

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street, Allenstown, NH 03275
October 18, 2021

Call to Order

The Allenstown Selectboard Meeting of October 18, 2021 was called to order at 6:00 PM by Chair McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Scott McDonald, Jim Rodger, Sandy McKenney, Keith Klawes, Maureen Higham (online)

Allenstown Staff: Derik Goodine (Town Administrator), Brian Arsenault, (Town Enforcement Officer), Paul St. Germaine (Fire Chief), Chad Pelissier, (Road Agent), Chief Mike Stark (joined at 6:15 pm), Eric Lambert, (Fire Dept. joined at 6:20 pm)

Others: James Moore (Resident), Jamie Moore (Resident), Emily Moore (Resident); Chloe Moore (Resident) Armand Verville (Resident), Claudette Verville (Resident), Ashton Temple (Resident), Debra Temple (Resident), Michael Frascinella (Resident)

Mr. Klawes made a Motion to approve Ms. Higham joining the meeting virtually. Ms. McKenney seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Maureen Higham- Aye

Jim Rodger-Aye

The Motion passed unanimously.

Citizens Comments

Mr. Frascinella pointed out the newest Hometown Hero banner and explained the background of George Gordon, Civil War Hero. He said the family approached the Economic Development Committee several weeks ago.

James Moore of 17 Fanny Drive asked for permission to park on the adjacent Town property while they pack their belongings and put their house up for sale. Mr. Goodine said it is a vacant lot. Jamie Moore said she did not know how long they would need to use the land.

Mr. Klawes made a Motion that the Moore family can temporarily use the Town's property to park their cars and that the Town will not be responsible for any damage to their belongings. Ms. McKenney 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.

Ms. McKenney asked them to keep Mr. Goodine updated.

Mr. Frascinella said they received approval from the Board for the new ice rink in the amount of \$2,500. At the last Economic Development meeting, Mr. Pelissier said they would need to ask the Board for another \$1,000 max for plumbing in Town Hall and installation of the drain pipe to the field.

Mr. Klawes asked what the waterline is going to be used for and whether it was just to fill up the rink once or will it need to be added throughout the winter. Ms. McKenney said it water will need to be added every night.

Mr. Frascinella said the Highway Department has a small snow blower that they would use to clear snow off the rink, so it could be resurfaced. He said it's an ongoing process.

Mr. Klawes made a Motion to approve no more than \$1,000 from the Parks and Recreation Capital Reserve Fund for the plumbing in installation of a waterline for the ice rink at Town Hall. Ms. McKenney 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.

Mr. Pelissier said they are hoping to do the pipe work by the end of October.

Ms. McKenney asked Mr. Pelissier if they still had another opening in the Highway Department. Mr. Pelissier said they do.

REGULAR AGENDA

- **Blueberry Express Sign Project Appreciation**

Mr. Goodine said the Town put out the new sign and he invited Ashton Temple and Armand Verville to the Board meeting. Ashton Temple was presented with a Certificate of Appreciation in recognition of his volunteer work crafting and assembling the Blueberry Express Sign.

Chair McDonald also presented a Certificate of Appreciation to Armand Verville in recognition of his volunteer work crafting and assembling the Blueberry Express Sign.

Mr. Verville said that it was a pleasure working with Mr. Temple.

- **Old Time Baseball Game**

Mr. Verville said that they had the Old Time Baseball game and the players reported that this was one of the best turnouts that they had for a crowd. He said there were over 150 that attended, and two games were played. He said it was a success overall.

- **Appointment Paperwork for new Interim Fire Chief Eric Lambert**

Chair McDonald made a Motion that the Board sign the Appointment paperwork for Interim Fire Chief Eric Lambert. Ms. McKenney 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.

- **Avitar 2022 Revaluation Contract**

Mr. Goodine said there is a spot on the contract for them to require a bond or to not require it, which would be an additional \$3,025. He said right now the contract stands at \$67,200 and with the bond, it would total \$70,225. He said he is not seeing Avitar going anywhere and he recommended that the bond is unnecessary as of right now. He said the contract is ready to go and there are only spots for three Board members to sign, and he will witness.

Mr. Goodine said the bond protects them so they can hire another company to finish the revaluation in 2022 if they go out of business.

Mr. Klawes said it sounded like a \$67,000 gamble without the bond. Ms. Higham said she is in favor of bonds. Ms. McKenney said she would rather be safe than sorry.

Mr. Klawes made a Motion to sign the Avitar Revaluation contract with the bond. Ms. McKenney 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.

- **Economic Revitalization Zone Renewal Public Hearing is scheduled for November 1, 2022**

Mr. Goodine said the notices are up that they are going to hold the Economic Revitalization Zone Renewal Public Hearing on November 1, 2022. He said this will be the third renewal.

- **Approval of Board of Selectmen Rules of Procedure**

Chair McDonald said there are some updated Rules of Procedure to discuss. Mr. Goodine said he changed it so the agenda flows with the rules and he removed the section regarding tabling motions.

Mr. Goodine discussed various bullet points in the Rules of Procedure.

Chair McDonald pointed out a few typographical errors.

Mr. Goodine said the citizen's comments should be limited to three minutes which was the previous rule. He said also a presiding officer may place a matter on a future agenda for the Town Administrator to investigate or take such actions that may be appropriate. Ms. Higham and Mr. Klawes said that 5 minutes may be more reasonable. Ms. McKenney suggested doing the five minutes to see how it goes.

Mr. Klawes asked if it was 5 minutes per item or topic. He said if Mike Frascinella comes in every week to talk about the Economic Development Committee, it should be an agenda item and not under citizens' comments. Chair McDonald asked if they were overthinking this. Ms. McKenney said if there are more than one speaker, they should assign a spokesperson.

Mr. Klawes voiced his concern that it could become a legal issue if people are not awarded their due time. Chair McDonald said he is not used to a stop watch but they should absolutely intervene if someone is repeating the same thing. Mr. Klawes said the numbers are there to protect them in case they want to go to Court.

Mr. Goodine said that 5 minutes might be better than 3 minutes.

Mr. Klawes made a Motion to adopt the Board of Selectman Rules of Procedures while changing the Citizen's comments to 5 minutes. Ms. McKenney 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.

- **Set Date for Lot Merger Reversal Hearing and Decision**

Mr. Goodine said he provided the relevant material to the Selectboard. Chair McDonald suggested November 15th.

Mr. Goodine said the lot is on the corner of Cross Street and Reserve and there is a portion that no longer exists on the tax map.

Ms. Higham said she reviewed the materials and it appears that somehow along the way, they changed the description of the property and someone needs to go out there to do title work and figure out what happened. She said once you change the description, you lose the right to un-merge the property but does not know if that was the intention. She said she thinks there is a defective title and they need a chain of title before they can make a decision.

Mr. Klawes said someone should tell them they need more clarification before they come before the Board. Mr. Klawes said they should tell them November 29th. Mr. Arsenault said he was contacted by this individual initially and they discussed it, and he reviewed the paperwork and agreed there is a missing link.

Mr. Klawes made a Motion to request that requires that Mr. Blaise provide more information regarding the chain of title in advance of the meeting to discuss a lot merger reversal on November 29, 2021. Ms. McKenney 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.

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

Mr. Goodine said he met with the School Board, sewer and water departments and it was determined that it would be a minimum \$2.5 million dollar project and they have \$250,000 budgeted. He said there is only 6 feet of elevation roughly at Granite Street and they will need a force main to get it there.

Mr. Goodine said that the Water Department liked the idea of getting some of their water from the reservoirs in Bear Brook to go towards the Hooksett to do that but they do not have any money to do that. He said their money and the Town's money is only 1/3rd of the whole project cost so that is not feasible. He said it did not sound as though the school had any extra pots of money on the side to put toward the project.

He said they discussed the possibility of reserving some property there for a future pump station because they would need something to push the water in that direction. He said next week there is a Webinar on what other communities are using their funds for.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said he has a ballot for the NH Association of Assessing Officials for their Board. He said they will want to vote for the Merrimack person Chuck Kurfees and then Lauren Martin for County Director.

Mr. Klawes made a Motion to vote for Chuck Kurfees and Lauren Martin on the ballot for the NH Association of Assessing Officials. Ms. McKenney 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.

Mr. Goodine said he had abatements from Bear View Crossing that were discussed at the last meeting from 2016, 2017, 2018 and 2019. He said his concern was the name on it, but it is a new mobile home with a new family living in it. He said the total abatements were \$2,679.62 and the mobile home was removed and replaced in 2020 so the new person wants it off the list. Mr. Goodine said the abatement for 13 Roland Avenue needs to be approved, Map 107 Lot 12-148.

Chair McDonald made a Motion to approve an abatement in the amount of \$2,679.62 on Map Lot 107-12-148. Ms. McKenney 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.

Mr. Goodine said he had 4 Trustee of the Trust letters.

Ms. McKenney made a Motion to request the withdrawal from the Highway Department Equipment Capital Reserve to reimburse the Town for the purchase of a 2018 Volvo EW60 wheeled excavator from the General Fund account ending in 8125. 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.

Ms. McKenney made a Motion to request the withdrawal from the Recreation Capital Reserve to reimburse the Town for the purchase of athletic fencing in the amount of \$3,747.99. 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.

Mr. Klawes made a Motion to request the withdrawal from the Economic Development Capital Reserve fund to reimburse the Town for the purchase of the ice rink set up in the amount of \$6,459.15. Ms. McKenney 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.

Ms. McKenney made a Motion to request the withdrawal from the Public Safety Capital Reserve Fund to reimburse the Town for the new furniture and renovation work for the police department in the amount of \$19,322.93. 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.

Mr. Goodine said there are some documents for the Board to sign regarding payroll and other matters. He also provided the Board with a Gatsas report and an announcement that the Police Chief will be teaching a class at the Police Academy.

Mr. Arsenault said that at Zoning Board of Adjustment meeting, they discussed a fixed Application fee, a fixed newspaper posting fee, and a fixed cost for each abutter. He said when he presented it to the ZBA, on p. 16, a Motion was made that passed 3-1 to present to the Selectboard for a \$325 legal ad for the newspaper, \$15 per abutter, and a \$200 fee per application. He said this is for an applicant that does not conform to the zoning in the community. He said if these fees are accepted by the Selectboard, it will help capture the administrative time he spends on each application.

Mr. Klawes said the fees are flat rate and should hold out 3-5 years. Mr. Arsenault said the Town also incurs costs for the minute taker.

Mr. Klawes made a Motion that the fees set forth for the variant's application as suggested by Mr. Arsenault be approved by the Selectboard. Ms. McKenney 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.

Mr. Pelissier said he was contacted by a resident at the top of Lincoln Street who requested that they push snow up and to the right and not block the end of the road because it goes up into her yard, and the front walkway to her house. He said they agreed to push the snow up further past her property, which the snow easement allowed.

He said they put the binder down on the sidewalks on Theodore and that should wrap up most of the paving.

Mr. Arsenault said the developer of the lot on Lincoln Street wants the bond released but upon review of the site, they could not locate all of the survey monuments. He reached out to the owner to highlight and validate all the monumentation. He will need to get the surveyor out to the site before they can recommend that they release the bond.

Mr. Pelissier said they may see the excavator out mowing in the Bear Brook neighborhood and reported that they are trying to catch up.

He said they haven't had any issues with the beavers at the culvert and assumed they left and found another spot.

OTHER BUSINESS

Ms. McKenney said they had a brief conversation about having one of them to work with each department as a liason so there is an open line of communication. She said Mr. Klawes could do Town Hall to see what they do and make suggestions, and Mr. Rodger could help the Sewer Department. She said that Ms. Higham could do the Highway Department, Mr. McDonald the Police Department, and Ms. McKenney do the Fire Department.

CONSENT CALENDAR, MINUTES AND MANIFEST

- **Ratify Consent Calendar: October 18, 2021**

Ms. Higham made a Motion to approve the Consent Calendar of October 18, 2021. Ms. McKenney 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.

Approve Payroll and Accounts Payable Manifests:

- **ACH Manifest 1112 and 1113, Check Manifest 1114, Non-Check Manifest: 1115 and Town P/R Manifest 1—10-07-21.**

Ms. Higham made a Motion to approve the ACH Manifest 1112 and 1113, Check Manifest 1114, Non-Check Manifest 1115, and Town P/R Manifest 10-07-21. Ms. McKenney 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.

- **Review Minutes:**

Public: October 4, 2021

Ms. McKenney made a Motion to approve the public meeting minutes from October 4, 2021. Mr. Klawes seconded the Motion.

Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- Abstained
Keith Klawes- Aye
Jim Rodger- Aye

The Motion passed.

Mr. Goodine said that at the next meeting they are going to be looking at setting the tax rate and will do a bit more work to bring it down. He said it is the highest it has been since 2016-2017. Mr. Klawes asked if they could invite their State Representative in. Chair McDonald said that would be a good idea at some point. Mr. Goodine said that at the last Budget Committee meeting, it was discussed how the school board was going to return some funds and he has not heard anything about that. He said that money may help but it won't be much.

Non-Public: October 4, 2021, Session I and II

Mr. Klawes made a Motion to approve the non-public meeting minutes from October 4, 2021, Session I and II. Ms. McKenney seconded the Motion.

Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- Abstained
Keith Klawes- Aye
Jim Rodger- Aye

The Motion passed.

Non-Public Agenda Items

Chair McDonald made a Motion to enter into non-public session at 8:11 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. Klawes seconded the motion.

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

The motion passed unanimously.

Ms. McKenney made a Motion to return to public session at 9:48PM, Mr. Klawes 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.

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.
Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- Aye
Keith Klawes- Aye
Jim Rodger-Aye

The motion passed unanimously.

Ms. McKenney made a Motion to adjourn the meeting at 9:51 pm. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

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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