

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Elementary School (30 Main Street)
&
TOWN HALL
16 School Street
Allenstown, NH 03285

December 12, 2022

Selectboard Attends School Board Meeting at 5:30 pm

Vice-Chair Maureen Higham called the meeting to order. Present were Mr. Klawes, Ms. Higham, Chair McDonald, Mr. McDonald and Derik Goodine.

Ms. McKenney excused.

Board Members: Jody Moore, Kris Bellerose, Crystal Venegas, Lance Thebodeau

Superintendent of Schools: Peter Warburton

Principal: Shannon Kruger

Assistant Principal: Sarah Petersons

Special Education Coordinator: Michael Sacharko

Board Secretary: Diane Currier

Citizens/Staff

Anthony Raymond

Suzanne Lamontagne

Matt Lamontagne

Lacey Lamontagne

Brielle Lamontagne

Gordon Bristol presented an update on the new school building.

Call back to Order

Chair McDonald resumed the December 12, 2022 Selectboard meeting at Town Hall at 6:18 pm.

Chair McDonald called for the Pledge of Allegiance.

Also present: Captain Jeff Gardner, Allenstown Fire Department, Ron Eisenhart, Denise DeBlois, Deputy Health Officer, Chief Lambert (via phone). Mike Frascinella joined late at 6:45 pm.

CITIZEN'S COMMENTS

None.

- **Fire Department Ambulance Medical Resource Hospital Agreement Paperwork & Controlled Substances Agreement**

Captain Gardner said there are two documents that need to be signed by Chief Lambert. Essentially whenever an ambulance service is going to be transporting, and they are going to need medication, supplies, narcotics, medical direction etc. they have to have an agreement with that hospital. He said the hospital they are looking to have a Medical Resource Agreement with is Catholic Medical Center.

The second document that they are looking to have signed is the Controlled Substance Agreement so they are able to have this medication issued from Catholic Medical Center.

Mr. Klawes said that Chief Lambert also explained what will be coming down the pike. He also previously explained at the last meeting why they chose Catholic Medical Center.

Captain Gardner confirmed for Chair McDonald that each level of EMT and Paramedics need to pass a course on Controlled Substance. The agreement protects both the Town and the medical provider. Captain Gardner said if he were not to follow the protocols, Chief Lambert and Chief Paquette would share the liability.

Mr. Klawes made a Motion to authorize Derik Goodine to sign the Ambulance Medical Resource Hospital Agreement and Controlled Substances Agreement. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham- Aye
Keith Klawes- Aye

The motion passed.

- **Fire Department (new hires) Appointments**

Captain Gardner said they have five new hires: 1) Eric Goodwin, who lives near Hooksett Village Station and was one of their Fire Explorers and is eager to start. He has a great recommendation from Hooksett Fire. He will be on call per diem. 2) Heather Luby, who will come on as Firefighter III/ Certified Advanced EMT and she is teaching EMS at Elliot at the same time as pursuing her Master's Degree in Social Work. He said they are going to bring her in per diem. 3) Roger Staley, who lives on River Road. They met him going to investigate an outside fire at his home. He was so impressed with Allenstown's services that he came to the Station to apply. Captain Gardner said that he has some prior experience. He is uncertified but will be taking some classes. 4) Brody Call has been one of their Fire Explorers since he was the age of 15 and he is now 21. He is very eager to begin and will be on

call- per diem. 5) Thomas Modini, who is a Firefighter II/ Paramedic, retired Army Medic, and has a Commercial Driver's license. He is also an EMS educator and worked in the ER at Concord Hospital.

Captain Gardner said he has three more potential candidates. Chief Lambert said with these five new candidates, their roster will be up to 21. He said he has received more new applications in the past few weeks than he has in years. He said they all have come based on word of mouth and want to be part of this new endeavor.

Captain Gardner said they mostly have all had physicals, completed paperwork, etc. so the cost to the Town has been nothing.

Chair McDonald asked if they can approve the appointments without the paperwork. Mr. Goodine said that they can approve them and carry forward with offering them a position. The rest of the paperwork will go up on HelloSign when its ready.

Mr. Klawes made a Motion to appoint Eric Goodwin, Heather Luby, Roger Staley, Thomas Modini and Brody Call as per diem/ on call employees to the Allenstown Fire Department pending the completion of the applicable paperwork. Ms. Higham seconded the Motion.

Captain Gardner said there are some Towns that pay better but Allenstown is centrally located.

- **Community Health Readiness Report with Health Inspector – Ron Eisenhart**

Ron Eisenhart said the State of NH has mandated that the Board of Health meet at a minimum of once a year to go over the state of readiness for the Department. He said they put together a template of all the necessary information. In the second portion of it, lists the different RSAs that are applicable. He said in Section II, they have prepared a plan for Public Health issues, both in their Hazard Mitigation Plan and also in their Emergency Operation Procedure plan (will be updated at the beginning of this year).

Mr. Eisenhart said that they mandated a three hour training for all Health Officers in the State regardless of how much experience they have. He said that he and Ms. DeBlois have both taken it and are certified at this point.

The narrative describes everything that they have been doing so far. He thinks they are in very good shape in Allenstown and that they have been very successful. He said that he has not heard of any negatives that have arisen from their investigations.

Mr. Eisenhart discussed what they would do in the situation of a potential hoarder.

Chair McDonald thanked them for coming in to meet with the Selectboard.

- **2022 Final Tax Rate and Commitment**

Mr. Goodine said that he wanted to update the Board about the tax rate change so that they can ratify the amount. He said the final calculation of the total commitment was \$9,884,734 and the tax rate is set at \$19.50 which was voted on the 5th of December. He said the overlay went from \$329,000 to \$248,579 which was due to a problem with the tax rate setting software.

Mr. Klawes made a Motion to ratify the amount of \$9,884,734 and \$19.50 as the tax rate. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham- Aye
Keith Klawes- Aye

The motion passed.

- **Citizen's Comments**

Mr. McDonald said that he has the trophies for the Christmas event for this weekend.

Mr. Frascinella said he is waiting to hear from Mike Landers to determine if he has confirmed the duration of his Santa tour. He said the Highway Departments are going to put out burn barrels for the event. He said that the Armand Dupont School is ready to provide refreshments and caroling by the chorus. He said the gift cards have already been donated.

Mr. Frascinella said the weather should be clear for the rest of the day and he is hoping that stays true. He said there are 11 people registered and displayed on their webpage..

- **Rail Trail Update**

Chair McDonald said they have made some progress on it. Mr. Goodine said they have been busy digging it out. He said they went down there with Hooksett and an engineer from Stantek to look at the trail. They talked about the direction of the trail. Hooksett doesn't own a short section beyond Allenstown.

Mr. Goodine said they don't have to worry about any wetlands and therefore do not have to worry about vernal pools.

- **Acceptance of Dawna Baxter Resignation/Retirement**

Mr. Goodine said her last day will be December 23rd, but she has an open invitation to Veronica to call her anytime with questions.

Mr. Klawes made a Motion to accept the resignation/ retirement of Dawna Baxter with regret as she has been an integral part of Town. Her resignation will take effect as of December 23, 2022. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Ay

The motion passed.

- **No Meeting on Monday, December 26, 2022, it will be held Tuesday, December 27, 2022**

Mr. Goodine reminded the Board that the next meeting will be held on Tuesday, December 27, 2022. Ms. Higham said she will not be available on this date due to a commitment at work.

TOWN ADMINISTRATOR'S REPORT

Mr. Goodine said there was allegedly an active shooter event at St. John's Regional School that ended up being a hoax but the Allenstown Police Department and the dog met the kids up at the church in Concord to help them keep distracted. The dog did really well with the kids.

He showed the Board a diagram of a splash park and said that he and Mr. McDonald talked about having some wildlife features and a bear, moose, etc. built in as part of the design.

With regard to cost, they are discussing using their ARPA fund- what they have left. The price he shows is just for cost, not the actual construction. He said it's \$233,000 but the company is looking at giving them a discount so it comes in at \$220,000 plus the cost of the concrete, piping, etc. He said there is about \$400,000 or so left in the ARPA fund. Chair McDonald said it must include the filtration system as well and the total flow is \$156,630.

Mr. Goodine said the total size would be 2,613 sq. ft but then there is a trail that is going around. He said he would like to have some playground equipment there as well. He is going to ask Brady Sullivan for a donation and this is something that they would encumber in 2024.

Mr. Goodine said that as part of the design, it runs on a timer. So if no one is there, it will not run water all day.

Mr. Klawes asked if they need to have a lifeguard on duty. Mr. Goodine said no, and that is one of the benefits of a splash pad but he would like to install some surveillance cameras. He thinks it would be very popular with the Town's families and it wouldn't cost money to go there.

Mr. Goodine let the Board know that they have an Energy Committee meeting at 5:30 pm tomorrow.

Mr. Goodine said he recently applied for some money through Brownfields, charging and fueling infrastructure, safe streets and roads, and energy efficiency conservation block grant. He said they will have to compete for these grants with other municipalities. They will need to attend a bipartisan infrastructure law boot camp which is designed to help local governments take advantage of grant opportunities with a population under 150,000.

Mr. Goodine said in order to apply for these funds, certain town officials need to attend this boot camp. A project that he thinks is going to be important is putting a sidewalk up Turnpike Street for the Assisted Living Facility and up Granite Street and River Road to reach the school. The first step would be to get an implementation grant and lay out the estimated costs, plans, public input, etc.

Mr. Goodine read the following:

- **Safe Streets and Roads for All (\$5 billion available):**

1. **Action Planning:** Hundreds of action planning grants ranging from \$200,000 to \$5 million will be available for developing or updating a comprehensive safety action plan to prevent roadway deaths and serious injuries. This grant is appropriate for communities of all sizes who can apply independently or with other local governments or their Metropolitan Planning Organization.

2. **Implementation:** Up to 100 implementation grants ranging from \$3 million to \$30 million will be available for carrying out projects and strategies identified in an "action plan" to prevent roadway deaths and serious injuries. *Please note that eligible applicants should have completed an action plan and should have ownership and/or maintenance responsibilities over a roadway network, have safety responsibilities that effect roadways, or have agreement from the agency that has ownership and/or maintenance responsibilities for the roadway within the applicant's jurisdiction so that implementation can move forward.

Mr. Goodine said he will end up having to watch 40 hours of training over 8 months, the Chairperson has to do 5 hours of training and the finance lead will have to commit approximately 2-6 hours. He said he signed up for it last week.

Mr. Goodine said there is a flood mapping webinar tomorrow at 10:00 am.

He provided the Gatsas report in the Board's packet as well as the landfill data transmittal, in which he reports the numbers are similar to what they had in the past.

Mr. Goodine said he wrote a letter to an abutter (container compactor business) across from the Sewer Department. He said it has a 50 ft. right-of-way of their 69 feet of rail trail. He asked if they would remove the trailer that is parked in that spot. Ideally that right-of-way easement is a right to travel to and from a loading dock that is also partially in that right-of-way. There is really nothing in there that said they can park in that spot. He said he is okay if they park there, but they just need to move it from the center so they can get their machine in to clear out the brush..

With regard to their IT Services contract, the internet has so far been good since their visit last week.

He said Ms. McKenney has been on top of this, but Mr. McDonald is the only one up for reelection this year. With regard to the Special Warrant Articles, they are going to get rid of the new Town Hall renovation Capital Reserve Fund as the purpose of that has changed to just study the cost and that report should be out by the Public Hearing. That money will lapse into Unassigned Fund Balance and they are going to create a new Capital Reserve Fund called: "the new Municipal Building Capital Reserve Fund" which will be for the renovations of Allenstown Elementary School.

The Emergency Services Revolving Fund will take the revenues from fire and ambulance services and put it into a revolving fund that will end up for a good portion of the ambulance expenses but they can also switch that into the Capital Reserve Fund for the ambulances or take care of personnel expenses.

He said there are the Veteran's tax credit that needs to be re-adopted. The exemptions that they talked about last Monday will increase without changing the income or asset levels.

Mr. Goodine said with regard to the purchase of ARD, the language in the article will change to be a little more elaborate so the money can stay in town. This will give them a straw poll type of vote and if it doesn't go this year, they can try in the Spring of 2024. If it does go through, it will give them time to get it out to developers in the area to determine what the best use is.

With regard to the energy plan, Mr. Goodine said he created a short Warrant Article.

He said CCS and Comcast will be in on Thursday to examine the intermittent connection and service issues. Mr. Klawes doesn't recommend signing another contract with their current IT service because of the continuous problems and suggests they put a request for proposal out to other companies. Mr. Goodine said he has asked around and CCS appears to be the go to company and people seem happy with them. He said that they will have an out clause with CCS if there continues to be issues.

ROAD AGENT REPORT

None.

OTHER BUSINESS

None.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated December 12, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Ay

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: November 28, 2022, Session I and II and December 5, 2022.**

Ms. Higham made a Motion to approve the Non- Public minutes of October 31, 2022, Session 1 and December 12, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Aye

The motion passed.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1084 and 1085; Check Manifest: 1086; Non-Check Manifest: 1083; and Town P/R Manifest dated 12/1/2022.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1084 and 1085; Check Manifest: 1086; Non-Check Manifest: N/A; Town P/R Manifest dated 12/1/22. Mr. Klawes seconded the Motion.

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

The motion passed unanimously.

- **Non-Public Agenda Items**

- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (c)**

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 7:48 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Ay

The Motion passed unanimously.

Chair McDonald made a Motion to return to public session 8:05 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Aye

The Motion passed unanimously.

Chair McDonald made a Motion to seal the minutes of the Non-Public session as they may adversely affect someone not a member of this Board. Ms. Higham seconded the Motion.

Scott McDonald, Aye
Jim Rodger- Aye

Maureen Higham, Aye
Keith Klawes- Aye

The Motion passed unanimously.

Mr. Klawes made a Motion to extend Derik Goodine's Town Administrator Contract by three years, extending from ending July 1, 2023 to July 1, 2026. Ms. Higham seconded the Motion.

A roll call vote was taken.

Scott McDonald, Aye
Jim Rodger- Aye
Maureen Higham, Aye
Keith Klawes- Ay

The Motion passed unanimously.

Chair McDonald made a Motion to adjourn at 8:07PM. Mr. Klawes seconded the Motion.

Scott McDonald, Aye
Sandy McKenney- Aye
Jim Rodger- Aye
Keith Klawes- Aye

The Motion passed unanimously.

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16 School Street
Allenstown, New Hampshire 03275
December 12, 2022

SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair		DATE
SANDY MCKENNEY, Vice Chair		DATE
MAUREEN HIGHAM, Member		DATE
KEITH KLAUES, 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 KLAUES, Member	DATE
	JIM RODGER, Member	DATE