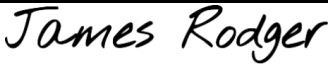
Sandy McKenney- Aye

Jim Rodger- Aye

The Motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
September 7, 2021

SIGNATURE PAGE

Original Approval:		
	09 / 29 / 2021	
SCOTT MCDONALD, Chair	DATE	
	09 / 21 / 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	
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

TITLE	BOS Minutes of 090721
FILE NAME	BOS_Minutes_09.07.21.pdf
DOCUMENT ID	0df008d2556629d7fa6e2631a0553c5d35bfa0d7
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

09 / 22 / 2021

00:39:14 UTC

Sent for signature to Scott McDonald (smcdonald@allentownnh.gov), Sandra McKenney (smckenney@allentownnh.gov), Maureen Higham (mhigham@allentownnh.gov), Keith Klawes (kklawes@allentownnh.gov) and Jim Rodger (jrodger@allentownnh.gov) from dgoodine@allentownnh.gov
IP: 64.222.96.214



VIEWED

09 / 22 / 2021

00:40:05 UTC

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



SIGNED

09 / 22 / 2021

00:43:02 UTC

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



VIEWED

09 / 24 / 2021

12:22:14 UTC

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

TITLE	BOS Minutes of 090721
FILE NAME	BOS_Minutes_09.07.21.pdf
DOCUMENT ID	0df008d2556629d7fa6e2631a0553c5d35bfa0d7
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



09 / 24 / 2021
12:22:42 UTC

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



09 / 27 / 2021
16:37:06 UTC

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



09 / 27 / 2021
16:38:26 UTC

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



09 / 29 / 2021
11:56:35 UTC

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



09 / 29 / 2021
11:58:33 UTC

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



09 / 30 / 2021
16:25:40 UTC

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

TITLE	BOS Minutes of 090721
FILE NAME	BOS_Minutes_09.07.21.pdf
DOCUMENT ID	0df008d2556629d7fa6e2631a0553c5d35bfa0d7
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SIGNED

09 / 30 / 2021

16:26:56 UTC

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



COMPLETED

09 / 30 / 2021

16:26:56 UTC

The document has been completed.