

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

**August 8, 2022**

**Call to Order**

The Allenstown Selectboard meeting of August 8, 2022 was called to order by Chair Scott McDonald at 6:01 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, Maurice Paquette, Allenstown Fire, Jeff Gardner, Fire Captain, Karen Tardif and Tyler Bannister, Allenstown Fire Department

Other: Robert Carter, HL Turner Group

- **Fire Personnel Swearing in Ceremony**

The Fire Personnel Swearing in Ceremony took place outside of Town Hall led by the Deputy Fire Chief Moe Paquette.

He said they want to provide recognition for their achievement and provide them with a new badge for their new office. Lieutenant Jeff Gardner was promoted to Captain on June 13, 2022, Karen Tardif was promoted to Lieutenant on June 13, 2022, and Tyler Bannister was also promoted to Lieutenant on June 13, 2022.

**CITIZENS' COMMENTS**

Mr. Frascinella said the Hometown Hero Banners were installed on Saturday.

He said on Sunday, the Purple Hearts ceremony took place at the Community Center and they are officially a Purple Heart community. They are also located on the Purple Heart trail.

Mr. Frascinella said he finished transcribing an interview with the owner of Hooksett Rental to be published. He is hoping he can recruit others help to conduct additional interviews to spotlight local business.

He reminded the Board of the concert this coming Sunday.

### **REGULAR AGENDA**

- **China Mill Floodplain Map Letter of Amendment**

Mr. Carter of the HL Turner Group introduced himself to the Board.

He said they are working with Brady Sullivan to remove a portion of the property along the river. He said they have updated survey data between the China Mill and the river. They will be moving the base flood elevation and the flood way back to the river side of the retaining wall that is between the building and the river.

Mr. Arsenault said the last time the FEMA plans were developed was 2010 and now there is a new set of plans with improved surveying but they haven't been accepted yet. He said the "Waste Building" is being turned into 8 units and it was in the flood plain but now is being removed out of the flood plain. He said the Letter of Map Amendment just needed a signature to the form and he recommended that the Board take a vote to sign off. The form was discussed at the recent Planning Board meeting and the Planning Board is also in agreement with this plan.

Chair McDonald made a Motion to authorize Mr. Arsenault to sign the Department of Home Land Security FEMA Community Acknowledgement Form regarding Letter of Map Amendment on the Brady Sullivan property at 25 Canal Street. 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.

- **Sewer Department ARPA Grant Public Hearing August 22, 2022**

Mr. Goodine said the Sewer Department received an ARPA grant and he provided a copy of the Grant Agreement for signature and also the Public Hearing Notice that went into the newspaper. He also provided a copy of the Allenstown Conceptual Clarifier and Valuation which is also related to this project.

The Board has the authorization to accept the funds and then authorize the sewer to sign the Grant Agreement.

He said the purpose of the grant is to fund a portion of the engineering process of upgrading the sewer in the amount of \$225,000 and the portion to be paid by Allenstown for the project will come from the sludge reserves. The Public Meeting will be held on August 22, 2022 at Town Hall at 6 pm.

- **Labor Day Meeting Rescheduling or Cancellation**

Mr. Goodine said the next scheduled meeting is for September 5<sup>th</sup>. He said if they cancel the meeting, the next one is on September 19<sup>th</sup>, but they could call for a Special Meeting on the 12<sup>th</sup> like they did on Memorial Day. There will be 3 meetings in October based on the way the calendar falls.

Ms. McKenney a Motion to cancel the meeting on September 5th. Ms. Higham 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.

- **Hillsbrook Assisted Living Update**

Mr. Arsenault said last Monday they received a document from the State Fire Marshall regarding Hillsbrook. He said that the Fire Marshall approved the 1<sup>st</sup> and 2<sup>nd</sup> floor for assisted living. However, the building did not comply with the state's Fire Marshalls interpretation of assisted living, so floors 3 and 4 will be residential apartments. He said they reached out to everyone involved in the project and asked them to attend the Planning Board meeting. A letter was created Thursday morning and went out to all of the owners and team. He said he has not heard from them as of yet and he looks forward to having a discussion with them on August 17<sup>th</sup> with regards to what they plan on doing on floors 3 and 4.

Mr. Arsenault and the Planning Board have concerns regarding the amount of available parking and age restriction. There was a discussion amongst the Board regarding appropriate ages.

Mr. Arsenault asked for additional funds in the Escrow account so they could have their attorney review it. He said when it is finished, they will be looking for a Certificate of Occupancy but he will need to be satisfied that it complies with all of the laws and regulations. He will wait to hear from the owners.

Mr. Arsenault said the original decision by the Planning Board was to have the entire building be assisted living regardless of age requirements. He agreed with Mr. Goodine that they want to keep it under the same ownership as opposed to selling the top floors as condos.

Mr. Klawes asked if they would have to go back to the Zoning Board to get authorization to sell them off as condos. Mr. Arsenault said it predated his time here and the original concern was for wetlands. Mr. Goodine said he would think they'd need a variance to put residential homes in.

Mr. Arsenault said they will have a lot of concerns for the Planning Board meeting.

- **Administrative Assistant Position Update**

Mr. Goodine said the final deadline for applying is August 11<sup>th</sup> and then they will get together to review the resumes. He said they have at least 40 applications. He said they will only interview 6-8 applicants. Ms. McKenney said there are a few applicants that have computer skills but not so much zoning and planning.

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

Mr. Goodine said there will be a second round of funds coming in from the ARPA and they will have to figure out what they are going to do by 2024.

Chair McDonald asked about the Block Grant. Mr. Goodine said they get it every year and this one will be around \$58,000. He said its federal money and also a municipal portion of the gas tax that gets put into a fund. He said it all gets used on paving but it could be used on anything related to roads.

### **TOWN ADMINISTRATOR REPORT**

Mr. Goodine said the Town Clerk is a bit worried about an issue with the Pembroke Town Clerk who had a planned vacation which led to some complaints. Allenstown will now need to help them out with car registrations. This situation could impact the number of people in line at Town Hall but they won't know until it happens.

He said there is an email in the Board's folder regarding Community Center solar funding and whether the Town wants to invest to gain a discount on electricity. The Community Center has an easement and the right to put it on the roof.

He said he has some documents that he needs signed including a Quit Claim deed that he needs the Chairman to sign for taxes that were paid off. They are quit claiming it back to the previous owner.

Mr. Klawes made a Motion for Chair Scott McDonald to sign the Quit Claim Deed for Map 409-33 Lot 30. Ms. Higham 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.

Mr. Goodine said he has an elderly deferment. During the closing, they had to pay back the deferment from 2011 in the amount of \$14,097.23. He said he has a discharge of that deferment lien for Map 107-12 Lot 161 at 39 Parkwood Street.

Ms. McKenney made a Motion to authorize the deferment from 2011 in the amount of \$14,097.23 for Map 107-12 Lot 161 at 39 Parkwood Street. Mr. Rodger 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.

Mr. Goodine said we are now in a moderate drought again.

Mr. Goodine said he provided the Gatsas report to the Board. Eversource provided an informational memo regarding energy charges and the gas market and suppliers.

Mr. Goodine said the State ended up signing Chief Stark's camera grant.

He said that Waypoint had requested their money along with Cap that they give every year. There were also some changes to Xfinity.

Mr. Goodine placed a payroll change form in the Board's Consent Calendar.

Mr. Goodine said Sheriff Croft, Merrimack County Sheriff, will be in for the next meeting on the 22<sup>nd</sup>.

He said he has 5 items to discuss in non-public.

#### **ROAD AGENT REPORT**

N/A

## **OTHER BUSINESS**

Ms. McKenney said she went to the Sewer dedication for the Pump Station and they did a nice job.

She asked if anyone on the Board was going to walk or drive in the parade for Old Homes Day.

Mr. Goodine said there is training on Wednesday on the new housing/ land use laws.

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

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated August 8, 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

- **Review Minutes:**

- **Non-Public: July 25, 2022**

Ms. Higham made a Motion to approve the Non-Public meeting minutes of July 25, 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.

- **Public: July 25, 2022**

Mr. Goodine made minor spelling changes.

Ms. Higham made a Motion to approve the public meeting minutes from July 25, 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: 1055; Check Manifest: 1056; Non-Check Manifest: 1054; and Town P/R Manifest dated 07-28-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payable Manifests: ACH Manifest: 1055; Check Manifest: 1056; Non-Check Manifest: 1054; and Town P/R Manifest dated 07-28-22. 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, Five Items**

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 7:31pm. 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 8:58 pm. 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.

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. 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.

Chair McDonald made a Motion that they approve the discussed tax payment plan related to Property Map Lot 00107-000012-000170 in the amount of \$300 per month. 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.

Mr. Klawes made a Motion to allow the Town Administrator to go into contract with Gale Associates with the purpose of preparing the Town's 2022 MS-4. 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.

Mr. Klawes made a Motion to adjourn at 9:01 pm. Ms. Higham 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**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**August 8, 2022**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
	09 / 19 / 2022	
SCOTT MCDONALD, Chair	DATE	
	09 / 08 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	09 / 18 / 2022	
MAUREEN HIGHAM, Member	DATE	
	09 / 18 / 2022	
KEITH KLAUES, Member	DATE	
	09 / 16 / 2022	
JIM RODGER, Member	DATE	
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

<b>TITLE</b>	August 8, 2022 BOS Minutes
<b>FILE NAME</b>	BOS_Minutes_08.08.2022.pdf
<b>DOCUMENT ID</b>	dbd23ed4e9c35bc0a318393d7ecdb3a47f22bcd8
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

## Document History



SENT

**09 / 07 / 2022**

23:55:33 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: 64.222.96.214



VIEWED

**09 / 08 / 2022**

14:33:19 UTC

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



VIEWED

**09 / 08 / 2022**

14:45:37 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 174.196.204.124



SIGNED

**09 / 08 / 2022**

14:46:25 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)  
IP: 174.196.204.124

<b>TITLE</b>	August 8, 2022 BOS Minutes
<b>FILE NAME</b>	BOS_Minutes_08.08.2022.pdf
<b>DOCUMENT ID</b>	dbd23ed4e9c35bc0a318393d7ecdb3a47f22bcd8
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

## Document History



**09 / 14 / 2022**  
14:49:01 UTC

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**09 / 17 / 2022**  
03:37:35 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)  
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**09 / 17 / 2022**  
03:38:54 UTC

Signed by Jim Rodger (jrodger@allentownnh.gov)  
IP: 73.186.21.161



**09 / 19 / 2022**  
00:35:17 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)  
IP: 98.217.115.137



**09 / 19 / 2022**  
01:31:13 UTC

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IP: 64.222.96.214



**09 / 19 / 2022**  
01:31:50 UTC

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TITLE	August 8, 2022 BOS Minutes
FILE NAME	BOS_Minutes_08.08.2022.pdf
DOCUMENT ID	dbd23ed4e9c35bc0a318393d7ecdb3a47f22bcd8
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

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**09 / 19 / 2022**  
14:22:24 UTC

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IP: 64.222.96.214



COMPLETED

**09 / 19 / 2022**  
14:22:24 UTC

The document has been completed.