

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street**  
**Allenstown, NH 03285**

**May 2, 2022**

**Call to Order**

The Allenstown Selectboard Special Meeting of May 2, 2022 was called to order at 6:00 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

**Roll Call**

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

Allenstown staff: Beth Tower, Police Dept., Derik Goodine (Town Administrator), Brian Arsenault, Building Inspector and Code Enforcement Officer, Mike O'Meara, Eric Lambert, Fire Chief, Chad Pelissier, Road Agent

**CITIZENS' COMMENTS**

Chair McDonald said that Mr. Frascinella is at a meeting in Hooksett with a potential investor for a new neighborhood paper.

**REGULAR AGENDA**

- **Police Officer Appointment**

Ms. Tower said Elijah Boyle will be the 10<sup>th</sup> and final police officer position. He graduated from Franklin Pierce for Criminal Justice and two minors in Political Science and Security Services. She said he has been working security guard jobs for a while now trying to get into law enforcement. His background investigation checked out well and he is conversational in Spanish and he is excited to start. Mr. Boyle also passed his PT test and is excited to start with the Board's approval.

She said he will come by at a later date to meet everyone, and he will start at the academy on June 6<sup>th</sup> and should be good to start officially at Christmas.

Mr. Klawes made a Motion to hire Elijah Boyle and send him to the Police Academy effective May 2, 2022. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Ms. Tower said that last year, the Chief was able to get some grant money for a drone and side-by-side and a four wheeler. She said once they received those items, they started thinking about what they were going to do with the two OHRVs and the trailer that they have and were told not use to them because it's a hazard and they will cost more to fix than to replace them. So the Chief applied for \$9,995.00 more, which was approved, and they now have an enclosed trailer that the two OHRVs are housed in. She said Chief Stark sent something over to the Board for a Motion to authorize him to sign off on the paperwork.

Mr. Klawes made a Motion to accept any Department of Justice ARPA Funds and to enter into a grant contract agreement with an amendment of addition \$9,995.00 for the purpose of purchasing equipment for the Allenstown Police Department and the Town of Allenstown Board of Selectman approves Michael Stark, Chief of Police, to be the authorized representative and signor for grant administration documents. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Appointment as Fireman**

Chief Lambert said they got to meet with D'Andre Mitchell and is looking to move forward with him pending his background check which he doesn't see being an issue as he was a previous intern. He said D'Andre is on the Plymouth Fire Department part-time now while he is at college but is looking to work with them back home. When he finishes colleges, he is looking to go to nursing school and stay in Allenstown and contribute to the Fire Department. Chief Lambert said he could start as soon as he gets his background check.

Mr. Klawes made a Motion to hire D'Andre Mitchell for the Allenstown Fire Department pending a background check effective May 2, 2022. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Chief Lambert said a gentleman stopped into the department the other day and said he was retired and looking to work at the department and will submit an application. He said that would put them at 18 people who are mostly certified as firefighters.

He said there will be regional meetings amongst various towns to discuss how to adapt to the changes right now and creative ways for future employees to take night classes.

- **Fire Department Ride Along Program**

Chief Lambert said with regard to the Fire Explorers, the Dana Webster Council went bankrupt. He said they are still operating but a lot of their costs have gone up significantly. He said Allenstown, Epsom and Loudon had been talking about a way to adapt to the CRTC program at Concord High School. Chief Lambert said Loudon had put together a ride along program through Primex so the high school student can participate in the CRTC program, and also be an intern with them from ages 16 until the graduate. He said he would like to jump on board with these other towns and provided the information to Mr. Goodine. He said it has already been vetted by attorneys and Primex.

Ms. McKenney said it is a good idea to get them experience when they are young. Chief Lambert agreed.

Ms. McKenney made a Motion that Chief Lambert could move forward with the ride along program effective May 2, 2022. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Engineer Contract Proposals and Current Contract**

Mr. Arsenault said packets were created for the Board and the first page was highlighted which is the contract which goes back to the year 2013 between the Town of Allenstown and Gale Associates. He said if you flip through the schedule, there is no fee schedule or labor costs when they come out to assist them for engineering purposes. He said that Mr. Goodine presented a task order back in March to assist the MS4 EPA Stormwater Program and the task fee was \$6,500. Mr. Arsenault said the task order did not show any labor costs or fee schedule which ended up being four hours for meetings. He said this raised a lot of questions.

Mr. Arsenault said on April 7<sup>th</sup>, Mr. Goodine posted on the NH Municipal Association a proposal for engineering with a closing date of Friday the 29<sup>th</sup>. He said he reached out to Keach-Nordstrom Associates but they did not send him a proposal. Another firm he reached out to was KB Partners in Pembroke, NH and they have not responded. He said their current engineer Hoyle, Tanner & Associates said they are unable to provide a quality package that the Town deserves.

He said they only received two proposals- SFC Engineering and Gale Associates. Unfortunately, SFC has no prior experience regarding the MS4 permits. He said the engineer for Gale Associates has a lot of municipal experience and they provided a fee schedule.

In summary, Mr. Arsenault said the Board has three options: 1) maintain the contract Hoyle, Tanner that they already have; 2) Gale Associates (larger firm, many experienced engineers); or 3) SFC Engineering (smaller firm, no experience with MS4).

Mr. O'Meara commented that as a former Chair of the Planning Board, they depend heavily on the knowledge of the Town Engineer when it comes to reviewing site plans, etc. He said they had a recent concern about an engineering review regarding the assisted living facility and the encroachment of the entryway wall into the roadway and they needed the town engineer's input. He said with any consideration of a change to the existing contract should be that they will be very accurate as the Board depends completely on them for their guidance and recommendations.

Mr. Arsenault said that he was hoping they would receive more proposals.

With regard to the response from Hoyle Tanner, Mr. Arsenault said he would like to see something that is based upon anticipated hours and the cost. Mr. Goodine said it would be nice to see a breakdown based upon a fee schedule and how they will staff the job.

Mr. Arsenault asked both engineering firms if they were to ask for assistance, what rate can they expect to utilize and will that be for one individual or more. He read the response from Gale Associates which explained how they will work with the Town of Allenstown.

Mr. Arsenault said he did not contact other towns to check references.

Mr. Klawes made a Motion for the Town to contract with Gale and Associates for engineering services pending the reference check by Mr. Arsenault. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Goodine said Hoyle Tanner has been working on a few projects and asked how they would change gears with a new firm. Mr. Arsenault said the Optimus project is at a good place and he doesn't see a problem with switching firms at this point. He said the other project are the lots at 25 Canal Street and he also does not see a problem. Mr. Klawes asked if they should check with the businesses to make sure it is okay. Mr. Arsenault said he will speak with them.

Mr. Goodine said he did enjoy working with Hoyle Tanner and thanked them for their service to the Town of Allenstown.

- **Reserve Street Project and Tree in Road and Sidewalk- Classify Tree as a Nuisance**

Mr. Goodine said there was an informational meeting and now they are in the discussion phase. Mr. Pelissier said the tree has become not only a nuisance but a safety issue at this point.

He put it out for bid to four to five places and he has already heard from two.

Mr. Klawes made a Motion that they find there is a tree located within the right-of-way on Reserve Street located in front of the home located in the intersection of School Street and Reserve Street at 112 Lot 52 and that based on testimony presented by the Road Agent, the roots of this tree have grown into the paved section of the street and up through the sidewalk and previously infiltrated the town's storm drainage and this has created a potential dangerous situation for infrastructure and travel and the tree constitutes a public nuisance by reason of danger to the traveling public under the provisions of RSA Section 231:145 and therefore the tree should be removed to the pursuant to the provisions of the statute and to enable the re-paving of the road repair of the sidewalk. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

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

The Motion passed unanimously.

- **Emergency Closure of Gilbert Road during Rt. 28 Bridge Construction**

Mr. Klawes asked Mr. Pelissier if he is in discussions about the closure of Gilbert Road. Mr. Pelissier said he would like to get the okay from the Board to close one end to make it a dead end to keep the traffic from the bridge closing away from it. Mr. Klawes said it is a narrow road and he thinks this makes sense.

Ms. McKenney made a Motion for the Road Agent Chad Pelissier to be able to close Gilbert Road during Route 28 bridge construction if necessary. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

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

The Motion passed unanimously.

- **Discuss 2022 Tax Warrant**

Mr. Goodine said for the first half of the bill is in the amount of \$15.75 and it is interesting to note that the for second half of the tax bill, the revaluation will come into effect and it will be much less than the \$15.75. He said he wanted to see what is coming out of the reval before he commits to a number.

- **Discuss Memorial Day Selectboard Meeting reschedule or cancellation**

Mr. Goodine said the next meeting is scheduled on May 30<sup>th</sup> and asked if the Board wants to cancel or reschedule to another evening.

Mr. Klawes made a Motion to cancel the meeting on May 30<sup>th</sup> with the possibility of an emergency meeting on May 31<sup>st</sup> if needed. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

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

The Motion passed unanimously.

- **Boston Post Cane- Special Selectboard Meeting- May 9, 2022**

Ms. McKenney said that Helen Martel will be there with her family on May 9, 2022 at 6pm. She is making a kahlua trifle and she will purchase flowers. Mr. Goodine said the certificate is ready to be presented.

- **Set Public Hearing Dates ARPA Funds Authorization for Valley Street Storm Drainage Slip Lining Expenditures (Loss of Revenue Classification) and Grant for Police and Fire Radio**

Mr. Goodine said the formal public hearing will be May 16<sup>th</sup> and it will only be for the Valley Street storm drainage slip lining expenditures and the police and fire radio grant which was \$55,000. He said this will need to go in the newspaper.

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

Mr. Goodine just filed the ARPA Yearly Report.

He said they are also looking at another project pertaining to a bridge which will be discussed at next meeting. He is hoping they will have an idea of the cost-benefit analysis.

He said they discussed possible projects previously such as a splash pad and they need to have these funds committed by 2024 but as long as they have them encumbered, they have until 2026 to expend the funds.

### **TOWN ADMINISTRATOR REPORT**

Mr. Goodine said that he will be attending a Primex conference next Tuesday that will end on Thursday.

He said there is a concert next week on the 15th at Town Hall from 4-6 pm.

Mr. Pelissier confirmed that he doesn't have a Road Agent report.

Mr. Goodine said the Selectboard minutes are up to date on the website.

He said the June 13<sup>th</sup> meeting will take place at the Old Meeting House.

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

- **Ratify Consent Calendar: May 2, 2022**

Mr. Higham made a Motion to ratify the Consent Calendar of May 2, 2022. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**

#### **Public: April 18, 2022**

Ms. Higham made a Motion to approve the public meeting minutes from April 18, 2022. Ms. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

#### **Non-Public: April 18, 2022**

Ms. Higham made a Motion to approve the non-public meeting minutes from April 18, 2022. Mr. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye



Keith Klawes- Aye  
Jim Rodger- Aye

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: 1032 and 1033; Check Manifest: 1033; Non-Check Manifest: 1030 and 1031; and Town P/R Manifest dated 04-21-22.**

Ms. Higham made a Motion to approve the Accounts Payroll and Accounts Payable Manifests: ACH Manifest: 1032 and 1033; Check Manifest: 1033; Non-Check Manifest: 1030 and 1031; and Town P/R Manifest dated 04-21-22. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

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

The Motion passed unanimously.

Mr. Goodine said there are funds for restaurants like Allenstown Country Diner to received money for funds spent on Covid related items, such as tents.

#### **Non-Public Agenda Items- One Session, Two Items**

Chair McDonald made a Motion to enter into non-public session at 7:41 pm in accordance with the provisions of RSA 91-A:3, II (a). Ms. McKenney seconded the motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:18 pm. Mr. Klawes 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 appoint their Interim Fire Chief, Eric Lambert, to Full-Time Fire Chief effective May 2, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to enter into non-public session at 8:22 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. McKenney seconded the motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:38pm. Mr. Klawes 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. Mr. Klawes seconded the motion.

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

The motion passed unanimously.

Ms. McKenney made a Motion to adjourn the meeting at 8:38 pm. Chair McDonald seconded the Motion.

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

The motion passed unanimously.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Allenstown Town Hall**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**May 2, 2022**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair	DATE	
<i>Sandra McKenney</i>	06 / 07 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
<i>M. Higham</i>	06 / 13 / 2022	
MAUREEN HIGHAM, Member	DATE	
<i>Keith J. Klawes</i>	06 / 05 / 2022	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	06 / 08 / 2022	
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

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## Document History



SENT

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21:42:02 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  
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VIEWED

**06 / 03 / 2022**

01:29:54 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)  
IP: 174.242.73.52



VIEWED

**06 / 03 / 2022**

13:43:56 UTC

Viewed by Keith Klawes (kklawes@allentownnh.gov)  
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SIGNED

**06 / 05 / 2022**

22:18:50 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)  
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20:27:26 UTC

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**06 / 08 / 2022**  
20:28:01 UTC

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**06 / 13 / 2022**  
18:52:46 UTC

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**06 / 13 / 2022**  
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18:52:56 UTC

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