

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street, Allenstown, NH 03275
October 4, 2021

Call to Order

The Allenstown Selectboard Meeting of October 4, 2021 was called to order at 6:00 PM by Chair McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Excused: Maureen Higham

Allenstown Staff: Derik Goodine (Town Administrator), Brian Arsenault, (Town Enforcement Officer), Paul St. Germain (Fire Chief), Mike Stark (Chief of Police), Chad Pelissier, (Road Agent), Michael O'Meara (Planning Board), Deb Bender

Others: Ron Adinolfo (Resident), Diane Adinolfo (Resident), Sheryl Pratt (Auditor), Ryan Gibbons (Auditor), Evan Boisvert (Assessor), Sandy Lambert (Resident and new Budget Committee member)

Citizens Comments

None.

REGULAR AGENDA

- **Audit Presentation**

Sheryl Pratt introduced herself and Ryan Gibbons on behalf of Plodzik and Sanderson, PA and said she was there to go over the audit, which overall went very smoothly.

She said page 1 of the report is the "Opinion Letter". She said they come in to look at their financial statements to make sure that they are fairly stated in all material respects, and if not, they have to explain why in a paragraph.

Ms. Pratt said the Town of Allenstown did receive an unmodified opinion on the General Fund and the Public Safety Services Holding Fund and Aggregate Remaining Fund. She said the Governmental Activities, Business-type Activities and Major Proprietary Fund (Sewer Dept.) received an adverse opinion because the capital assets of those opinion units were not accounted for. She said once those are put on a capital asset listing, they would then be able to record them fully and the adverse

opinion would be removed.

Ms. Pratt asked the Board to turn to page 11, Exhibit C-1, which is the balance sheet of all the Governmental Funds of the Town. She said the one people are most interested is the General Fund which shows the total assets of \$4,030,024 as of December 31, 2020. She said the liabilities totaled \$8,098 and there was unavailable deferred revenue of \$292,907. The remainder of that is the unbalanced, which is \$3,729,019.

She said that GASB 54 changed the way the fund balance was reported. Ms. Pratt said there are 5 different buckets of fund balance, including the following: Non-spendable balance of \$8,547, Restricted balance of \$8,000, Committed balance of \$846,267, Assigned balance of \$106,320 (represents encumbrances at the end of the year), and Unassigned balance of \$2,759,885. GASB 54 said that any funds that gets substantial funding from another fund have to be blended with that fund. She said that money can only be used for specific purposes that get voted on at annual Town Meeting or because they are Agents to expend as a Board from the trust funds.

Ms. Pratt said on page 58, Schedule 3 breaks down the Unassigned balance of \$2,759,885 for the fiscal year ending December 31, 2020. She said the Unassigned Fund Balance on the budgetary basis would be \$2,854,130 is the amount the Town would look at to offset taxes when they go to set their tax rate. She said to report it on a GAAP basis, they also have to factor in the "60 day rule" on property taxes. She said they have to eliminate the allowance for uncollectable taxes they record because that would be double counted, to get to the Unassigned Fund Balance on the GAAP balance which is shown on Schedule 3.

She said that due to Covid, they had received more money than they budgeted and spent less money than they budgeted.

Ms. Pratt said there are various notes to the financial statements which will give key information which will explain some material numbers shown in the front exhibits. She said in the back of the report, there are schedules 4 and 5, which represent the non-major funds in the Town that are not material to the financial statements so they do not get reported individually.

She said if there were material weaknesses in the report or significant deficiencies, then there would be a letter at the back of the report that spelled this out. She is happy to say, she did not find any.

Ms. McKenney asked if they were doing a good job. Ms. Pratt said that regarding sewer, in the Governance Letter, there are a few recommendations which are not significant. She said for example, they would want to make sure their policies are up to date, as things evolve.

Ms. Pratt does recommend that their capital assets be fully inventoried.

- **Police Department Personnel Update**

Chief Stark said they have the Oral Board scheduled for Thursday at 8 am at the police station, and he could use a couple more volunteers from the Board to attend. He said there will be approximately 7 candidates. Jim Rodger and Sandy McKenney will go on behalf of the Selectboard.

- **Fire Department Personnel Update**

Chief St. Germain said they did make an offer after last meeting to Steven LaPorte who agreed to the conditions of the offer. He said there is some additional paperwork he has to complete but is at the meeting to make it official before the Selectboard.

Ms. McKenney made a Motion to hire Mr. LaPorte at Code Firefighter and Chief at the rate of \$21.12 per hour effective today, October 4, 2021. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger, Aye

The Motion passed unanimously.

- **Assessing Records and Land Use Actions**

Mr. Adinolfo said back in 2018, Diane Adinolfo was the legal power of attorney for Aline Guertin who owned the property at 47 Granite Street which was later sold because the resident went into a Suncook Home. He said prior to it being sold, the property was looked at and it did not meet the qualifications of a two family dwelling because of how it was structured. Diane Adinolfo went before Planning Board, to request a change to this property from a 2 family residence to a single family with an accessory dwelling unit (ADU) since it met the requirements. He said this was done to align the property with current zoning and code requirements prior to placing the property for sale.

Recently, because of renovations happening at the property and other activity, he pulled the property card and it said the home was a 2 family apartment and there was no indication that there was an ADU. He called Mr. Arsenault asking if they could do something about this because of the circumstances and situation, there could be some potential problems. Mr. Arsenault called their assessor asking if they could do it and received an email that said, "We do not differentiate between a legal one family ADU and a two family ADU in our database. In most towns it is impossible to know if it is a legal ADU or 2 family. So they assess what is there and it's something they can do in the future but they currently don't do it now for assessing purposes only."

Mr. Arsenault said the accessory dwelling unit shall be located on a lot containing a single family home. The owners must not occupy more than the single family home or the accessory dwelling unit. He said that it also states that if it is proposed to be larger than 775 sq. ft., the accessory dwelling unit may not exceed more than one half of the total floor area of the single family dwelling. He said he does feel any need to change this ordinance. Chair McDonald said that this ordinance has been on the books since 2017 and they have approved 3 ADUs in the Town of Allenstown.

Mr. Adinolfo said the property behind his barn has had in in-law apartment way before 2017 and it was assessed as a 1 family and then there is a note that says in-law apartment. Mr. Adinolfo said 2 family is only allowed in residential as an exception to the Zoning ordinances. He said technically,

the problem here is it says 2 family with nothing in the comments and the fix here would be to edit the ADU to 1 family otherwise it misrepresents the property in the assessment card which real estate individuals and residents can pull off the database as public information. He said this could cause problems in the future if the assessing record states there was a single family and no ADU. Mr. Adinolfo said that he would volunteer his time assessing for nothing because Allenstown has a good reputation and they do not need a bad reputation amongst assessors. He said it should say 1 family with an ADU, and a comment "in laws" so as to not misrepresent the property.

Mr. Adinolfo said he just wants to straighten out the property cards. Mr. Boisvert said they would have to research everyone to find out which ones are legal and which are an ADU, so that he can add a notation. Mr. Adinolfo said there are only three that they know of.

Chair McDonald said that the ADU is a relatively new concept in the RSAs and with that said, the property cards should say 1 family and there should be a notation that it is an ADU. He said that can be easily done and it is the proper and consistent thing to do.

Mr. Goodine said he is guessing they use the 2 family because it plugs in the value of the 2 family homes for these particular ones, and asked if they switch to 1 family, does it switch the values? Mr. Boisvert said there is no value change, that is just how they find it.

Mr. Goodine said he would think they need to create a new classification, so 1 family, 2 family, etc. and make a new scale. There was discussion amongst the Board regarding this.

Chair McDonald said if it's a matter of changing the codes, it would be a simple way of taking care of it.

Mr. Pelissier asked if there was a difference in their ordinance of a ADU versus an in-law apartment. Mr. Arsenault said he did not think an in-law was ever validated by state law but he did know ADU was. He said if you have a single family home and you are building something for a relative, you can build a kitchen or bedroom based upon a septic. He said an in-law is for a relative, and not to rent out to someone else.

Mr. Boisvert said what is put on the property card, he has no authority to say what is legal and what is not.

Mr. Adinolfo said it is a legal document stating what the residence is, and if you fail to put the correct information on the card, how are people to know. Mr. Boisvert said they could add ADU on the land card and he has to look further as to whether they have to change the code. Mr. Adinolfo said Alice Guertin paid to have this property sold with the correct description and if a property is not disclosed properly, there could be problems.

There will be further research info this.

- **Appointment of Budget Committee Member**

Chair McDonald presented a Certificate of Appointment to Sandra Lambert, of Allenstown, NH whereas there was a vacancy for a member of the Budget Committee. He said they have confidence

in her ability and integrity to perform the duties of said office and they do hereby appoint her as a member of the Budget Committee. He said her term will expire on March 8, 2022.

Mr. Klawes said the Budget Committee asks questions of the candidate and then votes whether to accept them or not.

Ms. Lambert introduced herself to the Board.

- **Paving Update and Approval of Costs**

Mr. Pelissier said they estimate Granite Street to be 26 ft. wide because they do not measure it the whole way, and this is general in the industry. He said some of Granite Street is a little bit wider than that. They went a bit over on that part of it by 12% or so.

Mr. Pelissier said the bigger issue is if you went down Granite Street the weekend after they paved, you could see the wash out because they had an issue with the paver machine and they had to lay pavement without the berm. He said the berm is not being put in place and it's going to be an additional charge. He said typically Cape Cod berm runs around \$7.00 a foot but they are getting it at \$5.00 a foot, which was a compromise.

Mr. Pelissier said they paved Theodore and they are planning to berm it as well, and the do the sidewalks.

He said they are looking at 900 ft. for the berm on Granite Street at \$5.00 foot. The extra paving amount will be approximately \$4,500.

Ms. McKenney made a Motion to approve the extra costs of the additional paving material and the Cape Cod berms. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Highway Department Per Diem Employee**

Mr. Pelissier said they lost an employee but he did offer to stay on if needed in case of a snowstorm, etc. and he can work around his current schedule. He said his pay rate would remain the same but would be exempt from vacation, sick days, etc.

Mr. Klawes made a Motion to accept Joseph Curcio as a per diem highway employee. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Pelissier said he had a couple of resumes come in over the weekend. Mr. Goodine said it the job was posted in many places aside from the Town website.

- **Blueberry Express Sign Installation**

Mr. Goodine said the sign is out on the Village Green and it is two sided, and faces the road. He said they will do a formal presentation at the next meeting and they can look into a solar light.

Mr. Klawes said they should also put solar lights on the bears both in and out of town.

- **Economic Revitalization Zone Renewal**

Mr. Goodine provided some information on this subject to the Board. He said it is a state program but they have to approve it in order to continue on. He said it expires soon.

Mr. Goodine said it gives new companies that move into town some tax breaks for creating a living wage job. He said their zone covers a big portion of it.

Mr. Klawes asked if it includes where the current schools are now. Mr. Goodine said it looks like it does.

Mr. Goodine said they do need a public meeting for input.

- **Budget Discussion and Update**

Mr. Goodine provided the schedule for the budget meetings and it was discussed.

He said the updated COLA for the upcoming year is 7.3% which he thinks is too high, and this would increase the budget \$75,000. They suggest that the COLA for 2022 not exceed 2%, and with the steps it is 4%. Ms. Bender said the 4% is still a nice bump, and its sustainable and next year, it could be adjusted.

Mr. Pelissier said what scares him about the increase is that we do not yet know where insurance is going and he would hate to see employees take home less this year compared to last year. He said they have to be careful because they have lost employees due to money. Mr. Klawes agreed with him but they still need to be careful.

Ms. Bender said the risk is that the budget won't pass in March if they increase the rate.

Mr. Klawes said they should just be talking about the COLA increase. Mr. Goodine said he did not think 3% would be too bad.

Mr. McKenney made a Motion to increase the Cost of Living Adjustment to 3%. Mr. Rodger seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- No

Jim Rodger- Aye

The Motion passed 3-1.

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

Mr. Goodine said that the first reporting for non-entitlement is April 9th and if they haven't spent it, by then, they still do not need to submit a report.

He said he is meeting with the Superintendent and the new Project Manager for the school on October 5th along with Mr. Backman and Mr. Gagne to discuss sewer and water to get an idea if that is a good use in funds.

Mr. Goodine is also waiting for other state funds for sewer and water type projects.

TOWN ADMINISTRATOR'S REPORT

With regard to tax payment plans, Mr. Goodine said he had one client that had to change the lump sum. He had received five under application, and only one is on his deed list. Mr. Goodine said he doesn't want to have a special meeting regarding this, but would rather do some phone conferencing.

Mr. Goodine said that after October 5th, if they haven't contacted the Town, they will have to pay the full amount or get evicted.

He said the Parks should also be forcing their residents to keep up with their taxes.

Mr. Goodine said that he provided the Board with a copy of the testing on the Community Center, as Chair McDonald noticed the smell of fuel.

He said upcoming, they have a complete Streets Application, \$3.6 million budget going into the 10 year NH State Transportation plan for Main Street to replace the sidewalks, repaint the roads, etc. There is an upcoming meeting at NHDOT on October 19th at 7 pm.

Mr. Goodine said that he provided the 5 year student counts and they were supposed to do the counts last week and he hasn't seen anything yet.

He said they could invite in the Town Engineer, they are on a year to year project.

Mr. Goodine said with regards to other documents they provided to the Board, the MS4 year 3 report went in last week and also they received another Summons for an Appeal of their valuation for the year 2020.

Mr. Goodine said he included several abatements that are all at Pinewood Campground and if they stay there and aren't registered, they get taxed.

Mr. Klawes made a Motion to abate Map Lot 104-1-29, Map Lot 104-1-75, Map Lot 104-1-20, Map Lot 104-1-18, and Map Lot 104-1-17. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- No

Jim Rodger- Aye

The Motion passed 3-1.

Mr. Goodine said that they received correspondence from NH Department of Public Safety regarding the desire to adopt new rules pertaining to significant tuition discounts for Firefighter training courses.

CONSENT CALENDAR, MINUTES AND MANIFEST

- **Ratify Consent Calendar: October 4, 2021**

Ms. McKenney made a Motion to approve the Consent Calendar of October 4, 2021. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**

Public: September 20, 2021

Mr. Goodine did make a change and provided the corrected version to the Board.

Ms. McKenney made a Motion to approve the public meeting minutes from September 20, 2021. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

Approve Payroll and Accounts Payable Manifests:

- **ACH Manifest 1106, Check Manifest 1107, Non-Check Manifest: 1105 and Town P/R Manifest 09-23-21**

Ms. McKenney made a Motion to approve the ACH Manifest 1106, Check Manifest 1107, Non-Check Manifest 1105, and Town P/R Manifest 09-23-21. Mr. Klawes seconded the Motion.

Roll call vote was taken.

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

The Motion passed unanimously.

There is a discussion regarding two trees on Granite Street that may need to be taken down, and another on River Road on a property owned by the Town. Mr. Pelissier said he did not want the trees to fall and injure anyone.

- **Review Minutes:**

Non-Public: September 20, 2021, Sessions I, II, III, IV

Mr. Klawes made a Motion to approve the Non-Public Meeting Minutes, four sessions for of September 20, 2021. Ms. McKenney seconded the Motion.

Roll call vote was taken.

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

The Motion passed unanimously.

Non-Public Agenda Items

Chair McDonald made a Motion to enter into non-public session at 8:30pm in accordance with the provisions of RSA 91-A:3, II (b). Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:50PM pm. Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

No motion to seal was necessary as the next motion will make it clear what was discussed in Non-Public.

Mr. Klawes made a Motion to appoint Eric Lambert as Interim Fire Chief effective upon a vacancy in the position of Fire Chief, or October 31, 2021, whichever comes first, with a term to serve until a permanent Fire Chief was named and appointed, Ms. McKenney seconded the Motion.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Chair McDonald made a Motion to enter into non-public session at 8:56pm 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

Keith Klawes- Aye

Jim Rodger-Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:37pm. Ms. McKenney seconded the motion.

A roll call was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The motion passed unanimously.

Mr. McDonald made a motion to seal the minutes of the non-public because it is determined that divulgence of this information likely would render a proposed action ineffective.

Mr. Klawes made a Motion to adjourn the meeting at 9:40pm. Ms. McKenney seconded the Motion.

A roll call vote was taken.

Scott McDonald- Aye


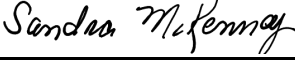

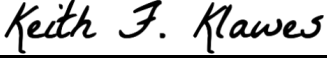

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
October 4, 2021

SIGNATURE PAGE

Original Approval:		
	01 / 25 / 2022	
SCOTT MCDONALD, Chair	DATE	
	01 / 25 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	01 / 25 / 2022	
MAUREEN HIGHAM, Member	DATE	
	01 / 26 / 2022	
KEITH KLAUES, Member	DATE	
	02 / 01 / 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	BOS Minutes 10-04-21
FILE NAME	BOS_Minutes_10.4.2021.pdf
DOCUMENT ID	1d2223871e7f8fad2c17e2aa431330f539163263
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

01 / 25 / 2022

23:46:09 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
IP: 64.222.96.214



VIEWED

01 / 25 / 2022

23:58:44 UTC

Viewed by Sandra McKenney (smckenney@allentownnh.gov)
IP: 72.65.113.83



SIGNED

01 / 25 / 2022

23:59:32 UTC

Signed by Sandra McKenney (smckenney@allentownnh.gov)
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VIEWED

01 / 26 / 2022

00:02:40 UTC

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DOCUMENT ID	1d2223871e7f8fad2c17e2aa431330f539163263
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

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01 / 26 / 2022
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01 / 26 / 2022
23:30:09 UTC

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01 / 26 / 2022
23:31:08 UTC

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02 / 02 / 2022
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AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
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02 / 02 / 2022

00:00:54 UTC

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COMPLETED

02 / 02 / 2022

00:00:54 UTC

The document has been completed.