

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

January 24, 2022

Call to Order

The Allenstown Selectboard Special Meeting of January 24, 2022 was called to order at 6:02 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Derik Goodine (Town Administrator), Eric Lambert, Fire Chief, Brian Arsenault (arrived at 6:07 pm), Building Inspector and Code Enforcement Officer, Mike Stark, Chief of Police

Other: Evan Roberge, Avitar; Ben LaFond, Department of Revenue; Adam Denoncur, Department of Revenue, Mike Frascinella EDC

CITIZENS' COMMENTS

Mr. Frascinella had a copy of the Neighborhood News regarding the skating rink. He said the rink has been very well received.

Mr. Goodine said the Adinolfo's are working on getting skates for rent. Ms. McKenney said the first batch of donated skates had been delivered. Mr. Frascinella said there were about 20 pairs received from the Hooksett Rotary.

REGULAR AGENDA

- **Reassessment Revaluation Information Session**

Mr. Roberge introduced himself as an Assessor for Avitar. He said every community goes through this process every five years as required by law and the purpose is to bring assessments to market value as of April of 2022. He said the Town has opted to acquire bonds and they have provided a copy of the Department of Revenue along with the insurance certificate.

Mr. Roberge said the real estate market is constantly changing and if the market has appreciated, the values on average will go up. The state tracks the market changes from year to year through the annual equalization process. The income ratio for 2021 was 64.8% of what they were selling for in 2021.

He said it is important to for residents to know that an assessment increase 30%, it does not mean that their taxes go up 30%, but the wildcard is the current year's town/school budget. Once they analyze the sales and develop preliminary values, there will be a field review of the entire town consisting of a drive-by of every parcel to verify various characteristics.

Mr. Roberge said once process is complete, they will send out preliminary notices and give the residents a chance to make an appointment to talk to the assessor and ask questions. The field view will be in May with the notices in July. The contract completion date is October 1, 2022.

Mr. Denoncur introduced himself as the Eastern District Supervisor for the Department of Revenue and he introduced Ben Lafond as the Assessor that has been assigned to Allenstown. He said their role is to monitor the revaluation and their main interest is that they produce a market value appraisal. He said they are familiar with Avitar's methods and they do not expect any issues. He said they pay attention to the report that Avitar issues in the end to make sure that it meets the standards and they also look at the accuracy of the data.

Mr. Denoncur said the other thing going on this year is the assessment review and that also happens every 5 years. He said that their assessing files and data are reviewed by the Department of Revenue to make sure it complies with the statutes and rules.

He said the third part by the Department of Revenue includes statistics, which basically measure the health of the appraisal model.

- **Use of Old Chester Turnpike for the Charity Classic Trail Ride for Cystic Fibrosis**

Mr. Goodine said they have approved this event in the past and the last one was two years ago that got postponed due to Covid. He said it's an ATV ride into the State park and this one is scheduled for June 11th. They will go out in May to clear any shrub that may be in the way.

Mr. Klawes made a Motion to approve the use of Old Chester Turnpike for the Charity Trail Ride for Cystic Fibrosis. Ms. Higham seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye
Jim Rodger- Aye

The Motion passed unanimously.

- **Fire Department Discussion of Fire Chief Vehicle**

Chief Lambert said he wanted to reach out to the Board regarding their plan to swap out a car. He said that they have one coming out that is part of the 2021 plan and it should be in place shortly, and another is coming for the 2022. He said they are looking to move some vehicles around.

Chief Stark said because of the supply chain issues, they have to get on top of this. He said the 2022 purchase will move the unmarked detective car to the Fire Department, and take the marked Ford Explorer to replace the unmarked detective's car. He said that will put two Durangos on the front line as the newest cars. He said he thought it would work very well for the Fire Department. Chief Lambert said the vehicle he drives now could go to Brian Arsenault to give him something with lower mileage to use.

Mr. Klawes questioned why they would give Mr. Arsenault the older vehicle when he drives a lot more on a daily basis. Chief Lambert said his vehicle that he would pass on to Mr. Arsenault only has about 80,000 miles on it and it is a 2011. Mr. Arsenault said they discussed that Chief Lambert's vehicle can go to the Highway Department and he will just wait for the next police vehicle.

Mr. Goodine said they do not need a Motion until the time gets closer. Chief Stark said he just wanted to make them aware of the process.

Chief Lambert said that the fire truck pump was fixed but there was another issue they are trying to figure out and hopefully by mid-week it will be back. Also, he said there are five new hires that were approved and they are working through their orientation and currently just need to complete some payroll paperwork.

- **Sign the Town Meeting Warrant and the MS_DTB**

Mr. Goodine said they have the Town Meeting Warrant for the Board's signature. He put the various warrants up on screen for the Board's review and discussed the highlights.

There was a discussion regarding the Warrant Article that addresses using the Allenstown Elementary School as potentially the new Town Hall. Ms. McKenney said that there are too many unknowns for her to support this article. Mr. Frascinella said they should have a meeting with the Towns that converted their schools into a Town Building to get an idea of the pros and cons of the process. Mr. Goodine said they should use the next year to educate themselves more.

Mr. Goodine said there are two documents for them to sign, as he gives one original to Ms. Pelissier and he makes photocopies from the other originals.

Mr. Goodine said that the Budget Committee has two openings and they are hoping some of the incumbents rerun.

Chair McDonald made a Motion for the Board of Selectman to sign the 2022 Town Meeting Warrant. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed 4-1.

Chair McDonald made a Motion for the Board of Selectman to sign the 2022 MS-DTB. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Involuntary Lot Merger**

Mr. Goodine said currently this is with the Planning Board but then it's probably going to the Attorney. He said it will come down to whether this was an existing lot divided by the previous owner but was involuntarily put back together.

Mr. Arsenault said they asked them for a title search, legal representation on their part, and when the lot changed. But he said that the document they received does not say when or if the Town even merged the lot. Mr. Arsenault said the second concern is there was no survey done to show where the new home would be or whether it would even comply with zoning ordinances.

Ms. Higham said it is not going to be unmerged if it's not a buildable lot per statute.

Mr. Arsenault said they need to hire a professional and have a survey done to answer some of the outstanding questions.

Chair McDonald said they cannot act on this tonight.

There was a discussion amongst the Board whether it falls on the Town to do anything more, including consult their attorneys. Mr. Arsenault doesn't believe they should pay the town attorney to validate their concerns.

Ms. McKenney said the Planning Board should tell them they need for information. Mr. Arsenault said he would reach out to the Chair of the Planning Board.

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

Mr. Goodine said he is not looking to spend the funds until next year, and it's not clear if they will need a Warrant Article to expend it since it is now anticipated funds. He said they have changed the threshold to spend the money and this Thursday there will be another Webinar. He said they now have a \$3 million dollar threshold for missing revenue.

Mr. Goodine said we could probably now use the money to build the rail trail without any issue, or fix the drain on Ferry Street.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he has five payroll change forms in the Consent Calendar for the Fire Department for them to sign.

He also has a form for permission to destroy some files after 10 years, and he needs authorization from the Chairman to sign the letter.

Chair McDonald made a Motion for the Board of Selectman to grant him the permission to sign the form regarding the destruction of town files after 10 years that can legally be disposed of. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

He said he said he provided the Board with a report regarding year-end revenue and expenses.

Chip Fredette joined the meeting to discuss the Charity Classic Trail Ride for Cystic Fibrosis. He said he is asking for permission to use Chester Turnpike for the ride, which is the same request they posted for the 2018 and 2019 event. This is the first year they have been able to have it since Covid began. He said they will clear brush and debris both before and after the event. Mr. Fredette thanked the Board.

Mr. Goodine provided correspondence from Comcast in their inboxes.

ROAD AGENT REPORT

Mr. Pelissier was not present at the meeting.

OTHER BUSINESS

Ms. McKenney asked what the status report is on the tax deed. Mr. Goodine said they have to look at whether they want to do that now that they are through the end of the year. Ms. Pelissier hasn't told him if anyone missed a payment.

Ms. McKenney asked if anything has been done with regard to the Town Engineer. Mr. Arsenault said they have fine-tuned the Request for Proposal and they will need to post it and put it out to bid.

Ms. McKenney said they spend \$7,000 for just maintenance of the Boys and Girls Club and \$16,000 for programs. She said she thinks they need to have a meeting with them. Mr. Goodine said the \$16,000 is a supplement for children from Allenstown who wouldn't have otherwise had an opportunity to go there.

The Selectboard discussed various issues regarding solar panels on Town owned buildings.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: January 24, 2022**

Ms. Higham made a Motion to ratify the Consent Calendar of January 24, 2022. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Abstain

Keith Klawes- Aye
Jim Rodger- Aye

The Motion passed unanimously.

- **Review Minutes:**

Non-Public: January 10, 2022

Ms. Higham made a Motion to approve the non-public meeting minutes from January 10, 2022. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

Public: January 10, 2021

Ms. Higham made a Motion to approve the public meeting minutes from January 10, 2022. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: N/A, Check Manifest: N/A, Non-Check Manifest: N/A, and Town P/R Manifest dated 1-13-22.**

Ms. Higham made a Motion to approve the own P/R Manifest 01-13-22. Mr. Klawes seconded the Motion.

Roll Call vote was taken.
Scott McDonald- Aye

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

The Motion passed unanimously.

Non-Public Agenda Items- Two Items

Chair McDonald made a Motion to enter into non-public session at 8:16 pm in accordance with the provisions of RSA 91-A:3, II (c). Ms. Klawes seconded the motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:18 pm. 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.

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

The motion passed unanimously.

Ms. McKenney made a Motion to adjourn the meeting at 9:20 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

DRAFT

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Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
January 24, 2022

SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAWES, Member		DATE
JIM RODGER, Member		DATE
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAWES, Member	DATE
	JIM RODGER, Member	DATE