

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
June 7, 2021

Call to Order

The Allenstown Selectboard Meeting of June 7, 2021 was called to order at 6:00 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

The following statement, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation, was read for the record.

As Chair of the Allenstown Board of Selectmen, I, Scott McDonald, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is only limited space at this physical location to observe and listen contemporaneously to this meeting, thus we are broadcasting it virtually which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are a) providing access to the meeting by telephone and with additional access possibilities by video or other electronic means. We are utilizing a conference call line and Zoom video conferencing. We will also be attempting to use Facebook Live, as long as band width allows as a redundant video source for this electronic meeting. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms and the public has access to contemporaneously listen and if necessary, participate in this meeting by dialing the following phone number: (603) 485-7321, the password is 1234 or by clicking on the website address link on the Town's website or by typing it into your browser.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator; Brian Arsenault, Code Enforcement; Mike Stark, Police Chief; Chad Pelissier, Highway Department

Others present: Anthony Weatherbee, NHDOT; Julie Whitmore, VHB; David Scott, NHDOT; Jason Tremblay, NHDOT; Ian McFarland, Fire Department; Eric Lambert, Fire Department; Rowena and Matthew Bourque (Suncook River Family Campground).

Citizens' Comments

○ **Suncook River Family Campground**

Matt Bourque from Suncook River Family Camp Resort wanted to thank Ms. McKenney for coming to see the resort. He said he is there today because they are having a problem with the building inspector. He showed Mr. Klawes an email he got from him today regarding a sign on his vehicle which is in violation to an ordinance. The email said it was due to a verbal complaint which will

remain anonymous. Mr. Goodine is the one who requested that Mr. Arsenault contact Mr. Bourque so he would not get cited for circumventing the ordinance. Mr. Bourque said the ordinance is foolish to start with because you have digital signs all over town, whereas a digital reader board is not allowed and you have to go before the Zoning Board. He said the gas stations never had to go before the ZBA for a digital reader board. He said his vehicle is parked on his property.

Mr. Arsenault confirmed with Chair McDonald that as far as Mr. Bourque parking a registered vehicle in his yard, there is nothing wrong and that. He said that he wished there were more dialogue between Mr. Bourque and himself with regard to what his intentions were. Mr. Arsenault said it becomes an issue if a vehicle is parked 24 hours, 7 days a week and you are circumventing the sign ordinance. Mr. Bourque disagreed with that. Mr. Arsenault asked that Mr. Bourque forward him the Court case he is referring to –Jutras vs. Town of Weare for his review.

Mr. Bourque said that he is still waiting for building permits for the bathrooms and shed from 8-9 weeks ago. Mr. Arsenault said it was delayed due to architectural plans, but he did approve and sign off on the structures and he would check with staff to see where the actual permits were. Mr. Arsenault pointed out that Mr. Bourque installed signs that say Suncook Family Campground without a permit and he would like him to go online and apply for two permits, one for each side of the sign. Mr. Arsenault asked if there was an ordinance that stated he had to apply online only. Mr. Goodine said that there are people that would be willing to assist him in applying online.

Mr. Arsenault said if a building permit does not meet the zoning, then a letter of denial is issued. He said Sousa Signs was the applicant, and he approached them and said you are only allowed 42 square feet of new signage but they were asking for 54 sq. feet, two sides and electric reader board and taller than what is allowed in the zone. So he said he created a letter of denial. Mr. Bourque disagreed and said that the sign he requested is actually smaller than the existing sign from Twin Oaks.

Mr. Klawes said that if he wanted to take his denial letters and make an appeal, then the Zoning Board will hear his case. He said as far as the ordinances go, Mr. Arsenault does not have the authority to make allowances to go beyond them, but the ZBA does have the authority.

Chair McDonald said that they would do what they could to assist him with his concerns.

Regular Agenda

- **NHDOT Rt. 28 Bridge**

Mr. Goodine indicated that NH DOT was to give a presentation regarding the bridge that separates Pembroke and Allenstown on Route 28 as you are heading to the Epsom Circle. They voted they would rather have it so they could keep one lane opening instead of closing it down for the sake of convenience.

Mr. Weatherbee is the project engineer with the NH DOT Bureau of Bridge Design. He said that David Scott is the project lead, Jason Tremblay is the senior engineer and Julie Whitmore from the consulting firm VHB for the design work.

Mr. Weatherbee presented a slide show relating to the plan for the bridge replacement. He said they are scheduled to advertise in July, and construction will start in the Spring of 2022 with completion in 2023. He said they wanted to get the project completed in one construction season but after numerous meetings, they decided they need to give the contractor two seasons because the work they are doing in the water and around the piers and it can be unpredictable. Mr. Weatherbee said they had to rearrange their traffic phasings as a result. He said the average delay of traffic would be 50-55 seconds.

Mr. Goodine asked if there could be signage that states, "Do not block this intersection" because if they are traveling off of Deerfield Road, they do not want them going down Gilbert Road. Mr. Weatherbee will talk to their traffic department to get their thoughts and hope it doesn't reach the point that people would want to take that shortcut. Mr. Klawes said he doesn't believe 50-55 seconds will be the average during the day, but much higher. He said would like to revisit shutting down the road for 3 straight months to get the project completed instead of two years but NH DOT pointed out they cannot due to the advertising date. Chair McDonald pointed out that during the summer there is a lot of out of state traffic on Route 28 during the weekend. Mr. Pelissier said that he agreed that the traffic will be huge and he wondered how this would affect our local shops over a period of two years.

Ms. Whitmore said they do have traffic experts and she pulled up the Feasibility Study that verified the 50-55 second estimate was based on peak hours. She said they are not averaging over a 24 hour period. She said she could bring it back to them to give it one more look. Ms. Whitmore said unlike the bridge itself, they have some flexibility with traffic control and it gets adjusted as you get into the construction process.

Mr. Arsenault asked what month in 2023 do they anticipate completion, and whether there is any incentive for the contractor to push the project through if it is a mild winter. Mr. Weatherbee agreed that Summer of 2023 is vague due to the uncertainties with construction that makes it hard to pinpoint. He said with regard to pushing the project through the winter, they have to pave Phase 1 before it gets too cold so there is a cutoff date. He said this particular project, they are not doing incentives, because they cost money and sometimes it might not make any difference. He said in this case, they are just giving flexibility to do a good job.

Mr. Klawes said that everyone that lives up in the Bear Brook area, it is there only way out, and he still feels it is going to cause massive delays. Ms. Whitmore said they can't predict the future and they need to get their boots on the ground to figure it out. She said they can certainly adjust and make changes if this were to happen. Mr. Klawes said the State would need to act fast to make these adjustments. Mr. Pelissier said a three-way signal may be the only way to handle the traffic. Mr. Goodine said that NH DOT could always move their signals down the road and add additional signs if they find it necessary.

Mr. Weatherbee said the presentation slides will be available on the NH DOT website for viewing.

- **Fire Chief Personnel Update**

Mr. Goodine said that the background checks have cleared verbally for Mr. McFarland but they haven't received actual records because of back log due to the pandemic. He said the Chief would like to do the paperwork tomorrow to get him on Board.

Mr. McFarland introduced himself to the Board and said he grew up in Epsom, lived in Pembroke and is happy to have the opportunity to work for the Town of Allenstown. He said it is his first full-time firefighter position.

Mr. Klawes made a Motion to hire Ian McFarland as a new firefighter in the Town of Allenstown pending receipt of positive background checks. Ms. McKenney seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Lambert said that hopefully all of the equipment will be ready by the end of July. Mr. Goodine asked for the VIN numbers.

Mr. Lambert said they have a drill coming up at the end of June which is why they wanted to get Mr. McFarland to work.

- **Chief Stark Medical Leave**

Chief Stark is scheduled for surgery on June 29th and there is a two-week period he cannot work but will only have two days where he cannot communicate, and he will have two of his Lieutenants in charge.

- **Town Hall Clerk and Tax Collector Service Hours for July 6 to 8, 2021**

Chair McDonald said the hours will be adjusted as Ms. Pelissier will not be available and the other two employees are not yet up to speed quite yet. Mr. Goodine said they can do mostly everything but they do not want a long wait outside in the heat only to find out they cannot do it. He said this would encourage people to call in or drop their paperwork off in the dropbox and relieve the pressure of the two employees. He said the employees will be working but the door will not be open. Mr. Goodine said that they will post the hours on the website and their Facebook page.

- **Cable TV Franchise Renewal Update for Public Hearing**

Mr. Goodine said there was going to be a public meeting on June 14. The attorney reviewed the Franchise Agreement and thought they could get more clarity on it, and get an extra 50 feet (from 250 ft. to 300 ft.). He also said the other thing is the number of houses per mile in order to expand

into an area. Mr. Goodine said ideally they have 98-99% coverage so that won't really matter unless somebody builds a road.

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

Mr. Goodine said they have a request to remove the mask order inside the building but people can still wear a mask when they come in. He said the employees have all been vaccinated. He said they could wait until after their next meeting but there are places that do not require a mask. Mr. Klawes said as far as masks goes, he thinks it is up to their choice. Mr. Goodine asked if they could have people wait inside instead of outside, and he has seen a 7 person backup before, and they can put masks out for people that want them.

Mr. Goodine said that when meetings go full live again, he would like to make the remote option available as it is convenient for some who want to attend. Mr. Klawes asked if they are paying for Zoom and Mr. Goodine said they paid for a full year and it is approximately \$12/month. He said if prices rise in the future, they can revisit the issue.

Mr. Goodine and Mr. Frascinella had spoken previously about what they can and cannot do with the American Rescue Act Funds. He said that it is getting a little more clear with regard to what they can do with the money. He has found out he can use it for an air cleaner that he purchased. Mr. Goodine said it can be used for addiction treatment, homelessness, replacement of gross revenue.

He said eligible programs include Clean Water State Revolving Fund (waste water or water treatment plants), Cyber security, Climate Change and Resiliency, service line replacement. Mr. Goodine said as to Broadband, he doesn't think they will be able to use it for that, because they already have adequate availability according to their definition. He said they were supposed to have the money by the end of May and it is coming through the State.

Mr. Goodine said that they will have to sit down with the Sewer Commissioner to determine what they can do with the money. He said the Economic Development Committee are still identifying properties for future development. He also discussed with the Police Chief about getting a commercial drone for finding fires or lost hikers in Bear Brook.

He said that the Legal Department said they can still call into a meeting and vote, which he wasn't clear about, but they just have to leave the door unlocked.

OAHM BOS Meeting- June 14, 2021 Reminder

Mr. Goodine said the next Selectboard meeting is June 7th, with the Old Meeting House meeting on June 14, 2021.

Other Business

Mr. Pelissier said that we have a problem with parking signs because they either disappear or they get hit. He said they then painted a no parking sign on the pavement of the road. He said there was a similar situation on streets like Whitten and Webster. He said there are residents that are not happy because when the signs were moved back from the curb, they were placed on their lawns. He asked the Board if he can take the signs down at the top of the streets, and just paint them.

Mr. Klawes makes a Motion for the Highway Department to remove the no parking signs from the top of Whitten and Webster Streets and to paint "No Parking" on the road. Chair McDonald seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

The second issue Mr. Pelissier discussed was the boat launch where they have done a lot of work. He asked whether the Town could put a porta-potty down there. He said he doesn't know what the price is but he will find out. Mr. Goodine said he believed it was approximately \$120.00 and you would have to decide how often to clean it. Mr. Pelissier will discuss this with the Sewer Department and the Economic Development Committee.

Mr. Pelissier said he had another resident complain. He said the man was going down to the river with his kids to swim and said he went to White Sands to swim last week and got a \$30 ticket. He said half of the boats at the Allenstown Boat launch were from Pembroke. Mr. Pelissier said it might be a good idea to reach out to Pembroke and say your residents are using our facility because you do not have a boat launch anymore, so will you allow our residents to use White Sands. Mr. Pelissier said our boat launch does not say for Allenstown residents only.

Mr. Pelissier said they pulled their traps on Mount Delight because of complaints from the residents. He said he would like to do a beaver diverter or beaver deceiver which tend to work. He said if that doesn't work and they could go back to trapping them themselves and deal with the fallout, or they could bring in the USDA who will help them trap and build a beaver deceiver. He said they have to do something because they are going to lose the road. Mr. Pelissier said for two weeks of trapping and to build a beaver deceiver, it would cost \$1,000.

Mr. Klawes made a Motion to hire the USDA to trap and build a beaver deceiver. Ms. McKenney seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Mr. Rodger asked about tables at the boat launch. Mr. Pelissier said it was discussed with the Economic Development Committee and they looked at different styles and their concern was that they have to anchor them in the ground. Mr. Klawes said if they will make it a park, then people will want to swim and the boat launch won't get to be used.

Town Administrator's Report

Mr. Goodine asked Mr. Arsenault if he could show a drone aerial view of the river. Mr. Arsenault plans on discussing the flyover of the police station and possibly the fire station, so he can also do the boat ramp. Mr. Goodine showed the aerial of Town Hall.

Mr. Goodine said that the distributor of Newsy informed Comcast that effective of June 30th, the channel will cease operation as a traditional TV channel but it will continue to be available as part of the Xumo app.

Mr. Goodine said as discussed in previous meetings, he had tried to get Senator Regan to do a floor for all the school districts, and they didn't do that. He said they are doing something new that is supposedly going to be permanent if it passes both the House and the Senate and survives the conference committee. He said previously, the disparity fund was based on \$350 a student, however the senate just put out this new relief fund that is a permanent formula. Mr. Goodine said it is now at \$600 and it is a sliding scale. He said it is 52% at ARD and 48% at the elementary school. He said because of the scale but the elementary school will get \$575 which will go a long way to replacing those funds.

Mr. Goodine said Senate Finance submitted a change to Meals and Lodging. He said they are proposing to drop the meals and lodging but then what they are going to do is also drop it to 30% of those revenues and will make that money go into a dedicated account so that it can be redistributed to the Towns.

Mr. Goodine also submitted to the Board and on the Town's website with the agenda two Gatsas reports and also a drought report.

Mr. Goodine wanted to mention that the Highway Department got a letter from Chief Stark thanking his team for all the assistance they provided throughout the year.

There is discussion about a building at the transfer station that Mr. Pelissier and Mr. Arsenault are working on, regarding location, timing and cost.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Review Minutes:**
 - **Non-Public: May 17, 2021 (One Session, Two Subjects)**
 - **Public: May 17, 2021**

Ms. McKenney made a Motion to approve the Non-Public Meeting Minutes of May 17, 2021 (One Session, Two Subjects). Ms. Higham seconded the Motion.

A roll call vote was taken.

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

The Motion passed.

Ms. McKenney made a Motion to approve the Public Meeting Minutes of May 17, 2021. Mr. seconded the motion.

A roll call was taken.

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

The Motion passed unanimously.

- **Ratify Consent Calendar: June 7, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of June 7, 2021. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests:**

- **ACH Manifest 1058 and 1059, Check Manifest 1060, Non-Check Manifest 1055 and 1061; Town P/R Manifest 5-20-21 and 06-03-21**

Ms. Higham made a Motion to approve the ACH Manifest 1058 and 1059, Check Manifest 1060, Non-Check Manifest 1055 and 1061, Town P/R Manifest 5/20/21 and 6/3/21. Ms. McKinney seconded the Motion.

A roll call was taken.
Maureen Higham- Aye
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 go into non-public session in accordance with the provisions of RSA91-A:3, II (c) at 8:41 pm. Ms. McKenney seconded the Motion.

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

The Motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:18PM. Ms. McKenney seconded the Motion.

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

Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
Jim Roger-Aye
The Motion passed unanimously.


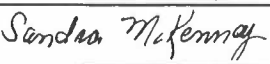



No Action Taken on the Non-Public Matter.

Chair McDonald made a Motion to adjourn, seconded by Ms. McKenney.

A roll call was taken.
Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
Jim Roger-Aye
The Motion passed unanimously.

Adjourned at 9:20PM.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
June 7, 2021
Signature Page**

Original Approval:	
	04 / 14 / 2022
SCOTT MCDONALD, Chair	DATE
	04 / 11 / 2022
SANDY MCKENNEY, Vice Chair	DATE
	04 / 13 / 2022
MAUREEN HIGHAM, Member	DATE
	04 / 12 / 2022
KEITH KLAUES, Member	DATE
	04 / 13 / 2022
JIM RODGER, Member	DATE
Amendment Approvals:	
Amendment Description:	Approval:
	SCOTT MCDONALD, Chair
	SANDY MCKENNEY, Vice Chair
	MAUREEN HIGHAM, Member
	KEITH KLAUES, Member
	JIM RODGER, Member

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Document History



04 / 11 / 2022
19:37:29 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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04 / 11 / 2022
22:12:07 UTC

Viewed by Sandra McKenney (smckenney@allenstownnh.gov)
IP: 174.242.70.222



04 / 11 / 2022
22:13:13 UTC

Signed by Sandra McKenney (smckenney@allenstownnh.gov)
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04 / 12 / 2022
15:32:51 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)
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04 / 14 / 2022
01:06:16 UTC

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04 / 14 / 2022
01:06:34 UTC

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04 / 14 / 2022
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04 / 14 / 2022
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SIGNED**04 / 14 / 2022**
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COMPLETED**04 / 14 / 2022**
20:26:58 UTC

The document has been completed.