

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

**March 7, 2022**

**Call to Order**

The Allenstown Selectboard Special Meeting of March 7, 2022 was called to order at 6:03 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), Brian Arsenault, Building Inspector and Code Enforcement Officer, Kris Bellerose, Allenstown School Board, Mike Stark, Allenstown Police Chief

Other: Dusty Gray, Chris Emond, Kris Bellerose, Allenstown School Board

**CITIZENS' COMMENTS**

Kris Bellerose wanted to advertise the education funding webinar this Thursday at 6 pm. She said it is required to sign up for in advance to get the Zoom link. She said Doug Hall would be a co-presenter.

She said that it will show Allenstown specific data.

**REGULAR AGENDA**

- **Boys and Girls Club Discussion**

Mr. Goodine said at the last meeting, they asked to have some representatives of the Boys and Girls Club to discuss major issues. He said the sinks and toilets are a problem, but they are looking at them to fix.

Ms. McKenney said the Boys and Girls Club is a good thing, but it seems like the kids are not disciplined and it comes to the parents. She said there is a lot of maintenance that they are doing due to the contract. She said the maintenance cost was \$70,000 from last year and that doesn't even include the labor. Mr. Goodine said 1/3 is the \$16,000 donation, and problems with the cooling units, heating units, rugs. However, most of it is cleaning fees.

There was a discussion regarding the discipline policies. Mr. Emond and Mr. Gray did not think the children were causing a problem with regard to the damage to the toilets and sinks aside from a matchbox car incident.

Mr. Goodine said the new faucets, hand dryers and toilets will pay for itself over the years. He said this will solve the toilet paper and paper towel issues as well.

- **Policies Review with Deb Bender**

Ms. Bender said there were some changes but the credit card clause was fairly similar and she made a list of current credit card holders. Mr. Goodine said he saw a list included on email.

Mr. Goodine said the Fund Balance Policy didn't need to be signed now but they could send it around.

Ms. Bender said there were not too many changes to the financial, investment and purchasing policies.

Ms. Bender discussed various changes with regard to the personnel policies including vacation, sick and paid time off. She said vacation and personal time was made into hours versus days.

She said the Sewer Department changed their PTO policy to annual leave and they accrue time in the first 20 pay periods.

Ms. Bender said she will put these out on Hello Sign for the Board's signature.

- **Road Agent Report**

Mr. Pelissier said the more important roads he would like to post for no trucking on Mount Delight, Chester Turnpike and River Road. Mr. Goodine asked about a portion of Granite Street where people have hit potholes. He said he doesn't want people losing tires or rims.

Mr. Klawes made a Motion to post Mount Delight, Chester Turnpike, River Road and a portion of Granite Street. 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.

Mr. Pelissier averaged out the bids and provided a spreadsheet comparing paving bids between the various companies.

He said they could award the bid as one project or individually for the 5 roads.

Mr. Arsenault that with the price of oil continuously going up, this could end up costing more than they are anticipating.

Mr. Pelissier said both Advance Paving and GMI do great work.

There was further discussion amongst the Board regarding both bids.

Chair McDonald asked what is the best deal for the Town. Mr. Pelissier said money wise, one is \$20k cheaper. He said GMI tends to estimate a bit on the high side because they do not like to go back to the Town for more money and Advanced does a pretty good job coming close to their bid estimate.

Chair McDonald said they have enough information to make a decision by the Board of who to go with for the paving contract.

Mr. Klawes made a Motion to award the contract to GMI paving for: Valley Street estimate of \$57,566.40; Deerfield Road estimate of \$63,920.00; Clearview Drive estimate of \$27,166; Diane Avenue estimate of \$8,520; Reserve Street estimate of \$35,218.60. 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.

Mr. Goodine said they should get some traffic readings on Canal, Ferry Street, and Granite Street and go back the next year to calculate how the traffic is flowing at that time.

Mr. Pelissier said with regard to paving, Clearview will be the last road that they do. His goal would be to do the whole road at once but there is a particularly bad section.

He said 5 or 6 years ago, Reserve Street came up in discussion. It was supposed to be reclaimed, do drainage work and pave. They decided not to do it and put it off for 5 years. So he would like Mr. Goodine to issue a letter to the residents on Reserve Street so they can come in and discuss it.

There is a tree growing that will need to be removed but some of the residents are fond of it. He said they cannot pave around the tree and the tree roots are growing into the drainage. He will get photographs so the Board knows what they are dealing with.

Mr. Pelissier said they are pushing to get the old poles on Valley Street removed which has been a fight.

He said there is a part of Valley Street where a pipe needs to be reconstructed and he is not comfortable doing it as it is 9 ft. down and it is a little deep for the Town. He said they have some quotes regarding this.

Mr. Goodine said that Mr. Pelissier needs to determine whether the fence on Deerfield Road in on their right-of-way or not.

- **Fire Department**

Chief Lambert said Ian McFarland's last day was Friday and they did a send-off for him at the station. He said the new hire "Austin" met with him today and he has his physical on Wednesday.

Chief Lambert said Loring Child is retiring as a full time fire inspector in Salem and he would like to work on call for them. He will teach his knowledge of fire inspecting.

Chair McDonald made a motion to approve the hiring of Loring Child as a per diem fire fighter effective March 7, 2022. 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.

Chair Lambert said the gentleman that fixed their truck took a financial hit as he did not charge them the full amount it took to fix it. He recommends that they use him in the future.

He said that there is a new hire that they will be training over the next several weeks.

- **Boston Post Cane- April 4, 2022**

Mr. Goodine said they are still looking for the oldest resident in town.

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

There is nothing new to report.

### **TOWN ADMINISTRATOR'S REPORT**

Mr. Goodine said there is a preconstruction conference on the Route 28 bridge project that he will watch online.

He said HB 1033 is a bill that prohibits recipients of state or local grants or appropriations from using such funds for lobbying. He said it is a 9-4 recommendation that hopefully should not pass. He said they should contact their senators and representatives to vote no when it hits the floor.

Mr. Goodine provided the Board with the Comcast report.

He said that Hooksett police has made an arrest with regard to the houses and cars shot at with a pellet gun in both Allenstown and Hooksett.

Mr. Goodine said there is a one hour Zoom meeting on March 10th to hear about school funding, property taxes, etc. The link to register is on the website.

He said they are applying for a \$50,000 grant with Chief Stark to purchase radios and they are almost certain to get it.

Mr. Goodine asked someone to take some of the voter's guides to the polls in the morning.

He said they need a special meeting for finance director interviews.

Mr. Goodine said he dropped some information into their consent calendar along with a resolution from Eversource asking for an abatement for the 2021 taxes.

### **CONSENT CALENDAR, MINUTES AND MANIFESTS**

- **Ratify Consent Calendar: March 7, 2022**

Ms. Higham made a Motion to ratify the Consent Calendar of March 7, 2022. 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.

- **Review Minutes:**

- **Public: February 21, 2022 and February 7, 2022**

Ms. Higham made a Motion to approve the non-public meeting minutes from February 21, 2022 and February 7, 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.

- **Non-Public: February 21, 2022**

Ms. Higham made a Motion to approve the non-public meeting minutes from February 21, 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: 1012, 1014, and 1162; Check Manifest: 1015 and 1163, Non-Check Manifest: 1013, 1160, and 1161, and Town P/R Manifest dated 2-24-22.**

Ms. Higham made a Motion to approve the Accounts Payroll and Accounts Payable Manifests: ACH Manifest: 1012, 1014, and 1162; Check Manifest: 1015 and 1163; Non-Check Manifest: 1013, 1160 and 1161; and Town P/R Manifest dated 2-24-22. 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.

Mr. Pelissier said he had a discussion with the Public Works Director of Pembroke and they discussed putting next year's bids for pavement out together.

**Non-Public Agenda Items- One Session, Two Items**

Chair McDonald made a Motion to enter into non-public session at 8:22 pm 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  
Maureen Higham- Aye  
Keith Klawes- Aye  
Jim Rodger- Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:37pm. Mr. Klawes 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. Mr. 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 rescinded his Motion with regard to hiring Ms. Bender as a Financial Consultant at a rate of \$35.49. Mr. Klawes rescinded his second.

Chair McDonald made a new Motion to hire Deb Bender as a Financial Consultant at the hourly rate not to exceed \$36.55 per hour. 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.

Ms. McKenney made a Motion to adjourn the meeting at 8:52 pm. Chair McDonald 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.



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**Selectboard Meeting Minutes**  
**Allenstown Town Hall**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**March 7, 2022**

**SIGNATURE PAGE**

<b>Original Approval:</b>		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAWES, Member		DATE
JIM RODGER, Member		DATE
<b>Amendment Approvals:</b>		
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