

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

July 11, 2022

Call to Order

The Allenstown Selectboard meeting of July 11, 2022 was called to order by Chair Scott McDonald at 6:06 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Derik Goodine (Town Administrator), Brian Arsenault, (Building Inspector and Code Enforcement Officer), Mike Frascinella, EDC, Chief Michael Stark from Allenstown PD, Captain Jeff Gardner from the Allenstown Fire Department, Fire Chief Eric Lambert.

CITIZENS' COMMENTS

Mr. Frasinella said the new signs for the summer concerts have arrived. He said this week they will get them out for display.

PUBLIC HEARING

- **Public Hearing for Grant for Police Body Cams**

Chair McDonald called the public hearing to order pursuant to RSA 31:95-b III for the unanticipated acceptance of funds more than \$10,000. He proposes to accept and expend the NH Department of Safety grant funds of up to \$16, 835 for the purpose of covering 50% of the purchase of body worn cameras for the Allenstown Police Department. The Town's portion of funds for the purchase will come from Town's Detail Revolving Fund.

Chief Stark gave a synopsis of the importance of these cameras. He said this particular contractor is very popular and he is very happy with what he has seen so far.

Ms. McKenney asked Chief Stark how they work. He said it's a small camera that is worn on the front of their uniform that records the police encounter and keeps it for a certain amount of time. He said there are batteries associated with the operation of the cameras and a five year warranty.

Chair McDonald said this really goes a long way in protecting their officers.

Mr. Klawes asked if any citizen will be able to request access to view the video that are recorded. Chief Stark said there are a few exceptions that allow citizens to view footage under certain circumstances notwithstanding private information that would need to be redacted. He said they are not allowed to release any information to the public in an active investigation.

Chair McDonald closed the Public Hearing at 6:20 pm.

REGULAR AGENDA

- **Approve Body Camera Grant**

Mr. Klawes made a Motion to accept and expend the NH Department of Safety grant funds and enter into a grant contract agreement with NH Department of Public Safety for up to \$16, 835 for the purpose of covering 50% of the purchase of body worn cameras for the Allenstown Police Department and that the Town of Allenstown Board of Selectman authorizes Michael Stark, the Chief of Police to be an authorized representative and signer of grant administration documents. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Fire Department Equipment Needs Discussion**

Chief Lambert provide the Board with a list of equipment the Fire Department needs including several replacements. He said they did their best to get them what they need in a cost effective manner. He said there will be more that needs to be replaced down the line. The total amount of money needed is \$19,000.

Mr. Klawes made a Motion to approve transfer \$19,015 from the Fire Department Equipment Capital Reserve Fund to pay for the expenses of a new rescue tools and fire nozzles and approve the

expenditures of said funds as listed in the memorandum dated July 11, 2022 by Moe Paquette, subject to the Fire Department Replacement Plan. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

Chief Lambert said several Sundays ago, there was an electrical shortage in one of the trucks and luckily it did not affect the remaining trucks. It was determined that the outlet it was plugged into had cracked, and caused the short. He received the bill today, and the cost to replace the outlet was \$2,000 and with labor, it cost approximately \$4,500. He said he asked Mr. Goodine regarding whether or not they can make a claim through insurance.

Mr. Klawes made a Motion that the Town Treasurer be instructed to transfer \$3,476 from the Fire Safety Equipment Capital Reserve Fund to General Fund for the expenses of new portable radio, battery chargers and radio holsters. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Rt. 28 Bridge Project Traffic Concerns**

Chief Stark said that NH DOT did see what they were talking about with regard to their concerns. He said they are putting together a plan and the contractor will be submitting a change order to pay for it. He said they are going to move the current light south of Deerfield Road and put in a light at Deerfield Road. He believes that this is going to be safer although it may cause more delays.

Mr. Arsenault said it should be noted that the state needs to add in one more traffic light for Deerfield Road and ultimately, they know it's not working right now and is hoping that the new design with the additional light will work but they can always go back to the drawing board and he doesn't see any additional costs for the state to do a fine adjustment.

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

Mr. Goodine said he has alluded to “Invest 603” for a few weeks now which is a program that will allocate \$50 million of the federal funding directly to developers, \$40 million to NH cities and towns, and \$10 million to the NH Housing Finance Authority. The initiative is intended to use federal relief funds from the 2021 ARPA funds to incentivize towns and developers to build affordable rental housing in the state. He said these would apply to multi-units and he has already reached out to Brady Sullivan because they do not yet know what the rent is going to be.

Mr. Goodine said there are other communities that are looking at this who have a serious housing crunch that is affecting their ability to attract new business, such as Keene.

He said he will be having another meeting soon about expending some of their ARPA funds.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said the Valley Street work will be starting this week which will include digging up some catch basins. He also reported that the Reserve Street tree has been taken down.

He said he received a request from someone this week who had originally talked to Chad Pelissier regarding a new driveway that was placed at a resident’s home. He said there was a telephone pole located in the middle of the driveway and they were hoping the Town could remove it. Mr. Goodine said the Town cannot do it.

Mr. Goodine said Ms. McKenney, Mr. Arsenault and Steve LaPorte from the Fire Department met with Harriman Associates about the Allenstown Elementary School study that they had done to ask them to pivot that into a study regarding renovating the space into Town Hall/ cooperative work space and they are supposed to be getting back to them regarding a cost proposal.

He said he bought some lights to go under the gazebo because the Economic Development Committee talked about putting some power in there for the performances.

Mr. Goodine said with regard to the Mount Delight culvert project, he said he asked for an estimate from the engineer of how much it would cost to design it and they came back with \$300,000, which they do not have.

Mr. Goodine said NH Electric Coop is looking for a support letter to be submitted as they are looking for some Broadband money in their service areas. He said with regard to another energy consultant, he is hoping to have to have a new contract in hand for the next meeting.

He said the Town is able to have an Energy Committee if authorized, and they take all the power users and negotiate prices for everyone in the Town based on combined usage. Other towns are able to join as well and you could opt in or opt out.

Mr. Goodine said the Gatsas report is in their mailboxes as well as a letter from someone on Whitten Street reporting an illegal business. Mr. Arsenault has been down there to investigate and it is a non-issue.

Mr. Goodine said he has been advertising for the Administrative Assistant's job for the Town.

OTHER BUSINESS

Chair McDonald asked if anyone saw the Uncle Sam sitting on the bench. He said he has been fixed after previously being in serious disrepair.

Ms. McKenney asked if they received anything from Ms. Pelissier regarding the four interviewed last year regarding their tax payment. Mr. Goodine said they will be discussing one of them during non-public.

She said she had been going over the list of Board appointments and they are missing some. Mr. Goodine said they need to update this so they can advertise any openings on the website. She said that Ms. Adinolfo suggested they have a group meeting/ open house with all of the committees to discuss what they all do. Mr. Klawes does not think a lot of people look at the Town website. He said he is wondering if they should go ahead and do a town wide mailing with a brief description of what the committees do. Mr. Arsenault also thought a mailing would be also be a good idea.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Review Minutes:**
 - **Public: June 27, 2022**

Chair McDonald made a Motion to approve the public meeting minutes from July 27, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: N/A; Check Manifest: N/A; Non-Check Manifest: N/A; and Town P/R Manifest dated 06-30-22.**

Ms. Higham made a Motion to approve the Town P/R Manifest dated 6-30-22. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Non-Public Agenda Items- One Session, Four Items

Chair McDonald made a Motion to go into Non-Public Session pursuant to RSA 91-A:3,II(c) for 4 items at 7:40PM. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:17PM. Mr. Klawes seconded the Motion.

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

Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Ms. McKenney made a Motion to have Dawna Baxter's employment be extended for Assistant Clerk to the Building and Zoning Departments for up to 90 days from July 11, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

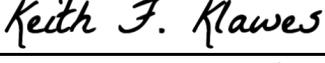
Ms. Higham made a Motion to adjourn the meeting at 9:22PM. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
OLD ALLENSTOWN MEETINGHOUSE
150 Deerfield Road
Allenstown, New Hampshire 03275
July 11, 2022

SIGNATURE PAGE

| Original Approval: | | |
|--|----------------------------|----------------|
|  | | 08 / 18 / 2022 |
| SCOTT MCDONALD, Chair | | DATE |
|  | | 08 / 16 / 2022 |
| SANDY MCKENNEY, Vice Chair | | DATE |
|  | | 08 / 17 / 2022 |
| MAUREEN HIGHAM, Member | | DATE |
|  | | 08 / 18 / 2022 |
| KEITH KLAWES, Member | | DATE |
|  | | 08 / 18 / 2022 |
| JIM RODGER, Member | | DATE |
| Amendment Approvals: | | |
| Amendment Description: | Approval: | Date: |
| | SCOTT MCDONALD, Chair | DATE |
| | SANDY MCKENNEY, Vice Chair | DATE |
| | MAUREEN HIGHAM, Member | DATE |
| | KEITH KLAWES, Member | DATE |
| | JIM RODGER, Member | DATE |

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| TITLE | July 11, 2022 Minutes |
| FILE NAME | bos_minutes_07.11.22.pdf |
| DOCUMENT ID | f03480dc72d0ceb9fcb0d2c09fa00e35a9540702 |
| AUDIT TRAIL DATE FORMAT | MM / DD / YYYY |
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Document History



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08 / 16 / 2022

22:32:07 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
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VIEWED

08 / 16 / 2022

22:42:05 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)
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SIGNED

08 / 16 / 2022

22:42:27 UTC

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VIEWED

08 / 17 / 2022

18:54:02 UTC

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| TITLE | July 11, 2022 Minutes |
| FILE NAME | bos_minutes_07.11.22.pdf |
| DOCUMENT ID | f03480dc72d0ceb9fcb0d2c09fa00e35a9540702 |
| AUDIT TRAIL DATE FORMAT | MM / DD / YYYY |
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18:54:18 UTC

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08 / 18 / 2022
11:54:25 UTC

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08 / 18 / 2022
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08 / 18 / 2022
15:28:42 UTC

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| TITLE | July 11, 2022 Minutes |
| FILE NAME | bos_minutes_07.11.22.pdf |
| DOCUMENT ID | f03480dc72d0ceb9fcb0d2c09fa00e35a9540702 |
| AUDIT TRAIL DATE FORMAT | MM / DD / YYYY |
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08 / 19 / 2022
01:20:40 UTC

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08 / 19 / 2022
01:20:40 UTC

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