

**TOWN OF ALLENSTOWN
TOWN HALL
16 School Street
Allenstown, NH 03285
February 21, 2023**

Call to Order

Chair McDonald called the February 21, 2023 Selectboard meeting to order at Town Hall at 6:04 pm.

Chair McDonald called for the Pledge of Allegiance.

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

Also present: Derik Goodine, Town Administrator; Fire Chief Eric Lambert, Chad Pelissier, Road Agent arrived late, as well as Rebecca Faulk, Trish Caruso.

Online: Brian Arsenault, Building Inspector and Code Enforcement Officer

CITIZEN'S COMMENTS

None.

REGULAR AGENDA

- **OAMH Appointments**

Mr. Goodine said he has Claudette Verville until June 1, 2025; Roland Martel until June 1, 2025; Armand Verville until June 1, 2026; and James Garvin until June 1, 2026.

Ms. McKenney asked if Roland Martel and James Garvin can still be appointed to the Board if they are not residents of Allenstown. Mr. Goodine said he does not think this particular Board would matter if they were a town resident or not.

Ms. McKenney made a Motion to appoint to the Old Allenstown Meeting House Committee: Claudette Verville to expire on June 1, 2025; Roland Martel to expire on June 1, 2025; Armand Verville to expire on June 1, 2026; and James Garvin to expire on June 1, 2026. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

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

The motion passed.

Mr. Klawes said it should be relooked at because the Certificate of Appointment says “of Allenstown, NH.” Mr. Goodine said they can cross it out and put their correct town.

Mr. Klawes said that he thinks they need to ask legal advice on it. Mr. Goodine said they do not need to because it is an advisory committee and everything they do comes back to the Board. Ms. McKenney agreed they should seek legal advice.

Ms. McKenney rescinded her Motion to appoint to the Old Allenstown Meeting House Committee: Claudette Verville to expire on June 1, 2025; Roland Martel to expire on June 1, 2025; Armand Verville to expire on June 1, 2026; and James Garvin to expire on June 1, 2026. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

Ms. McKenney made a Motion to appoint to the Old Allenstown Meeting House Committee: Claudette Verville to expire on June 1, 2025; and Armand Verville to expire on June 1, 2026. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Community Power Plan**

Mr. Goodine said that they have the minutes from the November meeting and now the Community Power Plan. He said they also have the survey information on the website. He is looking for the Board to approve the Community Power Plan for Town Meeting.

Ms. McKenney made a Motion to approve the Community Power Plan for the Town Meeting Election. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **EMT Training Incentive Program**

Further information:

<https://www.nhes.nh.gov/services/employers/EMTTrainingIncentiveProgram.htm>

Chief Lambert said the State of NH received funding for recruitment and retention of EMS personnel in the State of NH. As part of this effort, they will fund 100% training, certification and licensure costs for new and existing employees. He said they have individuals in classes currently which will help their service.

They will pay them to go to night school for four weeks or \$2000, whichever comes first. He said the program will also pay \$1,000 as an EMT Retention Incentive to each employee after successfully obtaining their EMT Provider License and has to stay in their position for a total of 6 months. The payment will go to the employer and then is required to be passed onto the employee.

Chief Lambert said they have contacted four vendors that have classes coming in March. He said with the approval of the Board, he will be able to sign a contract and submit it.

Mr. Klawes made a Motion to allow Chief Lambert to go forward with the EMT Training Incentive Program granted by the State of NH and to follow the proper procedures. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Goodine asked for a total dollar amount once Chief Lambert knows, so that he can go to public hearing.

- **Kettle Rock Road Discussion**

Mr. Goodine said Mr. Pelissier wanted to put this topic on the agenda because individual who bought the land in the last couple of years has blocked that road off. He said he cannot prove that it is a Class 6 road because the records do not exist. He found a subdivision plan from Deerfield Road that was starting from Deerfield into Allenstown that indicated it was Class 6 but the application was withdrawn. But Mr. Pelissier's concern about safety in that that someone with a side-by-side would think it was a through road and end up crashing into the jersey barrier. There have also been numerous resident complaints about people being berated by the owners about being on the road. The owners claim that because they own both sides of the road, they also own the entire road.

Mr. Goodine said they could put a sign up. Mr. Pelissier said that his concern about putting a sign up there is that the signs disappear all the time. Mr. Pelissier said it will be there road until someone gets hurt and then it's the Town's problem. He said there are other issues as well and they just need to solve it. He said they may have to look at the various deeds to determine how to deal with it.

Mr. Goodine said they may have to file suit to get a Declaratory Judgment.

Mr. Klawes asked if the issue is that they do not know whether it is a Class 6 road or private property. Mr. Goodine clarified that the problem is they are pretty sure it was a Class 6 road at one time but they have no records to prove the road was created or discontinued/abandoned. There is only a little blurb in the history book. The Attorney asked them to provide any proof that they had that it was a Class 6 or Town Road.

Mr. Goodine said a Class 6 road is basically an old town road that had stopped being maintained in six years.

Mr. Arsenault said that these people that have been putting up the Jersey barriers just because they own both sides of the road have no right to do that if they don't own the strip of land in between - unless they have a deed that proves it. Mr. Arsenault said they may have to eventually they are going to have to perform a Title Search of Kettle Rock Road to determine if any of the abutters have a

right to it, but who is going to pay for that cost? Mr. Goodine said they will have to prove it's a Class 6 road.

Ms. Higham said Historical Researchers are not insanely expensive and she has used them in the past in land disputes. Mr. Arsenault said that what she referenced is going to be a great idea and they have specific knowledge how to obtain this information.

Mr. Goodine asked Maureen Higham to get him the name of a Historical Researcher that he can contact on behalf of the Town.

Mr. Pelissier said the State has been giving them money for this Class 6 road for 45 years. Mr. Klawes said that they should remove the barriers until the resident can prove that they own that road. Mr. Goodine said he is reluctant to remove anything without legal advice.

Chair McDonald said they should table it for tonight. Mr. Goodine they should vote on having a Historical Researcher look into this further. Chair McDonald said they want to determine the actual classification of the land and who owns the land around it.

Mr. Klawes made a Motion to allow Mr. Goodine to hire a Historical Title Abstractor to determine the historical value of Kettle Rock Road. Mr. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Arsenault said there is also some land at the end of Chester Turnpike that is unknown and there is some value decisions that need to be made. He said they may have to do some research there as well. Mr. Goodine does not think that location is as big of a problem.

- **Acceptance of Resignation of Admin Asst.**

Mr. Goodine said on February 9th they received the resignation from Patricia Caruso.

Ms. Higham made a Motion to Accept the resignation of Patricia Caruso and wishing her well on behalf of the Board for her service. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Goodine said they will be discussing that position in Non-public briefly.

- **MS4 Outfall Contract**

Mr. Goodine said they now need to do testing for MS4 which is the “Keeping the Rivers Clean Act” (aka Municipal Small Storm Water Act) and this discussion is for the Contract. The locations are one or two on the Merrimack where there are culverts/ storm drains that release into the river. They will also have to test the soils. It needs to be done as part of their Permit Year 4 which ends June 30th.

He said this contract is high because of the amount of lab work involved. The Engineering part is \$4,650 but a Geotechnical Engineering is \$20,550 for a total of \$25,200. This is in the Highway Budget this year as a Federal Mandate. Mr. Goodine said a Motion is in order to sign this contract on behalf of the Town. He said this includes the liability language they have been fighting about. They are still not building anything and it’s not a liability issue.

Mr. Klawes made a Motion for Gale Associates the engineer firm, to do the MS4 Outfall contract in the amount of \$25,200. Ms. Higham seconded the Motion.

A roll call was taken.

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

The motion passed.

- **TTEMS Board of Directors Exemption**

Mr. Goodine said this came to his attention last week. He said the Pembroke Selectboard has already approved an exemption to their Intra-Municipal Agreement as apparently they are not allowed to have Board of Directors as employees of the town. He is guessing this is coming as a result of Mark Solimanto going full-time for the Allenstown Department. But Pembroke has made a one-time

exemption for him to continue on the Board. They also need to make a vote to allow this exemption and allow him to continue to be a member of Tri-Town Board of Directors, although he is a member of Allenstown.

Mr. Klawes made a Motion to allow the vote to allow the exemption of Mark Solimento as a full-time employee for the Allenstown Fire and EMT Department to also continue to be a member of Tri-Town Board of Directors. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- No

Keith Klawes- No

Sandy McKenney- Aye

The motion passed.

- **Rail Trail Support Letters**

Mr. Goodine said he signed the support letters that are in their boxes because they are time sensitive but he hasn't sent them out as of yet. The letter is to access Hooksett's side of the rail trail to do a little work on the Allenstown end. He said the Town of Allenstown is working in collaboration with Hooksett's Conservation Committee to complete the interconnection with the walking trail besides Hooksett's boat launch that extends into Allenstown.

Ms. McKenney made a Motion to send the letters of support. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- No

Keith Klawes- No

Sandy McKenney- Aye

The motion passed.

ROAD AGENT REPORT

Mr. Pelissier said they are getting ready for a snowstorm this week.

He said they did do a little trading last week. They had some woodchips and they typically let them sit out back and rot but one of the power companies called and asked for them. He said they ended up trading for a couple of swamp mats which will help out with the rail trail.

Mr. Arsenault said that Eversource has this big project that is going to come to Town to upgrade the existing utility poles. He said the representative will be coming out to talk with them but they may be able to get some more swamp maps.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he got another letter that he just received today regarding the Broadband Mapping project that University of NH is doing for the State on findings areas of bad broadband service in the state. He said they have to provide permission to the Division of Emergency Service and Communications to give them the E911 location data for town and ultimately when they are done, the maps produced will allow for necessary analysis and also maintain confidentiality of the E911 data. He said they will have some support maps should they have some broadband issues and can apply for federal grants to fill those grants if needed.

Ms. McKenney made a Motion for Derik Goodine, Town Administrator, to sign the Broadband Mapping letter. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- No

Keith Klawes- No

Sandy McKenney- Aye

The motion passed.

Mr. Goodine said he provided the Town with some Plourde Sand & Gravel information regarding their reorganization plan for bankruptcy. He said there is a hearing in the middle of March.

He is waiting to hear what the outcome is.

He provided the Board with the Comcast Xfinity Channel line-up change as well as the Gatsas report and the road counts for 2022.

Mr. Goodine said he just submitted an \$8,000 bill for the Community Center because the kitchen had some major failures and that work ended up being around \$7500.

The other thing they have going on is a kitchen fire vent that is approximately \$5,000 that they are going to have to end up spending on the horizon.

At the next meeting, they are going to discuss getting the funding in place for the solar panels on top of the Community Center. He said he is not going to have those approved until he has legal look at it to make sure nothing else is needed to be done such as public hearing.

Mr. Goodine said that he believes they are still eligible for Federal energy credits. He said there are still different programs for energy efficiency that they can tap into as part of the project to save them some money. Mr. Arsenault said when they submit something for solar it is required that they have a structural engineer look at the building and he would recommend that they give an updated one so they get an second opinion.

OTHER BUSINESS

Ms. McKenney asked if they hired a minute taker yet. Mr. Goodine responded no. He said he has two people to contact.

She asked why did they not have a Thanksgiving basket, Christmas basket or tree with tags this year. Mr. Goodine said that would be a question for Trish Caruso. He knows that she did gift certificates. Ms. Caruso said the food basket program is managed by the Capital Region Food Program and they made the decision to go to the food voucher program instead. She said it was very well received by her recipients. With regard to the Angel tree, she didn't have the time to put one together this year.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated February 21, 2023. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

- **Review Minutes:**

➤ **Non-Public: February 6, 2023 and Public: December 12, 2022**

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes of February 6, 2023 and Public minutes of December 12, 2022 as amended. Chair McDonald seconded the Motion. Mr. Klawes seconded the Motion.

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

The motion passed.

- **Approve Payroll and Accounts Payroll Manifests: Town P/R Manifest dated 02/09/2023.**

Ms. Higham made a Motion to approve Town P/R Manifest dated 2/9/2023. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Non-Public Agenda Items**

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

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c), three items at 7:36 pm. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Chair McDonald made a Motion to return to public session at 8:53 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Chair McDonald made a Motion to seal the minutes of the Non-Public session as they may adversely affect someone not a member of this Board. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Klawes made a Motion to make Dawna Baxter a part-time hourly employee per week for 90 days to do some administrative work. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Klawes made the Motion for Veronica Anaya to start as an Administrative Assistant role position. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Jim Rodger- Aye

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

The motion passed.

Mr. Klawes made a Motion to adjourn at 9:00 pm. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
February 21, 2023

SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>Sandra McKenney</i>	10 / 25 / 2023	
SANDY MCKENNEY, Vice Chair	DATE	
<i>M. Higham</i>	10 / 26 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Keith Klawes</i>	10 / 25 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	11 / 06 / 2023	
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 02-21-23
File name	BOS Minutes 022123.pdf
Document ID	020c48c413546d1f38868bd4a9e86070e2d45954
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



10 / 25 / 2023
12:47:46 UTC

Sent for signature to Scott McDonald (smcdonald@allentownnh.gov), Maureen Higham (mhigham@allentownnh.gov), Sandra McKenney (smckenney@allentownnh.gov), Keith Klawes (kklawes@allentownnh.gov) and Jim Rodger (jrodger@allentownnh.gov) from dgoodine@allentownnh.gov
IP: 73.56.248.12



10 / 25 / 2023
13:31:56 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 174.196.208.92



10 / 25 / 2023
13:32:29 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 174.196.208.92



10 / 25 / 2023
16:59:34 UTC

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

Title	BOS Minutes 02-21-23
File name	BOS Minutes 022123.pdf
Document ID	020c48c413546d1f38868bd4a9e86070e2d45954
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



10 / 25 / 2023
17:00:47 UTC

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



10 / 26 / 2023
13:45:05 UTC

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



10 / 26 / 2023
13:45:17 UTC

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



11 / 06 / 2023
20:58:32 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)
IP: 73.123.12.223



11 / 06 / 2023
21:01:05 UTC

Signed by Jim Rodger (jrodger@allentownnh.gov)
IP: 73.123.12.223



11 / 06 / 2023
21:01:05 UTC

This document has not been fully executed by all signers.