

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Town Hall - 16 School Street
Allenstown, New Hampshire 03275
May 5, 2021

Call to Order

The Allenstown Selectboard Meeting of May 5, 2021 was called to order at 6:00PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

The following statement, authorizing the Selectboard to hold a virtual meeting and providing the guidelines for participation, was read for the record.

As Chair of the Allenstown Board of Selectmen, I, Scott McDonald, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is only limited space at this physical location to observe and listen contemporaneously to this meeting, thus we are broadcasting it virtually which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing access to the meeting by telephone and with additional access possibilities by video or other electronic means. We are utilizing a conference call line and Zoom video conferencing. We will also be attempting to use Facebook Live, as long as band width allows as a redundant video source for this electronic meeting. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through one of these platforms and the public has access to contemporaneously listen and if necessary, participate in this meeting by dialing the following phone number: (603) 485-7321, the password is 1234 or by clicking on the website address link on the Town's website or by typing it into your browser.

Roll Call

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

Jim Roger excused.

Allenstown staff: Derik Goodine, Town Administrator, Trish Caruso, Brian Arsenault (Virtual), Code Enforcement, Chief Paul St. Germaine, Chief Michael Stark, Chad Pelissier, Road Agent, Steve LaPorte, Michael Frascinella, EDC Committee.

Others present: Rowena and Matthew Bourque, Business owners; From RTNHI: Kim Hebert, Bill Rohr, Sherrie Fontaine, Pam Sharp, David Wiggan, Debbie Aboud, Teresa McGuire, Robert McGuire, Ray Lambert, Mark Todd, Rich Deneka, Scott Suchovsky, Richard Caruso, Trish Caruso (also employee).

Citizens' Comments

Mr. and Mrs. Bourque came to the meeting to introduce themselves and to ask whether anyone had any questions about the campground. Ms. McKenney asked whether they were open for business right now. Mr. Bourque said they would be open on the 15th of May and he would like to have them come to tour the campground and see the difference from the previous owners. Mr. Bourque said they changed the name to Suncook River Family Camp Resort.

Mr. Goodine asked if he signed up for Town Directory on the website. Mr. Bourque responded that he has. Mr. Goodine said it has not yet been sorted.

Mr. Klawes makes a motion to continue the Citizens' comments until after the Presentation of the Missing Man Chair. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Motion Passes.

Regular Agenda

- **Presentation of Missing Man Chair- Outside Town Hall**

Presentation of the Missing Man Chair is made outside of Allenstown Town Hall by Richard Caruso, which is in regard to Prisoners of War and those Veterans that are Missing in Action. Mr. Caruso spoke about the history of the chair and it's meaning which is to promote the return of these soldiers to home soil.

- **Appointments**

Mr. Laporte said that he wants to join the Zoning Board. Ms. McKenney asked him what experience he has and Mr. Laporte responded that he does not have any. Mr. Laporte said he works for Allenstown Fire and he is an EMT.

Mr. Arsenault said there is OSI Training from 9 am – 12 pm on Saturday, May 15th and he was going to discuss this with Mr. Laporte and they discuss how zoning works in all communities in the State of NH.

Mr. Klawes asked Mr. Laporte asked if he or his family had any relations to contractors or developers. Mr. Laporte responded no.

Mr. Klawes made a motion to appoint Steve Laporte to the Zoning Board for a three year term expiring on June 1, 2024. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Motion Passes.

- **Citizens' Comments (continued)**

Mr. Frascinella said he is continuing the conversation of difficulty with speeding and heavy trucking, he received a comment form LeeAnn Delmonte who said “trucks are okay as long as the speed limit is followed and the number of them is reasonable. The speed of a number of trucks has increased in a week. The road is a highway in the morning.” Mr. Frascinella said at 6:45 am, he saw a dump truck go past his house and it made him wonder about the reasonable hours of operation. Also, his neighbor Sue Hebert had an excavator come to do a finish paving on her driveway and they showed up at 5:45 am. Mr. Frascinella would also like the Board to consider is time limits as to when commercial traffic can travel on the roads. He said he could not find any references to this.

Mr. Pelissier said he thinks in NH you have to be careful for what you consider commercial traffic and moving big machinery can only be done from dawn to dusk. He said if the owner wants 5:45 am then it is not unreasonable. Mr. Frascinella said in the last 10 years, the trucking traffic has gotten heavier and heavier and for some reason they started to choose Deerfield Road as a way to get from point A to point B. Mr. Frascinella wonders if it is set anywhere in a town ordinance. Chief Stark responds that there is no ordinance.

Chief Stark said heavy equipment work must be conducted during the daylight under state law unless they have a permit from DOT.

Mr. Klawes asked if they could even do anything to limit traffic because it's a partial state road. Chief McDonald said there really is not an alternate route and if there was, they might be able to get away with a no through route sign. Mr. Klawes said that they would lose money by having to go a different route and maybe heavier patrols and tickets would help.

Chair McDonald asked Mr. Frascinella about paving at 5:45 am and he asked about sound ordinances. Chief Stark said they do not have any that specify time so its subjective. Mr. Klawes said they can work harder to control the speeds. Mr. Pelissier said the new signs should be up soon.

Mr. Frascinella said he spoke to the new owner of the Bear Brook Stables and he also was talking about trucks passing his property near Clearview and Woodridge going fast. Mr. Pelissier said they have a sign heading toward Deerfield, and that is the only sign in that direction. He said coming toward Route 28, there is one at the Town line and one just past Mount Delight. He said they could place a sign near Clearview and Woodridge if that is preferred.

- **Police Chief Personnel Update and Discussion**

Chief Stark said in the past they had 30 resumes to choose from for an opening, and this time they only have four candidates, and these candidates have to go to the academy and pass the physical ability test. He said then, from the moment they post an advertisement, that person does not end up working for almost year. He said a lot of police departments are offering sign on bonuses for certified candidates because it is a huge advantage to hire someone already trained. Chief Stark is looking for permission from the Board to do this.

Mr. Goodine asked if it will make certified officers come to Allenstown. Chief Stark responded that it appears to be working in other Towns and its an incentive to get applicants to come here. Mr. Goodine asked if these individuals will be fully screened. Chief Stark responded that the rest of the process will remain the same. Chief Stark said they will also be credited for years of service and they will try to match the pay steps where they are coming from.

Mr. Klawes asked if this would actually be saving us money because we are paying more for experience.

Ms. McKenney asked how much it costs to send a new officer to the academy and starting pay. Chief Stark said there is no tuition to attend the academy but while a person is there, the lowest would be just over \$14,000. He said it is an apples and oranges issue when you are dealing with certified officers vs. uncertified officers and they would probably attract only a 2-5 year which is not a large jump in salary. He said by hiring a certified candidate, they get over so many hurdles and that is worth the extra money. Mr. Goodine pointed out they would not be paying another officer to fill a shift

while the candidate is at the academy. Mr. Goodine said that the personnel policy will have to be updated to address this.

Mr. Klawes said he would like to see a set dollar amount on a sign on bonus, or incremental set bonus based on year of service. He would also like to do this on a 2-3 year basis depending on if things change in the future. Mr. Klawes also is concerned other Town Departments will request sign on bonuses. Chief Stark said this is very specific set of circumstances based on the way they put people on the Police Department which differs from the Fire Department.

Chair McDonald asked if it's a \$10,000 sign on bonus paid over a 3 year increment. Chief Stark said he is correct and he doesn't care if they have 1 or 3 years of experience because the key is being certified. Mr. Klawes suggest to take the words "negotiate" and "no more than" out to avoid confusion. Chief Stark said he will get a sample motion that outlines this plan for the next Selectboard meeting.

Chair McDonald asked if they could okay this for the Chief and review it ever year.

Mr. Klawes made a Motion to accept Chief Stark's recommendation of a \$10,000 sign on bonus with installments outlined in his memo and look to review this annually.

Ms. McKenney would like to see the third year be a higher amount of payment.

Mr. Klawes withdrew his previous Motion.

Mr. Klawes made a Motion to accept Chief Stark's recommendation of a \$10,000 sign on bonus with year one at \$1,650, year two at \$2,750, and year three \$5,600. Ms. McKenney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Fire Chief Forms, Appointments and Hiring Update**

Chief St. Germain provided Chair McDonald the updated Fourth Warden appointment forms for signature.

Chair McDonald asked how many years Jeff Gardner has been with the department. Chief St. Germain responded 15 years.

Chair McDonald said that he has five renewals, one is for Chief St. Germain for Force Fire Warden Appointment for three years; Deputy Force Fire Warden Appointment for Eric Lambert, Evan McIntosh, Moe Paquette, and Jeffrey Gardner.

Chief St. Germain said we have always had Deputy Wardens.

Mr. Klawes made the motion to appoint Mr. St. Germain as Forest Fire Warden for the next three years. Seconded by Ms. McKenney.

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

The motion passed unanimously.

Mr. Klawes made the motion to appoint Mr. Lambert, Mr. McIntosh, Mr. Paquette, and Mr. Gardner as Deputy Force Fire Wardens for the next three years. Seconded by Ms. McKenney.

A roll call was taken.
Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
The motion passed unanimously.

Chief St. Germain provides an update on the new equipment. He said a new pick up is sitting in the garage right now with a new plow on it and it will go out for further outfitting next week.

Chief Stark was approached with interest about the older pieces of equipment which are going out of service and he doesn't know what prices these would go for.

Chief Stark said the other pieces of equipment related to the forestry vehicle and off road vehicle have been ordered and in process and there will be some training associated with this. He said he is hoping the new truck will be in service by the end of May and beginning of June.

Ms. McKenney asked him if he has an estimate as to what those vehicles are worth. Chief Stark said he does not know.

Chief Stark said with regard to hiring for the full time position, they are down to two candidates. He should have the information relating to these individuals later this week. Ms. McKenney reminded Chief Stark that they would need to meet the individual in order to make the appointment.

Chief Stark said relating to “call” positions, they have a candidate waiting through the pandemic, along with another candidate that will be starting the interview process, and he would like to recommend them for a conditional offer so they can get background checks completed. He said they are both local.

Ms. McKenney made a Motion for Chief Stark to go forward with a criminal and motor vehicle background check and for a call firefighter and that he make a Conditional Offer pending the results of the background checks. Mr. Klawes seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Rail Trail Land Purchase Complete**

Mr. Goodine said that he does not have the deed in hand but it has been filed with the Registry of Deeds. He said he is going to a work shop on Wednesday and they will then need to go view the land this summer to determine what needs to be cleared. Mr. Goodine went there recently and said that there appears to be trailers from the neighboring property that may need to be moved.

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

Mr. Goodine said that as of May 7th, the Best Practice Guidelines were eliminated by the Governor. He said that there are updated guidelines regarding day camps, outdoor gatherings, and mentioned corhorting, social distancing, sanitizing, and mask wearing which are still recommended. The Performing Arts groups want to go to full time capacity in July.

Mr. Goodine does not have anything new to convey about the to the American Rescue Acts Funds.

- **OAMH BOS Meeting- June 14, 2021- Next meeting June 7, 2021 Town Administrator’s Report**

Mr. Goodine reminded the Board that the next meeting is June 7, 2021 and that June 14, 2021 is the Old Allentown Meeting House meeting.

Town Administrator’s Report

Mr. Goodine said that on June 7th, the DOT will Zoom into their meeting to discuss the Route 28 bridge project which is projected to start late Fall. He said there have been some changes but he has not seen them.

Mr. Goodine said that \$301.5 million dollars locally and for the state equalizer value, it is \$373.5 million. He provided material regarding this to the Board for discussion. The 2020 State Equalized Valuation Report is also located under agenda items on the Town of Allenstown website.

Mr. Goodine also provided the Board with a copy of Jaffrey's Broadband project and a North Conway Solar project which he has been looking into as projects for the Town of Allenstown.

Mr. Goodine notes that on May 7, 2021, there will be a pre-construction meeting for paving a portion of Main Street.

He notes that the Rod Gun Fishing Derby has been canceled.

Mr. Goodine provided a Union Leader article about state funding and the issues NH is facing with regard to state support of education.

Mr. Goodine said the Attorneys are closing out three different files and they will be returning the records to him.

He said in the Consent calendar, there were a couple current uses put in today in order to be signed for a property that a family took over out of probate.

Mr. Goodine said that there are a few contracts that need authorization to sign relating to Alvin Ave Paving, and Pine Acre and Deerfield Road Paving. Mr. Pelissier said that these projects will happen as soon as the next two weeks but Deerfield Road may take a little bit longer due to rental of an excavator.

Mr. Pelissier said that he wants to ask how the Board feels with regard to repainting a double yellow line on Deerfield Road. Mr. Goodine defers to those that live up that way to determine whether it is a benefit or a detriment due to the speed issue. Mr. Klawes said that he believes it should be re-striped for safety purposes. Mr. Frascinella said that it is easier to see the road. Mr. Goodine thinks they should repave first. Mr. Pelissier said he would get a few bids for it to move forward.

Mr. Pelissier said he wants to talk to Pembroke Water Works for some donations for the water for the skating rink and he will come back with a better price on it.

Mr. Pelissier asked Mr. Goodine that with all the infrastructure talk at federal level, will they look for shovel ready projects. He responded that shovel ready wasn't going to be the same thing as in the ARRA Act under Obama because the time level for expending funds is going to be longer. He also thought it would give them a foot up to get the money the more shovel ready they are. Mr. Pelissier said that they have had issues in the past with [REDACTED] and he can get a bid to replace it if it's worth it. Mr. Goodine said that he said that is good to know for now but will wait until they learn a little bit more.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: May 3, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of May 3, 2021. Ms. McKinney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: April 19, 2021**

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes of April 19, 2021. Ms. McKinney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Public: April 5, 2021 and April 19, 2021**

Ms. Higham made a Motion to approve the Meeting Minutes of April 5, 2021 and April 19, 2021. Ms. McKinney seconded the motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
The motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests:**
 - **ACH Manifest 1044, Check Manifest 1045, Non-Check Manifest 1046, 1047, 1048, Town P/R Manifest 4/8/21 and 4/22/21**

Ms. Higham made a Motion to approve the ACH Manifest 1044, Check Manifest 1045, Non-Check Manifest 1046, 1047, 1048, Town P/R Manifest 4/8/21 and 4/22/21. Ms. McKinney seconded the motion.

A roll call was taken.
Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
The motion passed unanimously.

- **Non-Public Agenda Items**

Chair McDonald made a Motion to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:05 pm. Ms. McKenney seconded the motion.

A roll call was taken.
Maureen Higham- Aye
Scott McDonald- Aye
Sandy McKenney- Aye
Keith Klawes- Aye
The motion passed unanimously.

Chair McDonald made a Motion to return to public session at 8:30 pm. Ms. Higham seconded the motion.

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

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Keith Klaus - Aye

The motion carried unanimously.

Ms. McKenney made a Motion to have an agreement signed as laid out in the Attorney's letter to end the legal matter. Mr. Klawes seconded the Motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Keith Klaus - Aye

The motion carried unanimously.

Mr. Klawes made a Motion to adjourn at 8:34 pm. Ms. McKenney seconded the motion.

A roll call vote was taken.

Maureen Higham – Aye

Scott McDonald – Aye

Sandy McKenney – Aye

Keith Klaus - Aye

The motion carried unanimously.

**TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES
May 3, 2021
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