

**TOWN OF ALLENSTOWN
BOARD OF SELECTMAN MEETING
TOWN HALL
16 School Street
Allenstown, NH 03285**

April 17, 2023

Call to Order

Chair McDonald called to order the April 17, 2023 Selectboard meeting at Town Hall at 6:00 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; Brian Arsenault, Building Inspector and Code Enforcement Officer; Mike Frascinella, Economic Development Committee; Rich Caruso, Trish Caruso, Chad Pelissier, Road Agent, Paul St. Germain (Retired Fire Chief); Nancy Beaulieu; Chief Mike Stark came late at 6:07 pm.

CITIZEN'S COMMENTS

Mr. St. Germain said thank you for the dedication in last year's Town Report for retirees for which he was included. He wanted to say thank you to the Town for the acknowledgement an it was a privilege to serve the Town for all of these years.

Chair McDonald said that he still assists Chief Lambert from time to time as a volunteer effort.

REGULAR AGENDA

- **Peter Warburton, Superintendent of Schools- Moment of Remembrance**

Mr. Goodine said that Peter Warburton passed last week and he thought that they should do a moment of silence in remembrance to honor his memory.

Mr. Goodine thanked Mr. Warburton for his contributions and service.

- **School Funding Petition Online**

Mr. Goodine said that the Governor's original budget was going to really hurt the School funding for the School Districts with the highest burden due to the school funding formulas. The House Finance Committee proposal originally would have had a similar impact but at the last minute (possibly due to the lawsuit), they are now actually talking about putting any new school funds into the disparaged towns (the low valuation / high property tax towns). This will go to the Senate this week. He said right now, a Petition has been signed by 150 local officials outlining the problems and need to fix them.

Mr. Goodine said he wanted to discuss this with the Board because he knows that their taxpayers are heavily hit with education costs at a local level because of this issue. He asked the Board if they want to fill out the petition individually or as a group.

Chair McDonald said he asked an individual from the Fair Funding Project regarding this issue and asked if they would be better off by this. He responded saying that he did not have a town by town breakdown but believes Allentown would be left with a similar amount of state funding as it is now. He said however, Allentown would be better off by this proposal than the original proposal.

Chair McDonald said the newest Court case about the Legislature not doing their job started last week but he doesn't have any details about it. He is hoping something will change.

Mr. Klawes said they should sign it as a Board and if they want to sign it individually, then they can.

Mr. Goodine said some of the funding is coming from surplus funds as he understands it.

Mr. Klawes made a Motion that the Board sign the Petition from the NH State Senate regarding the NH School Funding Findings. Chair McDonald seconded that Motion.

A roll call was taken.

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

The motion passed.

- **Deerfield Road Intersection due to Bridge Construction**

Chair McDonald said he spoke to the new project manager. He said the day of the unfortunate accident, Chief Stark was out there directing traffic when it happened.

Chief Stark said the traffic problem is not an easy fix but a temporary solution. He said what may be a possible solution is taking the local traffic only / no entrance signs down on the north side of Deerfield Road and have his officers there with radar. He finds that people do not like change and become difficult at times.

Chair McDonald said that one of the possible solutions that the state engineer had offered up was not allowing people to turn south onto Route 28 to make them go through Buck Street through town which wouldn't be well received. Mr. Klawes said there are definitely less people on Buck Street coming off Route 28 than there is on Deerfield Road. He found that people do not really pay a lot of attention and block the road. He said it is just a nightmare and you can't see no matter what vehicle he is driving. He said even though that light last year added time, it was safer and easier to navigate.

Mr. Stark said if you can't see, then you just don't go.

Mr. Pelissier said that Gilbert Road is not blocked right now. He has not heard any complaints and he thinks the majority of the Town stay off of it. He doesn't think it is any easier to get off Gilbert Road. It's just a tough and not safe situation. He said some are safety concerns and others are traffic time related.

Mr. Goodine said most of the complaints are on Facebook but they aren't calling Town Hall. He also doesn't think that Gilbert Road is a solution and its ultimately more dangerous.

- **Changing Dates for Regular Selectboard Meetings for the rest of the year**

Mr. Goodine said that he came up with a calendar that takes into consideration vacation time and holidays. He said they would meet on May 1st, and then the 22nd. He said for June, it would be the 5th and the 19th. In July, they would meet on the 10th and the 24th; August, they would meet on the 7th and 21st; September 11th and 25th; negotiable for October (2nd or the 16th) aside from October 23rd. For November, he said the 6th and the 20th and December 4th, 18th, and Tuesday, January 2nd.

Mr. Goodine said if there is large gap between meetings, they can always call a Special Meeting.

He said they are going to start to do joint Budget Committee meetings on the 4th of November and again on the 18th. He said they will then have one on the 30th and then on December 9th if necessary .

Mr. Klawes said they talked about rescheduling for another day of the week but other Committees hold meetings on those days. Chair McDonald said he has no issues as he is retired.

Mr. Klawes just said if a holiday lands on a Monday, they should just schedule the meeting on the Tuesday.

The Board discussed the floating holidays and when the Town Hall would be open.

Mr. Klawes said it makes it harder when you have four day work weeks and you have to pay Holiday pay. Mr. Pelissier said they have been doing it this way for 20 years and doesn't think they are surprising the residents.

Mr. Goodine said with Christmas Day, they also have the floating holiday and they would prefer to use the Tuesday, December 26th.

Mr. Klawes made a Motion to accept the dates for the rest of the 2023 Selectboard meetings as suggested by Mr. Goodine and if they have to, they can call a Special Meeting as needed to take care of business. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Jim Rodger- Aye
Maureen Higham- Aye
Keith Klawes- Aye
Sandy McKenney- No

The motion passed.

Ms. McKenney said she would like to leave it the way it is.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said the school tour on May 8th will be attended by Mr. Klawes, Ms. McKenney, Chair McDonald, Mr. Rodger. Ms. Higham cannot make it.

He said he has a Certificate of Appointment for Deputy Clerk Town Inspector Sarah Randolph that needs to be signed.

Mr. Goodine said Rich Caruso is also invited to the school tour and he accepted.

He said History Day is from April 21st from 2:30 until 4:00 pm.

In Comcast news, there are certain channels that will no longer be available. He provided the Gatsas report for their information.

For the Community Center, Mr. Goodine said that the stove completely stopped working (gas problems) late Friday.

Mr. Goodine said another thing coming up on his radar is PFAS hits on monitoring wells, which is going to create a budgetary issue for them by the fire station. He said he hasn't got the record yet, but said that it is coming this week.

He said the FOIA request for 3M on PFAS has been put on hold because the Federal Court remanded it back to the State Court so their attorney said it nullifies their subpoena/

Mr. Goodine said there is a welfare lien that got signed that was a part of the Consent Calendar.

He said there have been discussions about Kettle Rock Road with a lady and he did find out today that that road was once possibly called Seavey Road from an old Deed. When he mentioned that the budget for this was \$2,000, she mentioned that this may not go very far. He said depending on what she comes back with, they may want to rethink this as there may not be a benefit long term for this.

Mr. Goodine said if anyone needs access to it and the abutters say it's a private road, then it becomes civil matter. He said the Jersey barrier they had up is now a saw horse. Mr. Pelissier said private roads and Class 6 roads are different.

Rich Caruso said a Class 6 road is a public right-of-way. If someone is claiming it's a private road, the burden of proof remains on them. Until then, it remains a Class 6 Road and per NH laws, it is not subject to locks and bars. Ms. Higham said even though they have the burden of proof, if the town takes down their blockade, then they will sue. So it is still the Town's problem.

Mr. Goodine said that there is a good chance he will have Aubuchon Hardware under contract for sale for some developer. But what it is, they don't know. Mr. Klawes heard that Aubuchon's had a separate real estate business and a separate hardware business and that they deemed it more profitable to sell the property, but there was supposed to be a clause that they had to keep the hardware store for a period of time.

ROAD AGENT REPORT

Mr. Pelissier said they had a resident complain about the sidewalks on Elm Street and that they are in really bad shape. He said the roads aren't bad but the sidewalks are old and he would just assume put an asphalt coat over the old cement. He said the resident that complained is elderly and is concerned about her husband's gait in using the sidewalk in front of their house. He put out some feelers for prices and he would like to do an experiment at the same time. He said last year they spent \$15,000 on asphalt curb, and he found that it's a whole crew and they really don't like to do it.

Mr. Pelissier asked them if they did it in house, would they work with them. He said they seem to be more than happy to work with them because it will cut down on the work. He said a brand new asphalt machine with a side bucket is in the neighborhood of \$15,000 and this may be something they want to consider doing. Mr. Pelissier said he would like to start by doing a test run on Elm Street and rip up the old sidewalk and then lay the asphalt curb down.

He said he threw it back out to both contractors that bid on their work to ask for a price. His guess is that it is going to be \$4,000 to \$5,000 to replace the sidewalks.

Mr. Pelissier said if the Board is okay with it, they can rent the curb machine for \$1,000 a week and that will give them enough time to figure it out. He said although it may take some man hours away from other projects, they can definitely work it in. He said he will have more precise prices in two week.

Mr. Pelissier said he needs permission to pull down the posted signs.

Mr. Klawes made a Motion to pull down the weight limit signs for the spring. Mr. Klawes seconded the Motion. 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 unanimously.

Mr. Pelissier said last item for discussion is the hill on Deerfield Road (between the two ends of Clearview) is up for paving this year. He said there are two driveway culverts that are bad and need to be replaced before they can pave the road. He said he spoke to one gentleman at the top last year and said he could help him as much as they can but it's his culvert. Mr. Goodine said it's the responsibility of the homeowners and if they don't do it, the Town can bill them.

Mr. Pelissier said they can send a letter out to everyone on the hill to let them know this information and move forward from there. How much assistance they want to give these residents is really up to the Board.

He said the problem is that everything with regard to that hill is old.

Mr. Klawes asked what does it cost to replace those culverts. Mr. Pelissier responded that it depends on who is laying the pipe but last year a 12 inch pipe was probably \$18.00 per foot. It could be \$1,000.

Mr. Klawes asked what they could do for the homeowners up there, such as pay for some of the material and cure the problem. Mr. Pelissier said there are several culverts but two that are in desperate need for repair. Mr. Goodine said that it's a slippery slope as there are a lot of driveway culverts that will need help in Town.

Mr. Goodine asked whether or not they have an Open Hazard Mitigation threshold. He said last he knew that opened them up for the ability to apply for Hazard Mitigation funding for repairs such as culvert replacements. He said they could then be 70% paid for with Federal Money. Mr. Klawes said they should get this done soon.

Mr. Pelissier said that they can look at different options but the best place to start is a letter from the town to the residents saying their culvert is an issue and they are repaving. This will put everyone on notice to get it fixed.

Mr. Klawes thinks that a formal information letter will work with an inspection date from the Highway Department and go from there. Mr. Pelissier said he could rent a camera from Home Depot to do the inspection.

Ms. Klawes made a Motion for Mr. Goodine and Mr. Pelissier to send out a letter to the residents on Deerfield Road between the two entrances/exits of Clearview regarding culverts needing to be replaced and any other information they deem necessary for the paving to be done. 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 unanimously.

Mr. Pelissier said Clearview will be done this week and then they will finish the other side in the next couple of years

He said they put out the Spring clean-up schedule online.

Mr. Pelissier said they are working on Reserve Street putting piping where the big tree was cut. He said they accidentally hit the waterline which was fixed. The roots from the tree were clogging the pipe. He said they are replacing a very old section of the sewer line.

He said they are trying to get going on the paving end of things and its headed in the right direction. He said the Sewer Department has a bit of work to do on Letendre Ave.

Mr. Pelissier said they did extend the MS4. He said the Highway Department are going to sweep streets more thoroughly in addition to the catch basin work and so that budget is going to go through the roof.

Mr. Pelissier said that he met with DES last week regarding and they are the signor of the permit for their new Transfer Station.

OTHER BUSINESS

Ms. McKenney asked if they are going to tour the China Mill. Mr. Goodine said whenever it is done. Chair McDonald said he would run it by Mr. Arsenault. Mr. Arsenault said he is hoping next month they can open it up to whoever would like to see it. The apartment rentals are being advertised on their website.

Mr. Goodine said he is testing one Minutes Clerk and another is being interviewed on Wednesday.

Ms. McKenney asked about if they can find out how many votes are needed for a write-in.

Mr. Goodine said he has not spoken to Jeff Backman at the Sewer Department about sharing some cost for paving toward the mill area because that is Mr. Pelissier' s job and he was on vacation.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated March 27, 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:**

- **Public: April 10, 2023; and March 6, 2023; and March 20, 2023**

Ms. Higham made a Motion to approve the Public minutes of April 10, 2023, March 6, 2023 (as corrected) and March 20, 2023 (as corrected). Mr. Klawes seconded the Motion.

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

Sandy McKenney- Aye

The motion passed.

Mr. Goodine said there are some blanks that need to be filled from what was discerned by Minute Taker.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1024 and 1028; Check Manifest: 1025 and 1029; Non-Check Manifest: 1023, 1026 and 1027; and Town P/R Manifest dated 04/6/2023.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1024 and 1028; Check Manifest: 1025 and 1029; Non-Check Manifest: 1023, 1026 and 1027; Town P/R Manifest dated 4/6/23. 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)- Two Items.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c), at 7:59 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 return to public session at 8:43 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.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (a), at 8:44 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 9:03 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 adjourn at 9:03 pm. Chair McDonald 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
April 17, 2023

SIGNATURE PAGE

Original Approval:		
<i>Scott McDonald</i>	06 / 19 / 2023	
SCOTT MCDONALD, Chair	DATE	
SANDY MCKENNEY, Member	DATE	
<i>M. Higham</i>	06 / 28 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Keith Klawes</i>	06 / 19 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	06 / 19 / 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 04-17-22
File name	BOS_Minutes_04.17.23.pdf
Document ID	5de5def78c528cd3105c50312a4196e15d00e0b7
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 16 / 2023
00:28:48 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: 173.162.255.27



06 / 19 / 2023
19:55:30 UTC

Viewed by Jim Rodger (jrodger@allenstownnh.gov)
IP: 76.23.224.186



06 / 19 / 2023
19:56:16 UTC

Signed by Jim Rodger (jrodger@allenstownnh.gov)
IP: 76.23.224.186



06 / 19 / 2023
21:48:23 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)
IP: 173.166.22.209

Title	BOS Minutes 04-17-22
File name	BOS_Minutes_04.17.23.pdf
Document ID	5de5def78c528cd3105c50312a4196e15d00e0b7
Audit trail date format	MM / DD / YYYY
Status	● Pending signature

Document History



06 / 19 / 2023
21:49:35 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)
IP: 173.166.22.209



06 / 19 / 2023
21:51:08 UTC

Viewed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 173.166.22.209



06 / 19 / 2023
21:51:20 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)
IP: 173.166.22.209



06 / 28 / 2023
18:17:21 UTC

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



06 / 28 / 2023
18:17:33 UTC

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



06 / 28 / 2023
18:17:33 UTC

This document has not been fully executed by all signers.