

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

March 21, 2022

Call to Order

The Allenstown Selectboard Special Meeting of March 21, 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, Chief Eric Lambert, Austin Ladue, Firefighter, Mark Solimanto, Highway Department, Chief Michael Stark (joined at 6:05 pm); Kris Bellerose, Allenstown School Board; Mike Frascinella arrived late.

Chair McDonald congratulated Ms. Higham and Mr. Rodger who were reelected to the Board.

CITIZENS' COMMENTS

Ms. Bellerose wanted to find out who the new Chair will be and to let everyone know that the Allenstown School Board had a change of Chair as well, which is Jody Moore.

REGULAR AGENDA

- **EMS Board of Directors**

Mr. Goodine said Mark Solimanto wants to be elected to the Tri-Town EMS Board of Directors until June 1, 2023.

Chair McDonald read the Certificate of Appointment.

Ms. McKenney made a Motion to appoint Mark Solimanto of Allenstown, NH in the County of Merrimack whereas this is a vacancy of membership on the Tri-Town EMS Board of Directors pursuant to RSA 669:75 and having confidence in your ability and integrity to perform the duties of said office. I/we do hereby appoint you, Mark Solimanto, as a member of the Tri-Town EMS Board of Directors. Upon taking the Oath of Office as recorded by the Town Clerk you shall have power to

perform these duties subject to the liabilities of such office until such another person shall be chosen and qualified in your stead. Your term shall expire on June 1, 2023. 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. Solimanto said that he didn't have any firefighting experience but his father was in the Police Department as he grew up around the field.

- **Fire Personnel**

Chief Lambert introduced Austin Ladue who will be starting the 4th of April. He said Mr. Ladue has been coming to the station to meeting people and will be observing a training exercise with the Pembroke Fire Department.

Mr. Ladue introduced himself to the Board of Selectman.

Chief Lambert said there are various projects around the Fire Department building that are being worked on.

- **Choose Chair & Vice-Chair**

Chair McDonald said if his wife retires, he is not sure he will stay local and that may affect his decision. He said he does enjoy it and would like to do it for another year.

Ms. Higham said she would not have the time that Chair McDonald has. Mr. Klawes also said he does not have the time but he enjoys it but would like to do it sometime in the future.

Mr. Klawes said there is continuity with having a Chair for more than one year as opposed to a rotation. Mr. Rodger said he is not ready to take on that position and he thinks that Mr. McDonald is doing a great job.

Ms. McKenney made a Motion to appoint Scott McDonald as Chair of the Selectboard. 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.

Ms. McKenney said she has the time to be Vice-Chair. Ms. Higham and Chair McDonald agreed that she is a good Ambassador.

Ms. Higham made a Motion to appoint Sandy McKenney as Vice-Chair of the Selectbaord. 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.

Ms. McKenney asked how Mr. Klawes is working multiple Boards including Budget and Zoning. He said he would be willing to be reappointed to those Boards.

The Board decided that Chair McDonald would stay on the Economic Development Committee which he says he enjoys.

Mr. Klawes said the Selectboard needs to appoint him to the ZBA as he did it as a one year appointment because they needed members on the Board. It was decided that he could be reappointed in June for 3 years.

- **Citizens' Comments (continued)**

Mr. Frascinella said the EDC decided last week that there will be three concerts this year. He said the first concert is on May 15th, they are having a new band called Cold Steel Ramblers and their fee is \$500. The next concert is on June 12th and will be BoneShakerz for a fee of \$325. He said the last concert is August 14th with Catfish Howl for \$350.

Mr. Frascinella said the are going to propose a town yard sale on May 21st and in April, he is going to ask permission from Eversource to reinstall the banners around town.

He said that he is going to look into having local businesses sponsor the concerts. He told Mr. Klawes that he has been trying to get ahold of the man who runs the food truck in Deerfield and was wondering if they could hire Mr. Klawes instead. Mr. Klawes said he would get back to him within a week but wants to let them know he no longer has insurance or a food service license.

Mr. Klawes made a Motion to approve the following bands: Cold Steel Ramblers, \$500 (May 15, 2022), BoneShakerz, \$325 (June 12, 2022), and Catfish Howl, \$350 (August 14, 2022) and a Town yard sale on May 21, 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.

- **Policies Review and Approvals**

Mr. Goodine went over the various changes in the personnel policy which need to be approved.

Ms. McKenney made a Motion to approve the 2022 Credit Card Policy, 2022 Financial Transactions Policy, 2022 Fund Balance Policy, 2022 Investment Cash Balance Policy, 2022 Payroll Policy, 2022 Personnel Policy and the 2022 Purchasing Policy. Chair McDonald 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.

- **Boston Post-Cane- April 4th**

Ms. McKenney said she did not receive any calls regarding this but she was given a name and two addresses and is not sure how it should be handled. Mr. Goodine said he doesn't think they should be trying to locate these individuals. He said that he will put it back out on Facebook as a reminder.

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

Mr. Goodine said he attended another Webinar and there is a report due from the Town in April. He said he would like them to submit the money under the revenue replacement clause which is a standard option.

He said he is still looking for ideas to spend the money.

Ms. McKenney made a Motion that they are going to use the funds as revenue replacement. 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.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he needed signatures to appoint Ms. McKenney to the Central NH Planning Commission and payroll changes.

Mr. Arsenault said that the new school needs a Wetlands Permit from DES and there is a form that requires a signature. The form indicates that the local governing body (in place of a Conservation Commission) has reviewed the Application and the Municipality waives its rights to intervene pursuant to RSA 482-A:11.

He said that they do not have to move any wetlands for the construction of the school.

Ms. Higham asked where is the impacted 1250 sq. that they are looking for relief from. Mr. Arsenault responded that he did not know.

Chair McDonald said that area is a wildlife sanctuary and he has seen turtles, cranes and all sorts of other birds.

Mr. Goodine said he thinks the 1250 sq. feet is where the parking areas are located. Mr. Arsenault reached out to the designer to discuss.

Ms. McKenney made a Motion to authorize Mr. Arsenault to sign the application. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- No

Maureen Higham- No

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed 3-2.

Chair McDonald said they could reach out to the engineers to get photographs of exactly what they are doing. Ms. Higham said that she doesn't want to sign something that she knows nothing about. Mr. Klawes said they are only authorizing Mr. Arsenault to sign the application and then DES still needs to come and do their due diligence.

Mr. Arsenault said there are professionals that have come into review the application and they are comfortable with the 1250 sq. ft. and if the State has issues, they will work with the designer for the school. Mr. Arsenault asked if they wanted to lose two weeks of the process because they did not execute the document. Mr. Klawes thinks it is immaterial to know where the wetland is because there are state agencies that will say yes or no and he is worried that this delay will set the schedule back.

Mr. Arsenault was able to get the designer, Erin Lambert, on the phone. She is the Civil Engineer working on the project and prepared the Application. She said that if you are looking at the building, there is a triangular landscaped area off to the left near where the parking is. She said in that landscaped area is where it is located.

Chair McDonald asked if there is standing water in it, or just in the Spring. She said it doesn't have water in it but it is classified as a wetland, not a vernal pool, but they will be doing a vernal pool study which is required by DES. She said they worked hard to avoid it but they couldn't do it.

Chair McDonald asked if everyone was satisfied with moving forward and the Board was in agreement.

Mr. Goodine said that they need to create a job description for the new assistant position but he would like to keep Dawna Baxter on.

Ms. McKenney made a Motion to extend Dawna Baxter's employment for an additional 90 days. 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. Goodine said he has been having trouble with cameras at the youth center and he is looking to purchase new cameras for the price of \$1,061.

He said every department will need to spend \$300-\$400 because all of their fire alarm panels that have cell phones will need to be upgraded to 4G or 5G.

Mr. Goodine said with regard to that Deerfield Road fence they have discussed at previous meetings, they are awaiting a survey from the resident.

He provided the Gatsus report to the Board as well as a letter from a resident regarding Riverside Drive which has potholes.

Mr. Goodine said the Route 28 bridge work is supposed to start in April and he is waiting to find out what was discussed at the public hearing. Mr. Arsenault said when they get a more solid schedule, they will share it with the Selectboard.

Ms. McKenney questioned a bill on 10/15 with regard to the Library and asked why the Selectboard retains their money when they pay their own bills. Mr. Goodine said he does not have the answer, but believes it may have something to do with insurance. Mr. Klawes said this should be looked into. Mr. Goodine said he would find this information out.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: March 21, 2022**

Mr. Klawes made a Motion to ratify the Consent Calendar of March 21, 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.

- **Review Minutes:**

Public: March 7, 2022; March 2, 2022; March 3, 2022 and March 9, 2022

Ms. Higham made a Motion to approve the non-public meeting minutes from March 7, 2022, March 2, 2022, and March 3, 2022 and March 9, 2022. Ms. McKenney 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: March 7, 2022; March 2, 2022; March 3, 2022 and March 9, 2022

Ms. Higham made a Motion to approve the non-public meeting minutes from March 7, 2022, March 2, 2022, March 3, 2022, and March 9, 2022. MS. McKenney 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: 1021 and 1022; Check Manifest: 1023; Non-Check Manifest: 1020; and Town P/R Manifest dated 3-10-22.**

Ms. Higham made a Motion to approve the Accounts Payroll and Accounts Payable Manifests: ACH Manifest: 1021 and 1022; Check Manifest: 1023; Non-Check Manifest: 1020; and Town P/R Manifest dated 3-10-22. 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 Sessions, Each with One Item Items

Session One

Chair McDonald made a Motion to enter into non-public session at 7:59 pm 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
Maureen Higham- Aye
Keith Klawes- Aye
Jim Rodger-Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 9:02 pm. 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.

Session II

Chair McDonald made a Motion to enter into non-public session at 9:03 pm in accordance with the provisions of RSA 91-A:3, II (b). 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 made a Motion to return to public session at 9:21 pm. 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 made a Motion to give permission to Mr. Goodine to send an offer letter to Sherry Miller as a Finance Director at the rate of Grade 15, Step 8. 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 9:24 pm. 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.

DRAFT

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
March 21, 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