

**TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
OLD ALLENSTOWN MEETING HOUSE
150 Deerfield Road
Allenstown, NH 03285**

June 13, 2022

Call to Order

The Allenstown Selectboard Special Meeting of June 13, 2022 was called to order at 6:01 PM by Chair Scott McDonald.

Chair McDonald called for the Pledge of Allegiance.

Mr. Verville gave them an overview of the Old Allenstown Meeting House. He briefed them that on the July 1st, from 11-4 they have their annual bake sale. He said on August 7th at 4 pm, they welcome Paul Wainright, a NH historian and photographer that writes about the NH old meeting houses, to tour the Allenstown Meeting House.

He also said that SCA NH AmeriCorps will be at Bear Brook again this year and they will open the Old Allenstown Meeting House every Sunday from noon until 2 pm.

Roll Call

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Keith Klawes

Excused: Sandy McKenney

Allenstown staff: , Derik Goodine (Town Administrator), Eric Lambert, Fire Chief, Dawn Shea, Allenstown Police, Brian Arsenault, Building Inspector and Code Enforcement Officer, Jeff Gardner, Allenstown Fire Department

Other: Armand Verville, Claudette Verville, Richard Merrill, Carol Merrill, Rich Caruso, Ray and Renee Grenier, Brian Goss, Mike Frascinella, EDC

CITIZENS' COMMENTS

Mr. Frascinella said the EDC held its second summer concert on June 12th. He said their chef was there and did a great job. He said the ARD Student Council sold baked goods and the fire department sent the rescue truck over. He said they also had a visit from a couple of police officers from Allenstown.

Mr. Frascinella said the BoneShakerz did a great job performing for two hours. He said there were a little over 50 people in attendance.

He said they need to put some flood lights in the gazebo to make the performers stand out. He said someone came with an classic car and they came up with the idea of inviting classic cars to the next concert to attract people and perhaps charge a small fee.

Mr. Frascinella said he also wanted to mention that he got the slides for a slideshow on the China Mill project and he has posted it on his website. He said at some point, he will post on the Town website.

REGULAR AGENDA

- **Dowst Road Gunfire and Trash Complaints**

Mr. and Mrs. Grenier spoke up and said they weren't familiar with the trash complaints but said the Chief had brought that up the last time he was on the property. He said the last time they were at the Board of Selectman meeting, he thought letters would be sent out and the second landowner would be asked to post. He said at this point, he doesn't know if the people who are shooting are repeat offenders or different people.

Lieutenant Shea said that the Chief did send letters and they were waiting to hear back from one of the landowners. She said that they are working to explore other avenues and it is not the same group people coming back and they come from everywhere; but unfortunately they have no legal authority to shut them down.

Lieutenant Shea said she believes the Chief will be meeting with Brian Arsenault to discuss further.

Mr. Grenier said he would hate to keep sending the police down there to confront someone with a firearm.

Lieutenant Shea said she believes this is going to be an ongoing issue and they may invite the landowners to a future meeting. She said the trash is under investigation currently and they have cameras installed.

Chair McDonald asked at what point does it become a public nuisance. Lieutenant Shea said they explored almost every option and it is frustrating to them as an agency as they understand the trauma it is causing to the neighborhood.

Chair McDonald said he did a little research and while he is not an expert, he is struggling with what route they can take. He said it is not good to have such a high concentration of lead in one area but the EPA does have guidelines for shooting ranges with regard to lead abatement. He said the property owners are essentially allowing their property to have a concentration of lead and it might be worth pursuing. There was further discussion regarding the involvement of the EPA and whether

or not it needs to be looked into further and the question of liability. Mr. Caruso said they need to consider what will happen and how it will affect the environment 30 years from now. Mr. Klawes said that it might behoove them to look into the requirements for a shooting range on the property.

- **Fire Department Personnel Changes and Update – see Non-Public Action**

NON-PUBLIC SESSION

Chair McDonald made a Motion to enter into non-public session at 6:29 pm in accordance with the provisions of RSA 91-A:3, II (a). Mr. Klawes seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion to come out of Non-Public Session at 6:37 pm in accordance with the provisions of RSA 91-A:3, II (a). Mr. Klawes seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- 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
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes made a Motion to promote Lieutenant Gardner to Captain; Firefighter Tardif to Lieutenant, and Firefighter Bannister to Lieutenant. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye

Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Fire Engine Pump**

Chief Lambert said they noticed coolant water coming out of the bottom of Engine #1 that increased over time. It was evaluated and determined that it needed to be fixed despite passing the pump test.

He said he spoke to Mr. Goodine about the Capital Improvement Line to address it.

Chief Lambert said the truck is in service for now because it passed the pump test but it is leaking quite a bit. They were given a quote of approximately \$20,000.

Mr. Goodine said he would authorize Chief Lambert to overdraft his vehicle maintenance line by \$20,634.86 to fix the pump knowing that overdraft from the budget line will come from the capital outlay line.

Ms. Higham made a Motion to authorize Chief Lambert to overdraft his vehicle maintenance line for the fire department to repair the pump on Engine #1 which will be offset by the fire capital outlay line in the budget. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes asked what the shelf life is on that engine. Chief Klawes responded that Engine #1 is a newer engine.

- **Fire Department Equipment Discussion**

Mr. Goodine said they will table this subject for the next meeting. He said Chief Lambert would like to take money from the Capital Reserve Fund to pay for various items for the department.

Chair McDonald asked Chief Lambert if the high cost of diesel is going to impact his budget this year. He said they have been keeping a close eye on it and they are being smarter about conserving gas.

- **Rt. 28 Bridge Project Traffic Concerns**

With regard to traffic at the Rt. 28 bridge, Chief Lambert said he wishes it was blocked off further back, but it's not within his purview. Mr. Klawes agreed with that. He said you can't see the cars coming over the bridge and there is going to be a bad accident one day. He said it's a state road which makes it tricky and wondered if the Highway Department can and should put up signs regarding use of breakdown lane so people are aware that it is authorized to be used. Mr. Goodine said he would talk with DOT to see what they can do and whether they could use cones.

Mr. Klawes made a Motion to have Mr. Goodine discuss with DOT on behalf of the Selectboard, Fire and Police Department and Highway Department regarding marking the area to make it safer. Mr. Rodger seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Town Hall Flag Pole**

Mr. Caruso volunteered to take it down, strip it, clean it, and paint it. He said at the last concert, they tried to adjust the flag and it was jammed. He said he did some shopping around and it should not be too difficult. They will need to replace all of the hardware.

Mr. Caruso said there are a lot of weeds near the flagpole that need to be taken care of as well.

Mr. Goodine said the cost will come out of the Town Hall Maintenance Fund.

Mr. Klawes made a Motion to allow Rich Caruso to spend up to \$300.00 to renovate the flag pole and to plant greenery around the pole. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes said he could call Pembroke Academy for volunteers to assist him, as well as the Scouts.

- **Purple Heart Community**

Mr. Caruso discussed what a Purple Heart Community is and that Allentown could become one. He said any Town could become a Purple Heart Community as long as they have the history of having received one. He is not sure if they have any living Purple Heart recipients. He said it is the one medal that no one recommends you for.

He said if they achieve it, they could put signs up that they are a Purple Heart community and the signs could be made at the State Prison sign show.

Mr. Klawes asked what they need to do to make this happen. Mr. Goodine asked if it should come out of the Economic Development Funds. He said they could try to get this done by August.

Mr. Klawes made a Motion to authorize Rich Caruso to move forward with the Purple Heart Community initiative for up to \$800.00 for signs and post. Ms. Higham seconded the Motion .

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Purchase Policy Clarification of Language**

Mr. Goodine said he wants to get clarification regarding certain exemptions in the Purchase Policy and they may want to revisit it due to inflation. He said tonight, they should just clarify the policy regarding road construction projects which are exempted because they could go over by 10%. The reason there is an exemption is because they get into projects and find out that there is something additional that needs to be done.

Mr. Goodine said they had a recent problem with a purchase order for road construction and wants to ask the Board to clarify the paving project and the ancillary projects that go with them are actually going that rogue reconstruction or construction project exemption in the Purchase Policy. He said they don't have time to stop in the middle of a project to rectify.

Mr. Goodine said that road construction includes, paving, and storm water drainage types of projects that go along with it.

Ms. Higham made a Motion that Public Works road construction projects include pavement, curbing, storm water management improvements, and other ancillary projects related to the particular road project, and thus they are also exempted from the 10% threshold. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye

Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Workers Compensation Contribution Agreement**

Mr. Goodine said that he just needs authorization to sign it. He said it basically is a three year deal that caps their increase to no more than 10% in any of those three years for workers compensation.

Mr. Klawes gave Mr. Goodine authorization to sign the Workers Compensation Contribution Agreement. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

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

Mr. Goodine said he has been working on a FEMA grant with Homeland Security regarding Mount Delight. He said Mr. Pelissier said there is a culvert that has been blown out several times over the last few decades. He said it would basically be this project that would be in the \$600,000 range which includes the engineer. He said their portion would be 10% or \$60,000 altogether. He said they probably would be pulling that out of the Highway budget. He said he spoke to the State today because they received some of the information he put in to receive this grant for the cost/benefit analysis. He said the grant is supposed to be due July 1st and they may as well get it done now for only 10%.

Mr. Goodine said the \$600,000 was for pulling the two culverts that are there.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said he has the 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. Mr. Arsenault said that their new engineering firm, Gail Associates, is very excited and said it's an easy job. He said there were a couple of concerns such as the staging area and how they were going to control traffic. Mr. Arsenault said the state would pick up the tab and it looks like a good project.

Mr. Goodine said he and Mr. Pelissier discussed shutting down the road for the project.

Chair McDonald asked if it was approved, they would be responsible for \$60,000. Mr. Goodine said yes.

Mr. Klawes made a Motion to authorize Mr. Goodine to apply for a FEMA Hazard Mitigation Grant for Mount Delight Road Pease Brook Crossing. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine put into their Consent Calendar the PO for Wind River for cleaning the catch basins.

He also put in for Dean Tsagaris' resignation from the Fire Department.

Mr. Goodine also put in a Community Center Gasoline Contamination Reports, as well as an Eversource 2022 Allenstown Tree Score Card, which is 33 pages.

He said there are two Gatsas reports in their mailboxes.

Mr. Goodine said there is a Pembroke Old Home Day 2022 Volunteer and Donation letter. He said it is the 40th anniversary and will be held Saturday, August 27th, 2022.

Chair McDonald read a letter from Xfinity regarding the subscription only Russian channel will no longer be available through Xfinity.

Mr. Goodine said he does have a NH Municipal Conference at the beginning of the week that last until Friday. Their Finance Director will also be attending some training.

Mr. Goodine said that Dusty Grey is no longer working for the Boys and Girls Club and Bob Carter is filling in, who has a lot of experience. Mr. Goodine said the cleaning service has been doing very well.

He said the Police Department was going to do a Veteran's Suicide recognition at the flag poles.

He said there was an incident last month where a road agent was mixing paint in the Church parking lot and a tree came down and did some damage to a few vehicles including Mr. Pelissier's vehicle. He said it could have been more serious. Mr. Arsenault said it was fortunate that there was not any events at the church.

Mr. Goodine said he did receive a letter regarding the Parks and Recreation for six sites including the renovation of Bear Brook State Park. The Board discussed having them come in to do a presentation.

Mr. Klawes made a Motion for Mr. Goodine to sign the Unlicensed Dog Warrant. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: June 13, 2022**

Mr. Higham made a Motion to ratify the Consent Calendar of June 13, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Review Minutes:**

Public: May 9 and May 16, 2022

Ms. Higham made a Motion to approve the public meeting minutes from May 9 and May 16, 2022.
Ms. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Non-Public: May 16, 2022

Ms. Higham made a Motion to approve the non-public meeting minutes from May 16, 2022. Mr. Klawes seconded the Motion.

- A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest: 1037, 1038, 1040, 1041 and 1042; Check Manifest: 1039 and 1043; Non-Check Manifest: 1036; and Town P/R Manifest dated 05-19-22 and 6-2-22.**

Ms. Higham made a Motion to approve the Accounts Payroll and Accounts Payable Manifests: ACH Manifest: 1037, 1038, 1040, 1041 and 1042; Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The motion passed unanimously.

Ms. Higham made a Motion to approve Check Manifest: 1039 and 1043; Non-Check Manifest: 1036; and Town P/R Manifest dated 05-19-22 and 6-2-22. Mr. Klawes seconded the Motion.

A roll call was taken.
 Scott McDonald- Aye
 Maureen Higham- Aye
 Jim Rodger- Aye
 Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion to adjourn the meeting at 7:50 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.

**ALLENSTOWN SELECTBOARD MEETING MINUTES
 OLD ALLENSTOWN MEETINGHOUSE**

June 13, 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

DRAFT