

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

February 6, 2023

Call to Order

Chair McDonald resumed the February 6, 2023 Selectboard meeting at Town Hall at 6:00 pm.

Chair McDonald called for the Pledge of Allegiance.

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

Also present: Derik Goodine, Town Administrator; Brian Arsenault, Building Inspector and Code Enforcement Officer, Fire Chief Eric Lambert, Chad Pelissier, Road Agent, Mike Frascinella

Online: Captain Jeff Gardner, Fire Department, Veronica Anaya, Assistant Administrator, Taylor Belsito, FF-II/ Advanced EMT

CITIZEN'S COMMENTS

Mr. Frascinella spoke briefly about the use of the ice skating rink.

Fire Association Donation Acceptance

Chief Lambert said they had previously discussed acceptance of donations at a previous Board of Selectman Meeting. He said the stretchers for the Town have been covered.

Mr. Klawes made a Motion for the Allenstown Fire Department to accept the donation of a stretcher from the Firefighters Association. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **Fire Department New Hire**

Chief Lambert introduced Taylor Belsito, FF-II/ Advanced EMT, per diem, who comes from Massachusetts. He said she is getting ready to test for her paramedic license and will be a good addition to the department.

She said she heard of Allenstown from her old Chief in Henniker.

Mr. Klawes made a Motion to hire Taylor Belsito as FF-II/ Advanced EMT, per diem, pending her background check. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Chief Lambert said Sheri Miller is an Advanced EMT and he would like to put her on the roster in case she is needed to assist. He said she is very experienced. He said that Ron Adinolfo will join to assist with billing and can also offer CPR training. He probably won't go to fires but might drive the ambulance every now and then.

Chair McDonald made a Motion that they approve the hiring of Ron Adinolfo and Sheri Miller to be hired as per diem firefighters effective February 6, 2023. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Chief Lambert said that Stephen LaPorte met with the CRTC program in Concord and they are happy to work with them and have about 30 kids right now. He said another Town heard about what they

were doing and would like to help out with the ride along program. He would like to get permission from the Board to become part of the CRTC program.

Mr. Klawes said CRTC is a great program and it's a compliment to the Town of Allenstown to have been asked to be a part of it.

Mr. Klawes made a Motion to allow Chief Lambert and the Allenstown Fire Department and Rescue Service to partner with CRTC effective immediately. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Highway Hiring**

Mr. Pelissier said that he had one of their long term employees retire recently but they have a part-time employee (Mark Solimanto) that has been with them for several years ask if he can move into the full-time spot.

Mr. Klawes made a Motion to hire Mark Solimanto as a full-time Highway Department employee. Ms. McKenney seconded the Motion.

A roll call was taken.

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

The motion passed.

Mr. Pelissier said Mr. Solimanto's part-time position isn't as critical in the winter than it is in the summer. He said there are things coming down the road that might change how they fill that position.

He said the last time they hired someone, they put out ad after ad and it took a while. Mr. Klawes asked based on that, should they start the process now rather than later. Mr. Pelissier said no, and he can further elaborate in a non-public and the Board can weigh in.

Mr. Arsenault said he sent an RFP to Mr. Goodine today and had some people reach out to them with regard to paving.

He said their loader is broken currently. They had someone troubleshoot it and they are looking at approximately \$1,300 to fix.

Mr. Pelissier also noted that the salt shed fell down. The insurance people came out the other day and will give them a number to replace it.

- **Financial Audit Agreement**

Mr. Goodine said he needs a signature to approve their Financial Audit Agreement which is for \$14,300 and \$4,980 for the Proprietary Company which is the sewer part of the audit.

Ms. McKenney made a Motion to allow Mr. Goodine and Chair McDonald to sign the Financial Audit Agreement. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

Mr. Klawes asked about the audit for Tri-Town. Mr. Goodine said that he spoke to someone last week who was an Auditor in the past towns he has worked for and is also licensed in NH. Mr. Goodine said he will send him the information and hope he submits a proposal before the next meeting. He confirmed that this auditor was independent.

- **Planning Board and ZBA Appointments**

Ms. McKenney made a Motion to appoint the following: Ryan Beaudry, Alternate for Planning Board, term to expire June 1, 2025; Kaitlyn Sheridan, Alternate for Planning Board, term to expire June 1, 2025; Joanna Rusch, Alternate for Zoning Board, term to expire June 1, 2025. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **Any Budget Updates from the Deliberative Session**

Mr. Goodine said there was one change to the Revolving Fund Article where the \$25,000 was changed to Unassigned Fund Balance as the funding source. There wasn't anything else noteworthy from the Deliberative Session that he can think of.

- **Harriman Report on Allenstown Elementary School Needs for Town Hall Use etc.**

Mr. Goodine said they did have a meeting with the Accountants and they did touch on this at the Deliberative Session. He said that Harriman has been working with one of his former towns and provided the example. He thinks the example shows that getting into AES for \$650,000 is cheap money compared to what other towns are doing for millions.

He described the general layout of the building based on the report and changes associated with the building.

Mr. Arsenault asked if Mr. Goodine wants to mention that the expansion of the pre-school was last minute. It was part of the final design that just came in last week. He said they actually lost a little bit of Town space but they still have plenty.

Mr. Arsenault said where it says Future Business 109, if the Town needs to expand, then they can move over to the future business area. Mr. Goodine said they can always use space for extra training areas.

The Board discussed the layout of the Town Clerk service window. Mr. Goodine discussed spaces where the Boards can meet such as the AES library room.

Mr. Arsenault said the size of the multi-purpose room can have an occupancy of 525 but they would have to install additional bathrooms. So they have these new family user individual toilets which limits the size of the multi-purpose room to 250 people.

He said the good news about this building is the sewer line that goes out to the sewer main to Main Street is gravity which means that it is naturally pitched to leave the building to go to the main. He said with this, they can add more bathrooms, showers, etc. down the road. The sewer line is not an injector pump and there are no limitations on that.

Mr. Arsenault said the kitchen, although it is fully applianced, they would only use it for emergency shelter.

He said the preschool wants to expand a bit but he has a concern that when the school sells the building to them, they are going to have to get a lease agreement to keep the preschool. He is not sure how it is going to be structured and it is not his position to criticize the lease. But it should be noted that it is good for the community to keep the preschool there.

Mr. Arsenault said in the back of the school, there is a wooden structure that looks like a ranch style home, and it has asbestos in it. It will eventually have to be cleaned of asbestos or demolished. He did mention to Harriman that they could use it as a garage to park the tractor.

With regard to Preliminary Opinion for Probable Cost, they have a demolition cost for \$22,265 which is opening up walls, etc. To build everything back, it is \$113,000. With regard to Administration, he asked if Harriman wants to be involved in the different phases and they would like to. He said they are willing to give them more detailed plans. He said they would be up to \$213,000 for the second phase. Mr. Goodine said there may be some funds available to contribute to this.

Mr. Goodine said the toilet upgrade for the three bathrooms seem very expensive.

Chair McDonald clarified that they are asking the voters to take \$87K and put it back in the general fund and they are asking for \$200,000 to come from the Unassigned Fund balance into a new account. They can use it for the Town Hall and Pre-K kids without having to ask the taxpayers for money. Mr. Arsenault said he sees the pricing generally coming down or staying the same and if they get grant money, its all the better.

- **Day After Christmas in lieu of Day After Thanksgiving for 2023**

The Board discussed swapping out the day after Thanksgiving for the day after Christmas for 2023.

Mr. Klawes said that they should be open for the residents in the Town. Ms. Higham said residents would rather they be open two half days than one full day. Mr. Klawes said they are only open 2 out of 11 days.

Ms. McKenney made a Motion to exchange the day after Thanksgiving for the Day after Christmas. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- No

Keith Klawes- No

Sandy McKenney- Aye

The motion passed.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said the Boys and Girls Club got ARPA funds for the playground.

He said that several of them went to Sergeant Wilcox's swearing in party last Monday.

OTHER BUSINESS

Chair McDonald made a Motion for the Town of Allenstown to accept New Hampshire Department of Justice funds and enter into a grant contract agreement with the NH DOJ for \$22,920 for the purposes of purchasing foldable ballistic shields and for developing an Officer Wellness Program. Chair McDonald also moved that the Allenstown Board of Selectman authorize Michael Stark, Chief of Police to be an authorized representative / signor or Grant Administrator. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye

Jim Rodger- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated February 6, 2023. Chair McDonald seconded the Motion.

A roll call was taken.

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

The motion passed unanimously.

- **Review Minutes:**

- **Public: December 27, 2022**

Mr. Higham made a Motion to approve the Public minutes of December 27, 2022 as amended. Chair McDonald seconded the Motion.

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

The motion passed.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1007; Check Manifest: 1008; Non-Check Manifest: 1006, 1094 and 1095; and Town P/R Manifest dated 01/26/2023.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1007; Check Manifest: 1008; Non-Check Manifest: 1006, 1094 and 1095; Town P/R Manifest dated 1/26/2023. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

- **Non-Public Agenda Items**

Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)- One Session, Two Items

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c), two items at 7:30 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Chair McDonald made a Motion to return to public session 7:52 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Chair McDonald made a Motion to seal the minutes of the Non-Public session as they may adversely affect someone not a member of this Board. Mr. Klawes seconded the Motion.

A roll call was taken.

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

The motion passed.

Ms. McKenney made a Motion to adjourn at 7:53 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye
Jim Rodger- Aye
Maureen Higham- Aye

Keith Klawes- Aye
Sandy McKenney- Aye

The motion passed.

DRAFT

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
February 6, 2023

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