

**TOWN OF ALLENSTOWN  
BOARD OF SELECTMAN MEETING  
TOWN HALL  
16 School Street  
Allenstown, NH 03285  
April 3, 2023**

**Call to Order**

Chair McDonald called to order the April 3, 2023 Selectboard meeting at Town Hall at 6:08 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; Mike Frascinella, Economic Development Committee; and Fire Chief Eric Lambert, Ben Hussey, Fire Department, Sherry Miller, Finance; David Lovlien, Jr., County Commissioner; Moe Paquette from Allenstown Fire Department; Chief Stark arrived at 6:15 pm; Veronica Anaya, Trish Caruso, at 6:20 pm; Lori April, at 6:20 pm.

**CITIZEN'S COMMENTS**

Mr. Frascinella said the Subway shop has reopened which is good news for the Town.

He said the other news is they have been working on their concert series and they have finalized the flyer for the entire season. He said the line-up is as follows:

Out On Bail – May 21<sup>st</sup>

Jennifer Mitchell and Band – June 25<sup>th</sup>

Boneshakerz – August 13<sup>th</sup>

Finally there will be a free concert by Bob DePaolo in September.

He said there will be a Cruise Night event with every concert and at the last meeting the EDC members decided to do 3 hour concerts which will cost a bit more money but it will be worthwhile. Both events will be from 3 pm to 6 pm.

Mr. Frascinella said they already have signs made up for the May 21<sup>st</sup> concert. There will also be signs on School Street to direct people to Cruise Night.

Chair McDonald said that they were made aware that the auction for the Plourde property is for \$750,000.00.

David Lovlien, Jr., County Commissioner said that he represents District 3 and he and the Board of Commissioners have money left over. He said himself and the Board of Commissioners have a lot of money left over from ARPA. So from the first round, what they decided is to give out money to local small non-profits within the county. The local non-profits have to submit an application. He said one of the fortunate non-profits that got selected is local to Allenstown – the Boys and Girls Club of Suncook. He said if his memory serves him correctly, they were awarded \$100,000 to build a new playground.

Mr. Goodine said that he does have a scope from DES for their gasoline/ Benzene issue that goes through that property and others in Town which will be evaluated on the 13<sup>th</sup>- he and Mr. Arsenault will be present at that. The DES will go over and sign off on their end that it is safe to place the playground on that property.

Ms. McKenney asked if all that money has to be used for the playground. Mr. Lovlien said without his notes in front of him and being too specific, generally speaking yes.

#### **REGULAR AGENDA**

- **New Purchase Order Form and System**

Mr. Goodine said that he dislikes their purchase system and it is monotonous and wastes two or three days during the process.

He said they created a new form so that they can pay their bills faster and he would also like to discuss the purchase policy. While the amount used to be under \$3,000 for Mr. Goodine to approve, he would like to bring it to \$5,000 due to inflation.

Ms. Miller said that the Department heads will get approval but then have to go through all of those steps. If they have the new form, then it will streamline the process. Mr. Klawes said it makes their Departments more efficient and it makes sense.

Chief Stark agreed that they are chasing their tails getting paperwork done.

Mr. Klawes made a Motion to increase their Purchase Orders for Town Administrator's signature from \$3,000 to \$5,000 and anything over \$5,000 needs an minimum of 3 Selectboard members' signatures. 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.

Ms. McKenney made a Motion to increase the Department Heads level of spending to \$2,000 before they need a signature from Mr. Goodine or the Selectboard. 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.

### **Citizens' Comments Continued**

Laurie April said that she is very concerned about the bridge project on Route 28 and that is what she is here to address. She said she lives off of Deerfield Road and last year when the light was moved, it was much better and she realized there has got to be 1000 cars that travel that route per day. She said there are also several commercial trucks and vehicles. She understands that the mobile home park on 28 is a consideration and she understands that. She said it is not good to have so many vehicles trying to leave an intersection without sightlines from the North when they are trying to travel South. She said she is concerned of the safety of anyone traveling that route as it is very dangerous.

Chair McDonald said there has been more than a couple of complaints.

Mr. Goodine read the current Superintendent of the job's statement indicating that they will continue to monitor the situation but the current configuration will remain in place.

Mr. Klawes said he leaves his house in the early morning and it is hard to see in the dark with headlights. He said the situation is worse than last year. Ms. McKenney said she doesn't understand why they did not put the 3<sup>rd</sup> light up as they know it worked well last year.

Ms. April said that one time, there was a school bus in front of her that was exiting Deerfield Road, and heading north on Route 28. She said that once that bus turned, it was a complete obstruction of view. Chair McDonald said they are going to have to contact the Engineer.

- **Fire Warden Appointment Updates**

Deputy Chief Moe Paquette said there is a form they need to fill out that lists Jeff Gardner, Moe Paquette, Daniel Fitzgerald, Ian McFarland, Steve LaPorte and Eric Lambert and they need three signatures. They have been appointed before and need to update with the State of NH.

Moe Paquette said that Eric Lambert is considered the Fire Warden and the Officers are considered Deputy Wardens. He said that he thinks the alternative people on the list are considered to be "Authorized Signors."

Moe Paquette was not sure how much time Mr. McFarland was able to give them. He may not be as active as he once was but he is a good resource that they can use and he has a lot of experience.

Chair McDonald made a Motion to reappoint the following individuals as Forest Fire Wardens/ and Deputy Fire Wardens: Jeffrey Gardner, Maurice Paquette, Tyler Bannister, Daniel Fitzgerald, Ian McFarland, Steve LaPorte and Eric Lambert. 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.

- **Fire Department New Hire**

Mr. Goodine said that Ben Hussey has been a Fire Explorer for them for a number of years and will become a full-time firefighter.

Mr. Paquette said he just turned 18 and has been an Explorer for a number of years and his Dad is a full-time firefighter in another Town. Mr. Paquette said Mr. Hussey has applied to become a call member and is currently an EMT who is awaiting fire school in the summer.

Mr. Hussey introduced himself to the Board.

Mr. Klawes made a Motion to appoint Ben Hussey as a Call Firefighter for Allentown Fire and Rescue. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Jim Rodger- Aye

Maureen Higham- Yes

Keith Klawes- Aye

Sandy McKenney- Aye

The motion passed.

- **ARPA- Consultant Selection Justification Form**

Mr. Goodine said the Sewer Department just got \$250,000 of ARPA funds towards the clarifier engineering which is about 1/3<sup>rd</sup> of the cost. This form is designating Hoyle Tanner and Associates as the selected consultant. The form discusses why they are using the non-competitive sole source which is because they were previously selected through a qualified RFP process in the past.

Mr. Rodger confirmed that they have the \$250,000 currently.

Mr. Klawes made a Motion to allow Chair McDonald to sign this form so they can use Hoyle Tanner as the engineers to get into the DES Grant authorization. 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.

- **Deerfield Road Intersection due to Bridge Construction**

Mr. Klawes asked if they need to give Derik authority to send them a letter saying that they are receiving complaints from the residents? Chair McDonald said they are exactly the same complaints that they received last year.

Mr. Goodine said he would reach back out to them and say the Board wants to meet and address the issue again. Ms. McKenney said this needs to be done sooner than later. Mr. Klawes said he would

not meet with them but just say the Board wants that third traffic light put on Deerfield Road because they are having the same issues they had last year.

Mr. Goodine said he will give them a call tomorrow and then follow up with an email.

Chair McDonald said they can only make recommendations but ultimately the State does what they want.

Ms. April said that she is getting a lot of feedback on the community page created by Don Chase with regard to the bridge. She said there are a lot of people interested in this discussion and she understands that there is only so much that they can recommend to the State and she just hopes they can keep everybody safe.

- **Easter Egg Hunt at Blueberry Express Park**

Mr. Goodine said Officer Higgins contacted him and asked if she could use the Blueberry Express Park to hold an Easter egg hunt on Easter Sunday. He told her he would bring it before the Board. Mr. Goodine said it sounds like she has it all under control but he doesn't know any of the details.

- **Kettle Rock Road- No Update**

Mr. Goodine said he doesn't have anything new to report about this as he has been out sick.

- **Community Power Update**

Mr. Goodine said he missed the meeting last week but heard there was nothing much of substance discussed. Chair McDonald said that he will be sending out mail to the electric users that are eligible to stay in the program or opt out.

Mr. Goodine said he provided the Board with the correspondence regarding Community Center Solar Power between him and the representative. However, at the next Community Power Meeting they will be discussing this. He said there was a Senate Bill Hearing today about whether they were going to allow a 5 megawatt community owned solar power in town. He said this power can then be used by all of the different units in town.

He said that he has heard that through the community power deal, some people are not doing their solar projects on their own homes because it may not be feasible.

Mr. Klawes said he just looked into it and his electricity was going to cost him \$2.00 less than his solar and it wouldn't increase the value of his home. He said with regard to the research he has done, solar is overpriced.

Chair McDonald said the initial rates they were sent were really good, but he has no idea how long those rates will hold.

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

Mr. Goodine said in their Consent Calendar, he added a couple of things today by Evan and he also added a stack of payroll change forms that they were going to sign.

He said he has a Certificate of Appointment for Deputy Clerk Town Inspector Sarah Randolph that needs to be signed.

He also has a MS 232 that needs signatures – Report of Appropriations as voted at the Town Elections.

Ms. McKenney made a Motion to appoint Sarah Randlett as Deputy Town Clerk as Tax Collector with the expiration date of 3/10/26. 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.

Ms. McKinney Made a Motion to approve the MS 232-for the 2023 Report of Appropriations as voted at the Town Meeting. 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 unanimously.

Mr. Goodine said in their folder are results from the short term rental questionnaire.

Mr. Goodine said that he had two minute takers coming on board but one decided they didn't want to do it. The other potential candidate is doing a test drive right now.

Ms. McKenney said she had a concern about security in the new school....hopefully it's never going to happen but you never know. Mr. Klawes said they are doing everything in their power to make the school safe, but outside of doing a full body search, anyone can get into a school, and do what they want to; but he is confident that they are doing everything they can. School Resource Officer was eliminated a few years ago at the election. Perhaps this can be looked into again.

Chair McDonald mentioned the Dowst Road gun noise issue is still going on. Also mentioned School Funding and the State Budget.

Ms. Klawes made a Motion to sign the Annual Raise Payroll Change Forms for all the departments, 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 unanimously.

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

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated April 3, 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 unanimously.

- **Review Minutes:**

- **Public: January 24, 2023 and February 6, 2023**

Ms. Higham made a Motion to approve the Public minutes of January 24, 2023 and February 6, 2023. Mr. Klawes 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: 1024; Check Manifest: 1025; Non-Check Manifest: 1023; and Town P/R Manifest dated 03/31/2023.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1018, 1020, 1021, and 1024; Check Manifest: 1022 and 1025; Non-Check Manifest: 1019, 1096 and 1023; Town P/R Manifest dated 3/23/23 and 3/31/2023. 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.

Mr. Klawes made a Motion to adjourn at 8:08PM. 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.

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**16 School Street**  
**Allenstown, New Hampshire 03275**  
**April 3, 2023**  
**SIGNATURE PAGE**

| Original Approval:       |                            |       |
|--------------------------|----------------------------|-------|
|                          |                            |       |
| SCOTT MCDONALD, Chair    | DATE                       |       |
|                          |                            |       |
| KEITH KLAUES, Vice Chair | DATE                       |       |
|                          |                            |       |
| MAUREEN HIGHAM, Member   | DATE                       |       |
|                          |                            |       |
| SANDRA MCKENNEY, 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 KLAUES, Member       | DATE  |
|                          |                            |       |
|                          | JIM RODGER, Member         | DATE  |