

TOWN OF ALLENSTOWN
SELECTBOARD MEETING MINUTES AND PUBLIC HEARING
16 SCHOOL STREET
ALLENSTOWN, NH 03285
JULY 24, 2023

ALLENSTOWN SELECTBOARD MEETING AGENDA1 AND PUBLIC HEARING
LIVE MEETING OPEN TO THE PUBLIC WILL STREAMED ON ZOOM AND FACEBOOK
TOWN HALL, 16 SCHOOL ST. Monday, July 24,2023

Call To Order:

The Allenstown Selectboard meeting of July 24, 2023 was called to order by Chair McDonald at 6:04 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown Staff: Town Administrator Derik Goodine, Brian Arsenault, Building Inspector and Code Enforcement Officer (remote) and Chad Pelissier (remote). Police Chief Mike Stark and Fire Chief Eric Lambert joined the meeting at 6:09 pm.

Other: Diane Adinolfo, Ron Adinolfo, Mike Fracinella, Trish Caruso

CITIZEN'S COMMENTS

Mike Fracinella spoke about the Grand Opening. He said he got some good comments on the story he wrote about it. He also spoke about the large flag, the opera singer, and many little details.

Scott McDonald mentioned there were a lot of people there from the town.

He also stated he is working on another story about Hillsbrook Village.

The next concert will be August 13th. It looks like average weather condition at this point. The following concert will be September 10th.

PUBLIC HEARING

RSA 31:95-b SECTION III

- **Unanticipated Acceptance of Funds less than \$10,000
Acceptance of an Emergency Management Performance Grant in the amount of \$4,000, with a \$4,000 soft cost match for an update of the Town's Local Emergency Operations Plan**

Mr. Adinolfo stated it is time to update the EOP. They have submitted paperwork and are looking for authorization so they can get signed off so they can go forward with it which they will be

working on for the rest of the year. Committees will be involved from the town and will work with Chief Stark. They will work with Mr. Goodine to appoint the appropriate department heads to a committee and any citizens that may be interested.

Mr. Klawes asked if the grant is \$8000.

Mr. Adinolfo said yes, \$8000.

Mr. Goodine said Chief Stark will work on this and he will help with the coordination.

Trish Caruso asked if this would change or increase any of the tasks or responsibilities that would be part of the process.

Mr. Adinolfo stated that no it would not.

- Chief McDonald closed the Public Hearing on RSA 31:95-b SECTION III, Unanticipated Acceptance of Funds less than \$10,000

REGULAR AGENDA

- **Acceptance of Emergency Management Performance Grant in the amount of \$4,000 with \$4,000 soft cost match**
Chair McDonald moved to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$,4000 for an update of the town's local emergency operations plan with the total cost of this project being \$8,000 of which the town will be responsible for a 50% match of \$4000. I further move that Emergency Management Director, Ron Eisenhart, is authorized to sign all documents related to the grant.

Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Keith Klawes, Aye

Maureen Higham, Aye

The motion passed. 5-0

- **Town Clerk and Deputy Clerk Resignations**
Chief McDonald stated they have been working on finding replacements for their Town Clerk/Tax Collector and Deputy Clerk/Tax Collector.
Mr. Goodine stated they should accept Judy's resignation effective July 31, 2023 and Kathleen's resignation effective August 3, 2023.

Chair McDonald moved that they accept with regret and thanks for years of service Kathleen Pelissier's resignation as our Town Clerk/Tax Collector effective August 3, 2023.

Keith Klawes seconded the motion.

Ms. McKenney stated that Kathleen put in a lot of time to make that office what it is and she will be missed.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald moved to also accept with regret and thanks for her years of service Assistant Clerk /Tax Collector, Judy Silver effective July 31. 2023.

A roll call was taken.

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

The motion passed. 5-0

• **Transition Plan for Town Clerk/Tax Collector Offices**

Mr. Goodine stated the board must appoint a replacement town clerk or have a deputy first and then a town clerk. He reached out to other town administrators to see if it would be possible to borrow some staff but has not had much luck. He is researching the Secretary of State. Legal did say they can hire a Deputy Clerk without them being a resident. There is some training coming up in August and in September. An actual study for the appropriate staffing for the Town Clerk/Tax Collector office would be around \$3000.00. It is vital to get someone in there to collect taxes etc. after Kathleen is gone.

Mr. Klawes said they do need someone to step into the roll. It does not have to be a lot of hours if there is a resident who wants to be the appointed Deputy Town Clerk/Tax Collector, the resident does not need to put in more than an hour a week if they do not want to. If we can find a qualified Deputy Town Clerk/Tax Collector they do not need to live in town and can work 40 hours a week if they want to. We could appoint anyone and then appoint a Deputy Clerk/Tax Collector and then resign. He does not feel they need to spend the \$3000 at this point and wait and let the new election cycle take place and see how the person who is elected feels the hours need to be. He spoke with the DMV and they said they would send someone down here to do training and would only take a day or two.

Mr. Klawes made a motion to allow the Town Administrator to work out MOUs with surrounding town to go ahead and as of August 3rd be able to do vehicle, boat, ATV, and registrations.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 4-0-1

Chad Pelissier asked who told him that when Allenstown was contacted to do registrations to help Pembroke, Allenstown said no.

Mr. Klawes said someone at the DMV.

Mr. Goodine said Allenstown reached out to Pembroke but they said no.

Trish Caruso said she believes we have an MOU with Hooksett.

Ms. McKenney asked if they have anyone in mind for this position at this time.

Mr. Goodine said not at this time. He was told to look up to an hour away for other towns to help. He would like the Board to authorize mileage reimbursement to those who help until the positions are filled.

Mr. Goodine said he needs to start putting out a feeler on the website and perhaps on NHMA to actual find these people, even if they are floating ones. He needs to talk to the city of Concord to see if they have a floater and will also reach out to Bow.

Mr. Klawes made a motion to allow the Town Administrator offer any Town Clerk/Tax Collector help that we hire, if need be, to be paid mileage to commute back and forth to Allenstown.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Any necessary appointments**

None

- **Police Officer Hiring**

Chief Stark stated they were able to find a certified candidate. His name is Garrett Patton. He recently worked for the Belmont Police Department; he came out of the academy recently. He needs to have him hired by the Board and they will bring him in to be sworn in and meet the Board. Mr. Goodine said because of his experience he will be a G9S3.

Mr. Klawes made a motion to allow Police Chief Stark to hire Garrett Patton as a new hire officer with classification G9S3.

Chair McDonald seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Document Policy with Diane Adinolfo**

Ms. Adinolfo showed the Board a power point presentation for the new document policy.

The update on the documents is coming along. The process is they have a procedure to develop documents that is done and reviewed with Chair McDonald and TA Goodine. She also created templates. They will start with the Trustees of the Funds.

The process will be that they will meet with applicable personnel, develop the procedures if they are lacking, or revise the ones that already exist. They will put documents in new format, review them for accuracy, review them with applicable personnel, get rid of redundancies and get accurate information and revise as necessary and then get them approved. There is one document to be signed tonight by Chair McDonald and Mr. Goodine.

The Planning Board has been reviewing the short-term rental ordinance. They have come up with a proposed ordinance that would be simple and it addresses their goals. It was sent to the town attorneys for their comments and met with them last Tuesday. They gave some feedback. They sent them an example of an ordinance that they work with for another town. She feels it is very complicated and requires a lot of controls and inspections by the Fire Department. They are not in alignment at this point. She is going to do some research with other towns ordinances and the Central New Hampshire Regional Planning Commission. They will then come up with a second draft

- **TTEMS Dissolution Related Matters**

Mr. Goodine said when dissolution happens with Triton EMS how things will go about transfer of assets and write offs of receivables

One of the questions raised was would it be the Allenstown Selectboard be designating himself. Chief Lambert, and Mark Solimanto as the representatives of the Triton board to make decisions of which assets go to Allenstown or will it be the Selectmen. Since they are meeting all the time to discuss the dissolution, it would be easier to make them the representatives. Pembroke members of the TTEMS board will be making the decision for Pembroke.

With the closeout of financials for 2024, Allenstown would be paying for a half years budget. It could be four months which would take care of the cost of the accounting services for 2024, and

the auditing services for year-end 2023. Money will still be spent for year end 2024 and 2025 so the funds will be disbursed when the auditor sign off on it. David suggests that all receivables be written off no later than December 31, 2024 so that all accounts will be at zero. His reason is simple; if you carry a balance into 2025 then you now have another audit in 2026 for the year ending December 31, 2025. The sooner the balances are at zero; the sooner the balances can be disbursed. Allentown would retain ambulance 3 and Pembroke would retain ambulance 8. Mr. Goodine stated he feels there is no need to wait to start to distribute the assets and the remainder could be done later.

Chief Lambert stated they are just looking for the Boards approval to let them make the decisions. The next meeting is August 9th and they will be meeting monthly going forward. They are just looking for a clear path to move forward without too many hiccups.

Mr. Klawes made a motion that the Board of Selectmen allow the Allentown members of the Tri-Town EMS Board negotiate the dissolution on behalf of Allentown. Ms. McKenney seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Mr. Klawes made a motion to accept the proposal that Allentown will accept ambulance 3 and Pembroke will retain ambulance 8. Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **PFAS Testing Contract**

Mr. Goodine said this is our testing for this year's landfill maintenance. They will be doing the ground water monitoring testing and some additional FAS testing that we need to do. The total contract is \$6650. We will have the November ground water sampling for \$1250, lab analysis for PFAS and for the chloride sulphate \$1100 and \$1650 respectfully, and the data work uploaded to DES \$250, and the periodic summary reports \$2400.

Mr. Klawes made a motion to authorize the Town Administrator to sign the PFAS Testing Contract on behalf of the Board.

Ms. Higham seconded the motion.

A roll call was taken.

Scott McDonald, Aye

Sandy McKenney, Aye

Jim Rodger, Aye

Keith Klawes, Aye

Maureen Higham, Aye

The motion passed. 5-0

• **Kettle Rock Road Update**

Mr. Goodine said the historian went to the state archives and met with one of the surveyors who has several unreported surveys of which he made copies for her and she will be meeting with the other surveyor who did work in the Kettle Rock Road area this week and will get it organized and figure out how to put it together. Hopefully within two weeks she will have something for the Board.

• **Community Power Update**

Nothing to report

TOWN ADMINISTRATOR'S REPORT

Nothing more than the agenda items.

ROAD AGENT REPORT

Mr. Pelissier stated that they are waiting for Advanced. Ridge Road is ready to be reclaimed and paved and they have a little bit of work on Canal St. to do so they can get that on the list. They are waiting for the letters to come in but have received four so far. A neighbor of Mr. Klawes called with a water problem on Kenwood Ave. The problem is that his house sits 100 ft below Deerfield Road, straight downhill. Some water comes down but the resident is more concerned with the water coming off the road. The town would have to dig a trench 8-10 ft down to the property line and would need a guard rail. Another option would be to split the flow in different directions.

Mr. Klawes stated the only way to keep the water from flowing onto the project is to curb it. It would take care of some of his problem but not all of it.

Mr. Pelissier said the option of ditching is not there. He can solve the issue with 782 ft of curb but it would cost us.

Mr. Arsenault asked Chad if he saw anything out there like iron pipes or granite markers so we can delineate what is private property and what is the layout of the road.

Mr. Pelissier said he did not notice any of them. They usually just go by telephone poles as they are usually on town property.

They will have to come up with the money, possibly from the Capital Fund. It may cost \$12,000.

Brady Sullivan really helped them out with the drainage on half of Canal St. They have a lot of work to do in the next couple of weeks. A decision still needs to be made on Canal St. He had originally put out the paving cost for five inches instead of three. He thinks five is necessary but he is not sure based on the budget that they can do it all in one year.

Mr. Arsenault suggest that the Board consider lifting the limitation of the sewer trucks from only going up Canal St. because of the recent development and leave it up to the driver whether or not he is heading towards Pembroke then he would go up towards Canal St. but if he is headed up to Barnstead or whatever he could go straight and that way both roads would be able to handle the trucks a little bit longer.

Mr. Klawes suggested that maybe they make it one way traffic for the trucks to come in one way on Canal and out on Ferry St.

Mr. Pelissier said he thinks they will catch a lot of flack from the people on Ferry St. Mr. Pelissier said the security cameras that the highway department has a dead hard drive again. The system is 100 years old. He thinks the town should go away from that and do something more like Ring or lights or something like that. A police report was filed last week because someone crawled underneath one of the dump trucks and cut the catalytic convertors out of it. He suggests maybe a couple on the front so they have light on the front of the building and maybe one on the back.

Mr. Adinolfo said if you get the high res ones you can get the license plates on cars.

OTHER BUSINESS

Mr. Klawes let the Board know he will not be at the next meeting.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: July 24, 2023**

Ms. Higham made a motion to accept the ratified consent calendar dated July 24, 2023

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

- **Review Minutes:**

- **Non-Public: July 10, 2023**

Ms. Higham made a motion to approve the Non-Public meeting minutes of July 10. 2023.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

• **Public: July 10, 2023 and July 17, 2023**

Ms. Higham made a motion to approve the Public meeting minutes of July 10, 2023 and July 17, 2023.
Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Approve Payroll and Accounts Payable Manifests:

ACH Manifest – 1062 and 1064
Check Manifest - 1063
Non-Check (CC) Manifest – n/A
Town P/R Manifest - 07-13-23

Ms. Higham made a motion to approve the ACH Manifest 1062 and 1064, the Check Manifest 1063, and the Town P/R Manifest 7-13-2023.
Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

NON-PUBLIC AGENDA ITEMS

Chair McDonald made a motion to enter Non-Public session in accordance with the provisions of RSA 91-A:3,II (c) at 8:04 pm. Two Personnel Items for Fire Department, and Two Items dealing with confidential information, but in one Session.

Mr. Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald made motion to exit Non-Public session at 8:58PM.
Keith Klawes seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

Chair McDonald made a motion that the minutes from the Non-Public session be sealed 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
Sandy McKenney, Aye
Jim Rodger, Aye
Keith Klawes, Aye
Maureen Higham, Aye

The motion passed. 5-0

Chair McDonald made a motion that a leave of absence for up to one year be granted to Fire Fighter Vince Savage.
Mr. Klawes seconded the motion.

A roll call was taken.

Scott McDonald, Aye
Sandy McKenney, Aye
Jim Rodger, Aye

Keith Klawes, Aye
Maureen Higham, Aye

The motion passed. 5-0

Mr. Klawes stated that Mr. Savage is going to be going to do some international firefighting in Antarctica and that is really cool.

ADJOURN

Mr. Klawes made a motion to adjourn.

Ms. Higham seconded the motion.

A roll call was taken.

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

The motion passed. 5-0

TOWN OF ALLENTOWN
BOARD OF SELECTMEN
PUBLIC MEETING MINUTES
July 24, 2023

Signature Page

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
<i>M. Higham</i>	10 / 16 / 2023	
MAUREEN HIGHAM, Member	DATE	
<i>Sandra McKenney</i>	10 / 20 / 2023	
SANDRA MCKENNEY, Member	DATE	
<i>Keith Klawes</i>	10 / 14 / 2023	
KEITH KLAUES, Member	DATE	
<i>Jim Rodger</i>	10 / 15 / 2023	
JIM RODGER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Member	DATE
	MAUREEN HIGHAM, Member	DATE
	SANDRA MCKENNEY, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

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10 / 13 / 2023
14:43:02 UTC

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Viewed by Keith Klawes (kklawes@allenstownnh.gov)
IP: 73.142.236.237



10 / 14 / 2023
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10 / 16 / 2023
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10 / 17 / 2023
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