

**TOWN OF ALLENSTOWN**  
**Selectboard Meeting Minutes**  
**Town Hall - 16 School Street**  
**Allenstown, New Hampshire 03275**  
**May 17, 2021**

**Call to Order**

The Allenstown Selectboard Meeting of May 17, 2021 was called to order at 6:06 PM 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 Rodger.

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault (Virtual), Code Enforcement, Chief Michael Stark, Paul St. Germain, Michael Frascinella, EDC Committee.

Others present: Marianne Steinmetz.

**Citizens' Comments**

Mr. Frascinella said the yard sale was this past Saturday. He said he doesn't know how well it went and he has not taken a survey of the people that were involved. Mr. Frascinella said there was not a lot of customers up on Deerfield Road.

He said the flag ceremony held on Saturday morning he heard went very well and the photos were impressive.

Mr. Frascinella said they need to get final details about the Sunday concert. Chair McDonald asked how many sign ups they have for the corn hole tournament. Mr. Frascinella said Jeff Venegas is in charge of that and he thinks they have at least a dozen people.

Ms. McKenney said she had a yard sale and there was a lot of traffic near the village.

Mr. Klawes said he would get Mr. Frascinella the prices for the food for the concert so he can advertise it. Mr. Frascinella said he saw a flyer that Ms. Venegas made and the menu looks excellent.

Marianne Steinmetz is the President of Suncook Softball and wanted the opportunity to update on how things are going in terms of the program and what they are hoping for moving forward. She said that Soccer has given them the fields on Thursday nights and it has worked well. She said that their program has grown a bit and their number of Allenstown girls is higher than it was in the past. Ms. Steinmetz said the summer program will be similar to how it was last year and fall program is up in the air until they know what the town is planning with the use of volunteer fields and the difficulty of sharing with soccer. She said they would need an answer by the end of June as to whether they can participate in the Fall.

Mr. Klawes asked her if they have looked at using Allenstown schools and TRS, Pembroke Academy that have softball fields. She said one of the biggest issues they have run into for that is having to bring pitching machines to every field back and forth as there is no more coach pitch.

Chair McDonald asked what has changed over the years. Ms. Steinmetz said that the senior girls take up more time. She said that Pembroke Academy has denied them use of the field before and she does not think they would allow use of their pitching machine.

Mr. Goodine suggested inviting soccer and creating a subcommittee/ workshop to discuss this and come up with a plan for a schedule. Mr. Klawes agreed with this plan. Mr. Klawes and Mr. McDonald volunteered to be a part of the subcommittee that will meet after Memorial Day, on June 3rd.

Mr. Klawes makes a Motion to create a subcommittee to discuss a plan for the soccer and softball schedule to meet on June 3<sup>rd</sup>. 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.

### **Regular Agenda**

- **Town Hall Lawn Use**

Mr. Goodine said he has a request from the Boys and Girls Club wants to put a sign on the Town Hall lawn to advertise their program and the library also requested use of the lawn. He said the library wants to use the lawn for a kickoff event for the summer reading program with a presentation from Squam Lake Science Center on Friday, June 25<sup>th</sup> at 1 pm, with a rain date of Friday, July 2<sup>nd</sup>.

- **Police Chief Personnel- Hiring**

Chief Stark said they were able to find an excellent candidate for the open position right now but the down side is he lives in Indiana. He said the candidate he is a former marine, working construction right now, has his degree and is looking to work as a police officer. He said he would graduate mid-December and would be on the road mid-March. Chief Stark said if they do end up with an open position, they do have a couple of interested candidates which is encouraging.

Sandy McKenney made a Motion to hire Nathan Campbell for the open police officer position. Ms. Higham 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.

- **Fire Chief Personnel- Hiring**

Chief St. Germain said they had three candidates come in for an open position and they are going to move forward with a conditional offer and it was forwarded to Derik Goodine to distribute to the Board. He said the conditional offer is contingent on background checks. Chief St. Germain said the candidate has all required state certifications and he is eager to start.

Maureen Higham made a Motion to make a conditional offer to Ian McFarland for the open full-time fire fighter position. 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.

Chief St. Germain said that the new pick-up truck was in and they had some of the outfitting done. He said he could forward them some photographs. He said the side by side off road vehicle will be in either Tuesday or Wednesday but they won't see the forester skid units until June.

- **Cable TV Franchise Renewal**

Mr. Goodine said he is hoping to have the public hearing on June 14<sup>th</sup>. He said he put in a guide from a couple of years ago that lays out the process. He had reviewed the proposed franchise agreement which is the same as the 5 year agreement from 2016. Mr. Goodine said he needs to talk with Attorney Brandon O'Donnell about the process. He said people may have some complaints, but you can't request a certain package or specific channels. Mr. Goodine said anyone who is beyond 250 ft. from the cable system should be able to be hooked in, and any more than that you have to pay.

Mr. McDonald asked if the town has any out clauses in the contract. Mr. Goodine said he did not think so, because they have to right to operate as long as they did not violate the last agreement. He said this isn't exclusive, so if another company comes in, they could get another franchise agreement but to get competition in cable TV is close to impossible.

Mr. Klawes asked for an explanation on the Comcast Franchise payment amount, is that what they pay Allentown for the right to operate. Mr. Goodine said they owe us 3% of their gross revenues, such as movie rentals, premium channels. The money goes into Town revenues.

Mr. Klawes said we have an older community that does not come out to meetings as much or joining on Facebook and he wondered if there is something they are missing to get them to participate more such as public broadcast on television. Mr. Goodine said he is not against that and it would not be difficult to do but they would have to purchase some equipment. He said that he thinks it could be built into the franchise agreement and the cost would be passed onto the customers until it is paid off. He suggested bringing it up at the Town Meeting. Mr. Goodine said he would not suggest public access but government access for just their use.

Ms. Higham made a Motion to tentatively schedule a cable TV ascertainment public meeting on June 14. 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.

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

Mr. Goodine said he attended the workshop regarding the American Rescue Act Funds that lasted one hour. He said they should get the first half of the payment in May, and it is going through the State of NH, and the second half will come later.

Mr. Goodine is trying to figure out lost revenue and is looking for clarity. He said the next meeting is the following Wednesday, and he also has a broad band meeting that same day.

Mr. Goodine said the amounts they were given were only estimates.

He said that the Covid guidance has been dropped to the business and local levels, and masks are optional at some places. There was some discussion regarding the vaccination card.

Mr. Goodine said he doesn't know where the money is going to go but they have four years to decide. He said he would like to replace the revenue, and do sewer studies. The Board will re-discuss the mask rule at Town Hall in 3 weeks.

- **OAHM BOS Meeting- June 14, 2021, Selectboard Meeting June 7**

Mr. Goodine said the next Selectboard meeting is June 7<sup>th</sup>, with the Old Meeting House meeting on June 14, 2021.

### **Town Administrator's Report**

Mr. Goodine said the Immunity Bill was defeated in the House (SB111) the past week, but they in turn got ahold of the Senate Bill 96 and added an amendment, 1244h. He said the Towns end up having to fight these cases and pay the legal expenses.

Mr. Goodine said the Senate Judiciary Committee heard testimony on Amendment 1251s to HB 108 which will correct last month's ruling at the NH Supreme Court regarding privileged communications between a municipality or a government client and it's attorney may be subject to disclosure pursuant to the right to know law. He said they are asking towns to reach out to their legislators to fix this issue, which would be disastrous.

Mr. Goodine said the issue of gunfire on town property is still out there. He said they did not weigh in on this.

He said that he sat through the senate hearings on the finance committee regarding SB 135 to hold the school systems harmless to the same level of funding. He said for the other bill relates to the state paying 40% of meals and lodging tax back to municipalities but it has been giving the same amount, even though the amount should have tripled in size to go back to the property tax payers.

Mr. Goodine said 96-FN-A was an act relative to implicit bias training for judges, establishes a body-worn dashboard camera fund and makes an appropriation therefore, amending juvenile delinquency proceedings, adds race and ethnicity data on state id cards, and add all of HB 111 on top of that. Mr. O'Meara said that should not be allowed, and it would be difficult to serve the public.

Mr. Goodine said they had an agreement to put solar panels on top of the community center, and it looks like it slowly moving forward. Mr. Arsenault said that an engineer should be contacted to determine the additional weight it would add. Mr. Goodine said this will ultimately save money in electricity.

Mr. Goodine said that he had spoken with Eversource about doing some trim work on Deerfield Road. He did research that showed it is not a scenic highway so they do not need to have a public meeting but will have to contact the abutters.

Mr. Goodine gave the board the April report for Whitten Street park treatment for the fuel leak. He also provided information regarding the status of the paving on Main Street.

Mr. Goodine said he wanted to thank Patricia and Richard Caruso for bringing the suicide awareness program for veterans and first responders to town. He also wanted to thank Pembroke Fire Department for the large flag used for the ceremony.

Ms. McKenney said she is going to visit the campground this Saturday.

Ms. McKenney said the bake sale will be July 2<sup>nd</sup> from 11 to 4.

Mr. Goodine said there is no Old Homes Day but Mr. Venegas is working on having an Allenstown Day with potentially food and a band.

Mr. Goodine said he did look at the recreation trail grant application which is due in the middle of June. He said that he and Mr. Pelissier will go and take a walk to look at the trail. He said the initial estimates are \$90,000 to \$100,000 and this grant program is for funding in the following year. Mr. Goodine said the grant doesn't include paving but he wants to use crusher dust and roll it out. Ms. McKenney asked if they would plow it in the winter and Mr. Goodine said no, because it would be used for snow-shoeing, cross country skiing, but not snowmobiles or ATVs.

## CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: May 17, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of May 17, 2021. Ms. McKinney 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.

- **Review Minutes:**

- **Non-Public: May 3, 2021**

- **Public: May 3, 2021**

Mr. Goodine said in the first line of the Minutes, it should be May 3, 2021 and not May 5, 2021. There was a discussion of further clarification in the minutes.

Ms. Higham made a Motion to approve the Non-Public Meeting Minutes 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

Jim Rodger-abstained

The Motion passed.

Ms. Higham made a Motion to approve the Public Meeting Minutes of May 3, 2021 with the corrected date, edits on p. 9 for Mount Delight Bridge and the spelling of Mr. Rodger's name. Ms. McKinney 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.

- **Approve Payroll and Accounts Payable Manifests:**
  - **ACH Manifest 1049, Check Manifest 1050, Non-Check Manifest N/A; Town P/R Manifest 5-6-21**

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  
Jim Rodger- Aye  
The Motion passed unanimously.

- **Non-Public Agenda Items**

Chair McDonald made a Motion to go into non-public session in accordance with the provisions of RSA91-A:3, II (c) at 8:15 pm. Ms. McKenney seconded the Motion.

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

Chair McDonald made a Motion to return to public session at 9:02 pm. Ms. McKenney seconded the Motion.

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

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Roger-Aye

The Motion passed unanimously.

Ms. Higham made a Motion to run an ad for the employee's job when she gives her notice so that she can train the new employee, but when she leaves, they will allow her to work remotely for 90 days until they find someone and if they cannot, they can renew it. Mr. Klawes seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Roger-Aye

The Motion passed 4-1.

Mr. Klawes made a Motion to reissue a \$33.00 check from 1999. Ms. McKenney seconded the Motion.

A roll call was taken.

Maureen Higham-Nay

Scott McDonald- Nay

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Roger-Nay

The Motion was denied 4-1.

Mr. Goodine had someone reach out to him about a community garden and a location for it. He said Ms. Caruso said there are lots at the end of Albin Ave in the cul-de-sac but there is no water. Ms. McKenney said the residents may take issue with that. Mr. Goodine does not have any more ideas on a suitable place. Ms. McKenney said there is space by the sewer but Mr. Goodine said there is a canopy of trees and no fertile soil on that property. Mr. Rodger said they tried to do this years ago.

There is further discussion of potential places. Mr. Klawes said it is not too late for planting. The Board thought it was a good idea but will discuss it further next year.

Ms. McKenney made a Motion adjourn at 9:24 pm. Chair McDonald seconded the Motion.

A roll call was taken.

Maureen Higham- Aye

Scott McDonald- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Roger-Aye

The Motion passed unanimously.

DRAFT

**TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES  
May 17, 2021  
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>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAWEs, Member	DATE
	JIM RODGER, Member	DATE