

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

September 19, 2022

Call to Order

The Allenstown Selectboard special meeting of September 19, 2022 was called to order by Chair Scott McDonald at 6:06 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault, (Building Inspector and Code Enforcement Officer), Chief Eric Lambert, Fire Department, Mike Frascinella, EDC, Chief Mike Stark, Allenstown Police Department

Public Hearing on Department of Natural Cultural Resources Fire Assistance Grant Fund

Chair McDonald said the grant is in the amount of \$2,052.76 for pagers, and additional High Block Grant Funds in the amount of \$76,452.76. Chief Lambert said \$4,105 is the real cost for the pagers so they would be getting back \$2,052.50.

Mr. Goodine said normally they get about \$90,000 for the Highway Block Grant which is their share of federal and state gas tax, but in this case the state had extra money so they gave an additional \$76,452.76 to Allenstown. He said Mr. Pelissier may chime in to tell the Board what he would like to do with this money.

Chair McDonald closed the public meeting at 6:11 pm.

CITIZEN'S COMMENTS

Mr. Frascinella said they held movie night and had about 30-40 guests in attendance. He said Chief Lambert offered to use the firehouse next time for a movie showing which would make a great indoor location. Chair McDonald thanked Chief Lambert and mentioned that this past Saturday night was a bit cold.

He said the spotlight on business series is going well and last week he had an in depth interview with the individual that owns the storage unit on Route 28. He said this is their 9th facility.

Mr. Frascinella said at the end of September he will be starting the Halloween decoration contest. Chair McDonald said a few of his neighbors had approached him saying that they were going to participate.

He said the new light facing Deerfield Road is contributing to the light cycle delays. Chair McDonald said they knew this was going to add time to the cycle but they also thought it would be safer than what they had before.

Chief Stark said they have only had one person come in to complain but he said that light needs to be there. Mr. Klawes said it is safer and he appreciates the light being there.

Mr. Klawes asked if there was any way they could put a temporary no turn on red sign that they could put at the end of Deerfield Road. Chief Stark said what signs and where they go are very specific but they could do some research. He said the state would have to put the sign up.

Chair Frascinella asked when they end construction, will both sides of the bridge open if they finish the northbound side. Mr. Pelissier said that was his understanding.

REGULAR AGENDA

- **Action authorizing application, acceptance and expending Fire Department Grant for Pagers**

Mr. Klawes made a Motion to accept the Fire Department Grant Funds and the authorization to expend \$2,052.76, to be used for Pagers, the total cost of which is \$4,105.00. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Action on Highway Block Grants- Acceptance and Authorization to Expend**

Mr. Pelissier said he would like to do Granite Street from Holiday Acres to River Road. He said he is going to put in a couple of bids this week or next week to get the work done this year. Both companies said they could get it done this year.

Ms. McKenny made a Motion to accept the Highway Block Grant Funds and the authorization to expend in the amount of \$76,452.76. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Police Department- Hiring Temporary Part Time Detective**

Chief Stark said their current detective has been deployed for a year but George Baker, their former detective, is willing to come on as a temporary part-time detective in his place. He would like the Board to authorize his employment so he can get started.

Ms. McKenney made a Motion to hire George Baker as a temporary part-time detective for the Allenstown Police Department as Grade 9, Step 12 effective September 19, 2022. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Police Department- Health Benefits during Active Deployment**

Chief Stark said when someone is deployed, it causes a huge disruption to the family and they are in a position to help mitigate. In the past, they have always kept the insurance policies intact while the employee was deployed and paid the entire premium as their way of showing support.

He said the memo should outline what that is going to cost the Town for the full 13 months. Ms. McKenney said she agreed with continuing this going forward.

Chair McDonald made a Motion for the Town to continue to pay for the full amount of Detective Bowen's vision and dental benefits (Dental- increase of \$365.20; Vision-increase of \$142.08) while he is on active duty. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Ambulance Service Discussion with Fire Chief**

Chief Lambert said that he sat down with Ron Adinolfo twice and he finally understands their point of view regarding their plan moving forward with EMS. He said that he and Diane Adinolfo plan on coming in on October 3rd and she has some concerns that she would like to discuss. He opened up the door to Melaine Boisvert too to ask some questions and get some more information.

He came up with a new proposal that he will share with the Board. He said there is a small increase but that doesn't factor into the building revenue and after you factor it in, the increase is not significant at all.

Chief Lambert said he sat down with the representative regarding the ambulance they were going to purchase and he said the build out won't be until August or September of next year. So he did some research and he talked to a company called Specialty Vehicles that used to sell to Tri-Town previously, as well as a couple of other companies that gave them some feedback and let him know what is out there for used vehicles.

He said when he spoke to Specialty Vehicles, they were that day taking a trade-in from Cape Cod so he drove down to take a look at it, and it was in great shape. Chief Lambert said the benefit of it was it already had some gold leaf lettering, and it already says Fire Rescue on it. He told them if they could add the stretchers, they could purchase it as a package deal. He later received an email that said they only want \$18,410 for the ambulance, and they will letter it, install stretchers, put the radios in and the power system.

He said the only thing they did not have was a stair chair which was \$2500 but he reached out to them and they said that they could get it for \$2300 plus shipping.

Chief Lambert said he would like to move forward with this plan so they can start to move forward with the process of applying for their license to transport. They need to physically have the vehicle before they can begin.

If they move forward with this, then they are on schedule with the plan.

Ms. McKenney asked about all the other medical supplies they need to obtain. Chief Lambert said they have most of it already.

Ms. McKenney asked if there was anything special that needs to be done maintenance wise. He said the State comes in to inspect it to make sure they have the right equipment and they inspect the ambulances every year.

Mr. Frascinella asked if this was a replacement for an existing ambulance. Chief Lambert answered no. He said this is a back-up vehicle so that in time when they do have the staffing, they can provide the extra care. He said that right now, other towns are being taxed to take care of their calls. When the contract ends in 2025, they will take over primary for the first and second calls and provide staffing for the coverage.

Chief Lambert said the money for the ambulance will come from the Capital Outlay Fund.

Mr. Goodine asked if Tri-Town has a right to refute their ambulance plan and licensing. Chief Lambert said no.

Chair McDonald said they should hold their vote until October 3rd so they can listen to others concerns first. The Board expressed that they are ready to vote on this right now.

Mr. Klawes made a Motion for Chief Lambert and the Allenstown Fire Department to purchase a 2010 Lifeline ambulance for Allenstown Fire Rescue complete with stretcher, power load system and stair chair in the amount of \$20,960.00. Ms. McKenney seconded the Motion

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes asked how long it will take to do the maintenance. Chief Lambert said he is guessing it will be October by the time it shows up and then it will sit there until they are complete with the licensing, etc.

- **Administrative Position Update**

Mr. Goodine said they received another application last week. He would like to get everyone together next week to conduct an interview.

He said they may also put the advertisement back out for another week or two and would prefer someone full-time before they ask for part-time.

He said the three candidates they interviewed are outside of their pay range or their schedule didn't match.

Mr. Arsenault asked for a status update regarding Dawna Baxter. Mr. Goodine said they are going to keep her on for a little bit longer until the position gets filled and individual is trained.

Mr. Klawes made a Motion to keep Dawna Baxter employed in her current position through December 31, 2022 or until a candidate has been hired or trained, whichever comes first. Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **EDC Membership and Makeup**

Mr. Goodine said in the Board's packet, there is a resolution for an alternate to the Economic Development Committee.

Mr. Frascinella said that Jeffrey Venegas has been absent for several months and he has tried to contact him twice to ask him if he would consider resigning. Ms. McKenney said they should send him a letter.

Mr. Frascinella said that Rich Caruso was appointed several months ago as an alternate and Lisa Lemire will also be an alternate.

Mr. Goodine said there should be 5 members and 3 alternates. He said there is also interest from another individual he has spoken with to be an alternate and with the resolution being passed, they would also have a space for her on the committee also. The Board discussed making Rich Caruso a full member.

Chair McDonald made a Motion to sign the Revised Resolution of September 2022 concerning the composition of the Economic Development Committee (to a 5 member board with 3 alternates). Ms. McKenney seconded the Motion.

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

The motion passed unanimously.

- **Appointment**

Ms. McKenney made a Motion to appoint Lisa Lemire to the Economic Development Committee as an Alternate. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Ms. McKenney made a Motion to appoint Nancy Boullier to the Economic Development Committee as an Alternate. Mr. Klawes seconded the Motion.

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

The motion passed 4-1.

- **Electric Contract**

Mr. Goodine said the Board needs to approve the contract with Consolation Power for 25 months at .16 ½ cents per kilowatt and on top of that they also have their hydropower deal which knocks a penny and a half off that price also.

He said they will be inviting Standard Power in to do the Consumer Consolidated Service that would make all of the customers in Allenstown grouped together as well as some other towns which would give them better rates also.

Chair McDonald made a Motion to approve the contract with Consolation Power to provide electricity for 25 months at .16 ½ cents per kilowatt. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **AES Feasibility Study Contract**

Mr. Goodine said the study will look at the feasibility of potentially using the AES building as the new Town Hall and home other businesses. He said Phase 1 will be the existing building code review, and Phase 2 would be reuse and phases strategies. The total cost will be \$12,000 plus \$250 for reimbursable expenses.

Chair McDonald made a Motion to authorize and sign the proposal from Harriman Associates concerning the Allenstown Elementary School Reuse Feasibility Study, the cost of which would be \$12,250. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- No

Keith Klawes- Aye

The motion passed 4-1.

Mr. Arsenault asked if he could be brought in on days they walk through the building so the deficiencies can be better explained..

- **Budget Schedule and COLA for 2023 Budget Year**

Mr. Goodine said that they have the budget schedule for 2022/2023. The next two regular meetings are September 22 and October 27. He said on November 5th is when the presentation of the budgets

begin on Saturday and then November 12th and December 10th. He said the January public meeting will be January 14th.

Mr. Goodine said the budget will be done by the end of October because they start the process in November.

Mr. Goodine said he did put a COLA report in there but the next report is in October of 2022 (change is 8.3%) which is high. Chair McDonald said he didn't think the Boards had to deal with inflation like this since the early 1980's. Last year was 5%. Mr. Klawes said he cannot see them going any more than 5%. He said they can only do so much and then they are asking their taxpayers to pay more.

The percentage on the step increases is 2%. Mr. Klawes said as far as numbers go, they need to be really careful.

Mr. Goodine said the COLA percentage is up to the Board. The Board discussed what would happen in the case of default.

Mr. Klawes said in the last five to seven years, there hasn't been any fluff in the budget. So when they went to default, it was easy to cut things out. He said it's not like that now.

Mr. Klawes asked if they were going to wait until October to make the decision because their budgets revolve around their decision.

Mr. Klawes asked Mr. Pelissier if they did not give a COLA this year, how would that affect his employees. Mr. Pelissier said that he thinks they would lose some of their better guys to the competition that pays more and has full benefits. He said with the 2% step increase and health insurance, they will make less than they did the previous year.

Chair McDonald said they have to make some effort here. Mr. Klawes said they have to think about the taxpayers in addition to the employees. Ms. McKenney said they don't want to lose employees because it will be hard to get new hires.

Ms. McKenney made a Motion for a 2% step increase and 3% Cost of Living Adjustment. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- No

The motion passed 4-1.

Mr. Klawes said he wishes they had more information such as what the taxes will be for this coming year so they could make an educated decision.

Ms. McKenney asked Mr. Arsenault why the school inspection was not signed off. Mr. Arsenault said there was an email sent out by the project manager regarding the inspection. His concern was that the owner's project manager can't just say I'm going to help you build a building without some insurance behind him. He said if he is representing the owner, then he should do the inspection. Also, he said he was informed that they do have a private engineer firm (Cole) that is overseeing the compaction of the soil, rebar, pouring concrete, so he doesn't understand why they aren't they all set with a sign off from them? Mr. Arsenault doesn't understand why he has to sign off when they are the professionals. He'd like to be part of it, but if he is signing off, then those insured firms should all be signing off as well. He said he hasn't heard anything else from the SAU.

Mr. Arsenault said he wants the Selectboard to know they are looking for Town approval but they aren't going to pay for the fee, and they are not going to support him with their knowledge as an engineering firm. He is not looking for a decision tonight, but he wanted to make sure the Board is aware of what is being requested from him.

Chair McDonald said he wouldn't put his name on something like that as a Code Enforcement Officer and Building Inspector because he hasn't done any of the work and should not share responsibility for it.

Mr. Klawes asked Mr. Arsenault if the building inspector signs off on every step of the way such as foundation, etc. He said his role is to look out for the interests of a single family residential property owner and tax payer, and not the municipality.

Mr. Arsenault said that he will sign off, but not until the other firms do first.

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

None.

Town Administrator's Report

Mr. Goodine said he gave the Board a number of materials to review. He said he has a document to sign for the Trustees of the Trust that they authorized to repair the second floor in the amount of \$65,069.11 to be transferred to the General Fund from the Public Safety Capital Reserve Funds.

Ms. McKenney made a Motion to authorize the Selectboard to sign and authorize the transfer of \$65,069,11 to be transferred to the General Fund from the Public Safety Capital Reserve Funds for the repair of the second floor. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Goodine said there is also a request from the Police Chief for the portable radios grant in the amount of \$21,056.26 from the Public Safety Revolving Fund.

Ms. McKenney made a Motion to accept the transfer of \$21,056.26 for the Public Safety Revolving Fund to the General Fund for the expense of 41 cameras and portable radios. Chair McDonald seconded the Motion.

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

The motion passed unanimously.

Mr. Goodine said in their Consent Calendar, there is a Lease Agreement for Chief Stark to sign for a 36 month copier contract at the Police Department in the amount of \$133.49 and they need to authorize him to do that.

Mr. Goodine said he did sign on the Board's behalf the representation letter with the auditors. The 3 year sweeping contract is already signed and sent to the Highway Department.

Mr. Goodine said he counted 50 people at movie night.

He said that Chair McDonald and he had a meeting regarding a splash park. He said they would also like to see if they can get some sizeable donations and it probably wouldn't be built until 2024. He is trying to figure out what to do for a Warrant Article regarding the two school buildings. Chair McDonald said they were shown a splash pad they did for Fall River for approximately the same budget.

Mr. Goodine said there is a Budget Committee Work Shop on the 20th all day from 9 to 5.

He said Friday, he has a Legislative Policy meeting in Concord.

Road Agent Report

Mr. Pelissier said it looks like they are going to start Valley Street between Thursday and Monday. He said hopefully Reserve Street they can get done but he is feeling less confident.

Mr. Goodine asked about the patch on Library Street. Mr. Pelissier said it is going to get done at the same time.

Mr. Pelissier said the softball field on River Road is being used for tournaments on Sundays which is typical in the fall. A resident across the street said he came home and there were people parked across his driveway leaving him a 9 foot space in between to get in with his horse trailer. He asked the department to set up a couple of signs that say no parking.

Ms. McKenney made a Motion for the Highway Department to put up two No Parking Between signs at the residence on River Road. Ms. Higham seconded the Motion.

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

The Motion was unanimous.

Mr. Pelissier asked if they resolved the other parking issue at the top of Webster Street. Mr. Goodine said they were okay with that and if anyone complains, they need to come into a Selectboard meeting to discuss.

Ms. McKenney asked how his budget was for the year. Mr. Pelissier said that it is going okay.

He said there is a Purchase Order outstanding for striping that he submitted. They need an on the spot decision, because the State typically will stripe all the way to Podunk Road, but this year they decided to stop prior so the Town needed to do a little more of the road themselves.

Mr. Pelissier said he put two calls in to Division 5 because they had a complaint by a resident coming down Deerfield Road and hydroplaned down the road because of standing water. He said that they only have 2 workers when they usually have 5.

Other Business

Ms. McKenney said that she doesn't have anything.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated September 19, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Review Minutes:**
 - **Non-Public: August 22, 2022 and August 29, 2022**

Ms. Higham made a Motion to approve the Non-Public meeting minutes of August 22, 2022 and August 29, 2022. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Public: August 22, 2022 and August 29, 2022**

Mr. Goodine made small changes.

Ms. Higham made a Motion to approve the public meeting minutes from August 22, 2022 and August 29, 2022 as amended. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1064, 1066 and 1067; Check Manifest: 1065 and 1068; Non-Check Manifest: 1058, 1059 and 1063; and Town P/R Manifest dated 08-25-22 and 09-08-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1064, 1066 and 1067; Check Manifest: 1065 and 1068; Non-Check Manifest: 1058, 1059, and 1063; and Town P/R Manifest dated 08-25-22 and 09-08-22. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Non-Public Agenda Items- Two Items

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II C at 8:58 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session 9:07 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, IIA at 9:37 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion to return to public session 10:24 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

Chair McDonald made a Motion that they offer Kathleen Pelissier \$65,800. Ms. McKenney seconded the Motion.

Chair McDonald withdrew the Motion for further discussion from the Board.

Mr. Klawes made a Motion to adjourn at 10:33 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

DRAFT

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
September 19, 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