

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

May 16, 2022

Call to Order

The Allenstown Selectboard Special Meeting of May 16, 2022 was called to order at 6:04 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Excused: Jim Rodger

Allenstown staff: Chief Mike Stark and Lieutenant Beth Tower, Police Dept., Derik Goodine (Town Administrator), Eric Lambert, Fire Chief, Karen Tardif, Firefighter, Mike Frascinella, Isaiah Boyle, Audra Boyle, Resident, Kailyn Boyle, Gillian Boyle, Jaiden Boyle, Emily Walker, Mike Bowen, Police Department, Brian Remis, Police Department, Aaron Lambert, Resident, Lori Lambert, Resident, Carter Lambert, Resident, Dawn Chabot, Police Department, Elijah Boyle, Police Department, Brian Arsenault, Code Enforcement Officer, Keith Melansen, Firefighter, Jeff Gardner, Fire Department, Bryan Wilcox, Police Department, Bryan Rembis, Police Department, Ben Savage, Police Department, Austin LaDuke, Fire Department.

REGULAR AGENDA

- **Police Officer Swearing in Ceremony**

Chief Stark introduced Elijah Boyle and swore him into the Allenstown Police Department.

- **Fire Chief Swearing in Ceremony**

Chief Stark swore in Eric Lambert as Fire Chief of the Allenstown Fire Department.

CITIZENS' COMMENTS

Mr. Frascinella said the concert yesterday was very successful with approximately 40-50 people in attendance. He said there may have been people put off by the rain.

He said the rain ended at 3 pm and didn't start again till 6 pm. Mr. Frascinella sent out an email thanking everyone involved for a successful event.

He said someone approached him and said these concerts can use more advertising and he agreed.

- **Public Hearing for ARPA Funds Authorization for Valley Street Storm Drainage/ Slip Lining Expenditures (Loss of Revenue Classification) and Grant for Police and Fire Radio**

Chair McDonald called the public hearing to order pursuant to RSA 31:95-B Section III.

He read: The Selectboard will hold two public hearings under RSA 31:95-b Section III held on Monday, May 16, 2022, at Allenstown Town Hall at 6:00PM to accept and expend American Rescue Plan Act funds.

1. Acceptance of ARPA/NH GOFERR Funds under the Locality Equipment Purchase Program and expending for eligible activities: Total Expected: \$49,021 but up to \$50,000 from the Locality Equipment Program to purchase portable radios for the police and fire department. The town will be matching 10% at a cost of \$4,902 to obtain the radios.
2. Selectboard authorizing expending \$58,000 of the Town's ARPA Funds for Non-Entitlement Communities on Valley Street Slip Lining of Storm Drainage, \$50,000 under the Loss of Revenue Grant Category.

Mr. Goodine said they really want them to use the entire \$50,000. Mr. Stark said the radios they have now are over a decade old and at the end of their service life. He said the new radios are a third of the cost.

Mr. McDonald asked if they were going to replace a cruiser this year. Chief Stark said yes, as they do every year. He said in September which is the drop dead date, they should hear from Dodge and then they will know more. They would like to stay with the Durango.

Mr. Goodine said that Mr. Caruso is going to take the flag down up front and paint the pole and fix the rope.

As there were no further comments, Mr. Klawes made a Motion to close the public hearing. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion passed unanimously.

Mr. Klawes made a Motion to accept the grant funds of \$50,000 from the ARPA and NH GOFERR Locality Equipment Purchase Program. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion passed unanimously.

Mr. Klawes made a Motion to expend \$58,000 from their account ARPA funds for non-entitlement communities on Valley Street slip lining for storm drainage under the loss of revenue grant category. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion passed unanimously.

- **Engineer Contracts – Request for Proposals**

Mr. Arsenault said he is looking forward to signing up Gail Associates. Mr. Goodine said he hadn't put together the three year contract yet.

Mr. Goodine said they need to void the Hoyle Tanner agreement and then they will engage Gail Associates to take over the MS4.

Mr. Arsenault said the Sewer Commission still retains Hoyle Tanner. He said they can now move forward with their task orders for a realistic cost.

Mr. Klawes said if they run into an issue with sewer in the roads like they did this past year, who's engineering firm would be top dog. Mr. Goodine said in that case, if the Sewer Department was doing a major project that had to be engineered, they would probably engage their engineer to make sure the plan was according to their specifications since the road belongs to the Town.

Mr. Klawes made a Motion to send a letter of termination to Hoyle Tanner and engage Gail Associates for a three year contract for engineering services and authorize the Town Administrator to send out both documents. Ms. McKenney seconded the Motion.

Roll Call vote was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The Motion passed unanimously.

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

Mr. Goodine said spoke with Olympus Pizza and told them there is a \$15,000 grant for restaurants but they cannot be a chain in order to recover Covid related expenses.

He said Subway is back open again after a possible change in ownership.

He said the housing subsidy program was approved by the Executive Council which gives \$10,000 per unit to the communities if they do affordable housing but he believes they have to be 5 or more units. He said some towns are excited about this opportunity.

- **Selectboard will meet at Old Allenstown Meeting House on June 13, 2022 at 6:00 pm**

Chair McDonald said the next meeting will take place on June 13, at 6:00 pm.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said he has Trustee of the Trust notes for the Board to sign for the Capital Reserve funds. He also provided the board with the Assessor Cyclical Monitoring Report.

Mr. Goodine said on Wednesday, the FBI will be doing some training in Bear Brook State Park and they will be using the police station as the operation center.

He said on June 2nd there will be a groundbreaking at the new school and they invited all the Department heads and Boards. Mr. Arsenault said it will be at 9:30 am and there will be some students there, and Thursday will be the rain date.

He provided the Board with a letter regarding a suspected firewood business in town which just turned out to be a man who had some wood delivered to cut and split for the winter.

Mr. Goodine said there was a dredge permit amendment regarding the Route 28 bridge. He did contact them last week because there were some complaints about traffic. Mr. Frascinella said it is becoming danger to go in and out Deerfield Road.

Mr. Klawes said it is difficult to see when you can go and you can't even edge out.

Mr. Goodine said they discussed Reach the Beach today and although it is mostly state road they use, there have been some noise complaints. He said they have a contact to reach out to if needed. Mr. Klawes said on the day of the race, it takes him 45 minutes to get to LaValley Farm to take his daughter to work which is only 4.5 miles. He said they are all over the place, including the runners`

Chief Stark said their detail starts around 9 pm and they shouldn't be allowed to park in the road.

Mr. Goodine said there some reports from the Fire Chief and also the Gatsas report for the Board to look at.

With regard to the Community Center, they are going to have to spend a several hundred dollars to repair a fence around the basketball court. He had Mr. Pelissier look at it and give a quote of what it would cost to fix it.

Mr. Goodine said he went to the Primex Safety Conference and he got some value from at least a couple of the programs.

He said he and Chair McDonald met with Hillsbrook and everyone seems to be okay for right now. Mr. Arsenault said they will have another meeting next week to discuss plans for moving forward.

Mr. Goodine said 20 dignitaries from Allenstown took a walk through China Mill and took some photographs. He said he was amazed at the transformation and size of some of the bedrooms.

Mr. Arsenault said Carol from the Suncook Senior Center asked him if there were any limitations in having a cookout and he referred her to the Fire Department. Mr. Goodine said he knows that the Boys and Girls club want to do a Summer Fair and he hasn't heard anything since. He said Dusty Grey is now moving on to another position.

ROAD AGENT REPORT

Mr. Pelissier said he has three bids for the tree on Reserve Street including Tree Fellas, LLC, Accurate Tree Service, LLC and Collins Tree Service. He said Collins usually does their tree work and their quote was the cheapest at \$1200. The Appeal period has been waived.

Ms. McKenney made a Motion that Chad Pelissier, the Road Agent, contract Collins Tree Service for \$1200 to take the tree down on Reserve Street. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion passed unanimously.

Mr. Pelissier said they ended up closing Gilbert Road due to the Route 28 bridge project. He said he had a couple of complaints of people going way to fast and cutting through.

He said with regard to Deerfield Road, the large neon speed sign is no longer there and he is not sure where it went. He said he is not sure if the Board wants to spend another \$200 to replace it. Mr. Pelissier said the poles are driven into the ground 3 ft. but can come out.

He said they are painting crosswalks on Main Street and might be looking for their assistance.

OTHER BUSINESS

Ms. McKenney said she noticed on Sunday that the Fire Department was outside landscaping.

Mr. Klawes asked about if Mr. Goodine followed up about the internet service and Mr. Goodine said it is working fine now. He said he is not sure if the modem is old and they will just have to have someone come in and take a look at it. Mr. Klawes agreed regarding the modem.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: May 16, 2022**

Mr. Higham made a Motion to ratify the Consent Calendar of May 16, 2022. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion passed unanimously.

- **Review Minutes:**

Public: May 2, 2022

Ms. Higham made a Motion to approve the public meeting minutes from May 2, 2022. Ms. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye
Maureen Higham- Aye
Keith Klawes- Aye

The Motion passed unanimously.

Non-Public: May 2, 2022

Ms. Higham made a Motion to approve the non-public meeting minutes from May 2, 2022. Mr. Klawes seconded the Motion.

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

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: 1034; Check Manifest: 1035; Non-Check Manifest: N/A; and Town P/R Manifest dated 05-05-22.**

Ms. Higham made a Motion to approve the Accounts Payroll and Accounts Payable Manifests: ACH Manifest: 1034; Check Manifest: 1035; Non-Check Manifest: N/A; and Town P/R Manifest dated 05-05-22. 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- One Session, Two Items

Chair McDonald made a Motion to enter into non-public session at 7:43 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

The motion passed unanimously.

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

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

The motion passed unanimously.

Ms. Klawes made a Motion to adjourn the meeting at 8:20 pm. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

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Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
May 16, 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