

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

August 22, 2022

Call to Order

The Allenstown Selectboard meeting of August 22, 2022 was called to order by Chair Scott McDonald at 6:03 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 (joined 5 minutes into the meeting), Allenstown Fire, Chief Lambert, Jeff Backman, Sewer Department, Michael Trainque, Hoyle, Tanner & Associates, Chad Pelissier, Highway Department (joined 5 minutes into the meeting), Peter Warburton, Superintendent, Kathleen Pelissier, Town Clerk.

PUBLIC HEARING

- **Public Hearing re: RSA 31:95-b Section III, Unanticipated Acceptance of Funds more than \$10,000.**

Mr. Backman said the Grant is for the engineering cost of clarifier upgrades in the amount of \$225,000. He said the ones that were originally put in were undersized, so they have been waiting for this for a long time. The grant is for 35% of the total cost.

He said the balance of the money is to come from the Towns of Allenstown and Pembroke.

Mr. Backman said for construction, they will start slowly from the increase in the sewer rates by \$7.00 each quarter per resident. He said once the Board approves it, they will send something in the mail to the residents. He said it won't show up in the bill until April 2023.

Mr. Backman said the engineer is to start in one year if they get the funding to start building. They haven't yet applied for it. The construction process will take up to three years. He said there is a lot of federal money out there.

Ms. McKenney said a lot of utility bills are going up and she had concerns about that.

Mr. Backman said they also want to be ready for possible sewer extensions such as down River Road or over by Chester Turnpike and a portion of the increase may go towards this.

The cost of the engineering is estimated to be \$750,000 and the construction of the project will be another estimated \$7 million.

Mr. McDonald asked if they don't extend the sewers and increase the capacity of the clarifiers, then there really isn't much left to develop in town? He asked who would be the beneficiary in the short term of the increase in capacity? Mr. Backman responded that operationally, Allenstown would benefit from not having to hire additional operators.

Mr. Klawes asked what happens if they do not get the grant. Mr. Backman said the mechanisms in the clarifier are the originals, and approximately 50 years old so if one were to fail it would be catastrophic.

Chair McDonald said if there were no other questions regarding the grant, then he will close the public hearing at 6:18 pm.

Ms. McKenney made a Motion to apply/ request, accept and authorize signing of the grant agreement by Jeff Backman and Chair McDonald for an ARPA grant of up to \$225,00 from the NH Department of Environmental Services for the purposes of funding a portion of the engineering costs of clarifier upgrades. 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.

REGULAR AGENDA

- **Sheriff David Croft**

Sheriff Croft introduced himself to the Board. He said he has been trying to visit all of the Town Select Boards in Merrimack County to give an overview of what his office does since they represent a portion of Allenstown's tax bill.

He said that he has a staff of 70 including both sworn and civilian personnel broken into different agencies. He said the Civil Department is their biggest money maker in the amount of approximately \$300,000 per year.

One of the hardest jobs they face are evictions which happen every Wednesday. Sheriff Croft said they know in advance who they will be evicting and research these individuals in an attempt to bring them resources on the day of the eviction that could help them. He said this has had an 80% success rate.

Sheriff Croft said they also have a transport unit that has slowed down a bit since Covid.

He said he has two employees that look for people with active warrants, as well as three detectives that supply service to the communities that may not have the resources or personnel to handle some cases.

Sheriff Croft said that he received a federal grant one year ago that brought an individual that is an expert in Internet Crimes Against Children which was much needed during the pandemic.

He said their Communications Department dispatches for 17 different communities throughout Merrimack County. He said this department is the hardest place to keep employees and it is rather like a revolving door because of the stress level.

Sheriff Croft said they also have a department that provides security to the Courts. He said they also teach the DARE program in communities that need it.

Ms. McKenney thanked him for coming in.

- **Fire Chief Updates on Various Matters**

Chief Lambert said he has spoken to Mr. Goodine about some things that are going on down at the station regarding projects, etc. He said that the bay area work is complete and the Board is welcome to come down to look at it.

He said they did have an issue with an air dryer in the attic which needed to be fixed which was a bit costly.

Chief Lambert said the other issue is with the sprinkler system which had a leak. He is hoping to get some quotes back within the next three to four days.

He said and a shaft was found with a split inside of a pump of a truck and it was a good thing it was found before the pump was destroyed. They are hoping the truck will be back in service by the end of next week.

Chief Lambert said he received notification from the State that they are able to qualify for a grant for forest lands communication equipment. He said it is a 50/50 matching grant and they have used it last year to buy some new pagers. He said the grant will pay up to \$2,400 or 50/50 to replace the rest of the pagers that are archaic and he is hoping they can use their Capital Reserve for that.

Chief Lambert said he will introduce the two new hires at the next meeting.

Ms. McKenney said the inside of the fire station looks wonderful as they have done a lot of work.

- **New School Update and Waiving the Building Permit Fees**

Mr. Goodine said there is no one present that can speak about this. Mr. Klawes said the Building Permit Fees are about \$140,000, which regardless of who is paying for it, is kind of ridiculous. He said he does not think there is anything to be worried about as far as their funding goes. There are some modular components that could bring the price point down.

Mr. Klawes said regardless of which department it is, it is crazy to pay permits and building fees to their own town. He said if the \$140,000 in permit fees does not get spent, then it gets sent back to the taxpayers. He said the contract is with Milestone.

Superintendent Warburton said he would like to sit down with the Selectboard and discuss the finances soon which will be beneficial for everyone. The Board discussed putting something together for August 29th.

Mr. Arsenault said he wanted to clarify that the Police Department had a new patrol room that was done and when that project went out to bid, it was up to the contractor to obtain the building permit which he did and paid for. He said the same thing applied for the sewer pump station and if the new garage at the Highway Department were being built then it is up to the contractor to get a permit. Mr. Arsenault said if he had his way, it wouldn't be included – it would be a wash or no permit would be issued or there would be no fee for it.

He said he is not sure if the new school if they would carry a building permit fee, but he would just like to clarify some comments made earlier. Chair McDonald said they would find out more information at the meeting next Monday.

Mr. Goodine, Mr. Pelissier and Mr. Klawes discussed the subject further.

Chair McDonald made a Motion that they table the subject until they have their meeting with the Superintendent and receive more information. 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.

- **Hillsbrook Assisted Living Update**

Mr. Arsenault said that they came before the Planning Board this past Wednesday and it went quite well. He said that all of the concerns that he had were explained and corrected. He said that they have a four story building and it is licensed by the state for Floor 1 and 2 to be Assisted Living (half of the first floor will be memory care). Mr. Arsenault said the State Fire Marshall is inspecting the whole building for fire code, sprinklers, etc. but the state is only going to license the first and second floor.

He said the good news is the Planning Board is going to receive a letter from their Attorney that will state the 3rd and 4th floor will only be apartments for people that are 65 and older and for people that are able to utilize the activities on the 1st and 2nd floor. He said the people that rent on the 3rd and 4th floor will eventually need services on the 1st and 2nd floor.

- **Administrative Assistant Position Update**

Mr. Goodine said they received a decent amount of resumes and they narrowed it down to five that they thought were fairly solid and will have to go back to look at the ten maybes for reconsideration.

He said they have interviews set up for this week.

- **Temporary Asst. Town Clerk Hire/ Appointment**

Mr. Goodine said this will be discussed in non-public.

- **Appointments?**

Mr. Goodine said they may have some potentially at the next meeting.

- **Another Public Hearing- Local Road and Bridge Additional Funds- September 19, 2022**

Mr. Goodine said the body cam was authorized as well as additional highway block grant that he alluded to at the last meeting in the amount of \$76,452.76. He said they are going to have to get further clarification because a lot of times they will treat that as income but they should be able to spend it as unanticipated revenue as they would a grant.

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

Mr. Goodine said he does not have any updates at this time.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said he has the Alteration of Terrain Permit for the school, the Police Chief's report, the Gatsas report and CAP thank you letter.

He said they want to know if anyone is participating in the Old Homes Day parade and they are also looking for judges to judge the floats.

Ms. McKenney asked if the Board was meeting on the 13th. Mr. Goodine said no.

Mr. Goodine 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.

ROAD AGENT REPORT

Mr. Pellisier said that they are not paving two roads this year because of money. He said they are paying \$2.20 per gallon for their diesel until their allotment runs out and then they will have to start paying \$4-\$5 per gallon starting as early as October.

Mr. Pelissier said they are over budget for salt and sand already and asphalt has also gone up. He said if they get more money, great and if they don't then he plans to encumber ARPA funds that they have left over.

He doesn't have the plans in front of him but knows that a road they are going to pave next year is Bartlett and the following year will be Letendre.

Mr. Pelissier said he got a price to reconstruct Chester Turnpike, River Road from the school and a small part of Canal Street and if they do it out of their budget, they should be able to do it in 5 years. If that is what they want to do, they would probably have to bond those roads.

Mr. Pelissier said the two roads they decided not to pave today are the hill on Deerfield Road and part of Clearview. He said that was going to be the last road they did anyways because he would rather do the whole road at Clearview.

He said they need to complete the double yellow line on Deerfield Road which is 8200 feet which he believes helps with traffic. He said the cost is \$4,182. They put it out to five companies and have one company that is willing to do the work which is the same company they have used in past years.

Ms. McKenney made a Motion to approve the expenditure of funds in the amount of \$4,182 (or \$.51 a foot) to put a double yellow line on 8200 feet of Deerfield Road. 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.

Mr. Pelissier said that he would like to some crack sealing. They contacted several vendors and the only one willing to do it is for the price is Indus. He said that they are willing to do it with Pembroke's bid as long as they do it at the same time.

Ms. McKenney made a Motion to approve the expenditure of funds for 5580 lbs (\$2.04) per lb. at the cost of \$11,383.20 to seal cracks in the roadway. 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

Mr. Pelissier said in the past they have done a three year contract for their catch basin cleaning and street sweeping and it's time to look for a new contract. He said he received two different bids for street sweeping and of those two, Talco came in with the cheaper bid.

Ms. McKenney made a Motion to approve a contract to hire Talco Enterprises to perform the street sweeping in Allenstown for \$140.00 per hour for the years of 2023, 2024 and 2025.

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. Pelissier said for the catch basin cleaning, Felix has always done it in the past but they have been bought out. They received two bids. Eastern Pipe was \$200 per hour which ends up to be \$1,600 per

day and \$1250 for a half day. Bellemore charges \$1480 per day. He said the other thing that Bellemore does is a safety inspection of each basin and issue a written report.

Ms. McKenney made a Motion to approve the contract with Bellemore for \$1480 per day. 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.

Mr. Pelissier said all the utility poles on Valley Street are finally gone and it took them 23 months. He is hoping by the second or third week of September, they will have a new road.

Mr. Pelissier said they were able to put in 7 Purple Heart signs and the state put in 2.

CITIZEN'S COMMENTS

Mr. Frascinella said that he heard that Brady Sullivan was going to build a new performance stage for the Town of Pembroke. He said that they should look into this for the Town of Allenstown.

He said that Catfish Howl had 50-60 people attend and cruise night had about 12-15 cars. He said they forgot to get signage for cruise night and they will do this for the next one.

Mr. Frascinella said there have been no new updates about the new school since July 25th so he asked about it and was told that updates were being sent to the SAU every Monday and did not realize they weren't being published.

Ms. Pelissier said there has been a lot of calls regarding interest in the Hometown Hero Banners and she had trouble utilizing the website to find information about it. She asked Mr. Frascinella and Mr. Goodine to put the information somewhere where residents can easily access that information.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated August 22, 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.

- **Review Minutes:**

- **Non-Public: August 8, 2022; Public: August 8, 2022**

Ms. Higham made a Motion to approve the Non-Public meeting minutes of August 8, 2022 and the Public meeting minutes of 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

The motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: 1057, 1060 and 1061; Check Manifest: 1062; Non-Check Manifest: N/A; and Town P/R Manifest dated 08-11-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payable Manifests: ACH Manifest: 1057, 1060 and 1061; Check Manifest: 1062; Non-Check Manifest: N/A; and Town P/R Manifest dated 08-11-22. 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- Three Items, Two Sessions

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 8:03PM . 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 return to public session 8:40 pm. Chair McDonald 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 enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 8:40PM. 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 return to public session 9:45 pm. Chair McDonald 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 the motion to waive the Nepotism Policy, and hire Teagan Plummer for 5 to 10 hours as a temporary Asst. Town Clerk at Grade 4, Step 1, appointment being for 90 days. Seconded by Ms. McKenney.

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

The motion passed unanimously.

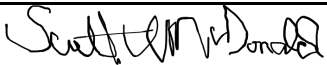
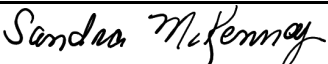



Mr. Klawes made a Motion to adjourn at 9:46 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
August 22, 2022

SIGNATURE PAGE

Original Approval:		
	10 / 12 / 2022	
SCOTT MCDONALD, Chair	DATE	
	10 / 18 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	10 / 15 / 2022	
MAUREEN HIGHAM, Member	DATE	
	10 / 12 / 2022	
KEITH KLAUES, Member	DATE	
	10 / 16 / 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 KLAUES, Member	DATE
	JIM RODGER, Member	DATE

TITLE	August 22, 2022, BOS Minutes
FILE NAME	BOS_Minutes_08.22.2022.pdf
DOCUMENT ID	6741732fe051ab0465ae8107581c8a46804c9825
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

10 / 11 / 2022

22:33:19 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

10 / 11 / 2022

22:39:54 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)
IP: 174.242.73.198



VIEWED

10 / 12 / 2022

12:23:32 UTC

Viewed by Scott McDonald (smcdonald@allenstownnh.gov)
IP: 64.222.96.214



SIGNED

10 / 12 / 2022

12:23:46 UTC

Signed by Scott McDonald (smcdonald@allenstownnh.gov)
IP: 64.222.96.214

TITLE	August 22, 2022, BOS Minutes
FILE NAME	BOS_Minutes_08.22.2022.pdf
DOCUMENT ID	6741732fe051ab0465ae8107581c8a46804c9825
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



10 / 12 / 2022
14:41:59 UTC

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



10 / 12 / 2022
14:42:12 UTC

Signed by Keith Klawes (kklawes@allentownnh.gov)
IP: 50.237.188.172



10 / 15 / 2022
20:40:58 UTC

Viewed by Maureen Higham (mhigham@allentownnh.gov)
IP: 64.222.96.214



10 / 15 / 2022
20:43:26 UTC

Signed by Maureen Higham (mhigham@allentownnh.gov)
IP: 64.222.96.214



10 / 17 / 2022
01:34:18 UTC

Viewed by Jim Rodger (jrodger@allentownnh.gov)
IP: 64.222.96.214



10 / 17 / 2022
01:35:01 UTC

Signed by Jim Rodger (jrodger@allentownnh.gov)
IP: 64.222.96.214

TITLE	August 22, 2022, BOS Minutes
FILE NAME	BOS_Minutes_08.22.2022.pdf
DOCUMENT ID	6741732fe051ab0465ae8107581c8a46804c9825
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SIGNED

10 / 18 / 2022

19:12:46 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 174.196.207.220



COMPLETED

10 / 18 / 2022

19:12:46 UTC

The document has been completed.