

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street, Allenstown, NH 03275
December 13, 2021

Call to Order

The Allenstown Selectboard Meeting of December 13, 2021 was called to order at 6:03 PM by Chair McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

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

Allenstown Staff: Derik Goodine (Town Administrator), Brian Arsenault (Code Enforcement Officer & Building Inspector), Chief Lambert (Fire Department) and Chad Pelissier (Road Agent) joined the meeting.

Other: Michael O'Meara, Diane Adinolfo, Ron Adinolfo, Mike Frascinella (Arrived at 7:00 pm via Zoom)

CITIZENS' COMMENTS

None.

Chair McDonald said Mr. Frascinella told him to remind everyone that they are having an awards ceremony at the Community Center on December 18th at 4 pm. He said Allenstown students will sing in the choir. He said they have done quite a bit of advertising with 12-13 entries and over 70 votes.

REGULAR AGENDA

- **Fire New Call Hires Appointments**

Chief Lambert said he has two potential new hires that have been through the process and they are ready to move forward. He said they have had their background checks and are waiting on the documentation of their physicals. He said Lindsay is an EMT that wants to get into the fire service and is getting her firefighter certification.

Chief Lambert said the second candidate is someone he works with that is moving to the area and is looking to join the department per diem for now.

He said there are another two candidates in the interview process right now.

Mr. Lambert said he is hoping to bring the first two in by the end of the year.

Mr. Goodine said they need to accept the resignation of one fireman, Jake Weisenborn who ended up moving out of Town before he started.

Made a Motion to accept the resignation of Jake Weisenborn from the Allenstown Fire Department.
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.

Chief Lambert said he did send over the payroll changes.

Ms. McKenney made a Motion to hire Benjamin Savage as a Per Diem Firefighter, rate of pay \$19.32 / hr effective December 13, 2021. Chair McDonald 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.

Ms. McKenney made a Motion to hire Lindsay [REDACTED] as a Call Firefighter I, temporary classification, rate of pay \$16.59/ hr effective December 13, 2021.

Roll Call vote was taken.

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

The Motion passed unanimously.

- **Fire Pumper – Pump Repair Update**

He said the pump repair wasn't completed yet and it is a good thing they did it when they did because the case shattered. He said the Manchester Fire Department had an old housing they were getting rid of and they were able to acquire it and save them some money. He is hoping to have the truck back Monday.

- **Fire Department Old Boat Auction Authorization**

Ms. McKenney asked how old the boat was. Chief Lambert said it is a 1993. He said when they got the new boat, the old boat was supposed to go to another department, such as the Sewer Department, but no one is interested in it. He said because of its age, there is an inflation issue where the keel of the boat doesn't hold air for long. He said they were going to hold on to it for a rescue situation but they now no longer need it.

Chief Lambert said it's not in the best shape. He said they can try to get what they can for it.

Mr. Klawes asked if it would make more sense to sell the motor and not the boat. Chief Lambert said no, and the outside of the boat still inflates well so it won't submerge.

Ms. McKenney made a Motion to allow Chief Lambert to put on Mucibid for auction. Mr. Klawes 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.

OTHER BUSINESS

Mr. Goodine said when they originally hired their last fire chief, it was for 28 hours on the ad. He said that when Chief St. Germaine took the job, he could only do 20 hours. Chief Lambert said he would like to increase the 20 hours to 25 hours a week that will fit into this year's budget and next year's budget. Ms. McKenney agreed and said it was a good idea. Mr. Klawes said he was okay with that.

Chief Lambert said that 5 hours would make a significant difference for him.

Ms. McKenney made a Motion to allow the Fire Chief to work 25 hours a week instead of 20 hours a week. Ms. Higham 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.

Mr. Goodine said that he is allowed to flex those hours as needed.

- **Inter Municipal Agreement with Pembroke for Building Inspector**

Mr. Arsenault said he reached out to the Pembroke Building Inspector and Code Enforcement and he found out that he was a full-time employee unlike he was told previously, and he does not do any side work. He also found out that this individual did have experience as a Building Inspector and Code Enforcement officer which eliminated his other concern. He said he also does not take long vacations.

Mr. Arsenault said they had both a good understanding of the IMA, and the Pembroke Inspector said that if he plans on taking a vacation, and someone submits a permit application, he would take extra time to review it and then approve it when he returns. Mr. Arsenault said he feels comfortable with Mr. Goodine move forward to the IMA.

He said they tweaked it a bit and got rid of “etc” and it was reduced from 30 days to 14 days.

Mr. Arsenault said perhaps they could think of other individuals in the community that could assist with the IMA. Mr. Goodine will reach out to see if that could be added. Mr. Goodine said that if everyone was happy with the changes, he could then present it to Pembroke.

Chair McDonald asked Mr. Arsenault if he has any information on the China Mill or Senior Housing projects in town, as he heard they are a bit behind. Mr. Arsenault said the Optimus facility was supposed to be weather tight by November 1st, and it is not. He said because there is no heat, there are concerns about gluing plumbing pipes together. He said there are additional concerns about fire stopping. He said they are approximately 8 weeks behind schedule.

With regard to the China Mill, Mr. Arsenault said that 25 Canal Street has been moving right along. He said they do have temporary heat and he was out there recently and was able to bring some fireman to walk the building. He hasn't inspected the third floor for electrical and plumbing but anticipates doing so sometime in January.

Mr. Arsenault said the 12 units on Canal- they have not really done much work except for structural along with another building on the river as they are concentrating on the main building with 130 units. Chair McDonald asked if they felt they were on schedule. Mr. Arsenault said Brady Sullivan felt

fairly confident that they were and that this Thursday at 9 am, he was going to be on the site with Jeff Backman and everyone else is invited and come out to see the progress that is happening.

Ms. McKenney asked if the assisted living facility would open in June. Mr. Arsenault said the first he heard was their generator was stuck on a cargo ship in China and wasn't going to arrive until September. He said you can't open a facility in June if the generator would not arrive till September.

- **Old Allenstown Elementary School/ Fields and ARD/ ARD Fields and Emergency Shelter**

Mr. Goodine said they need to make a decision about moving to AES. He and Mr. Arsenault talked about making an assessment.

Ms. McKenney said it will cost a lot of money to upgrade AES, including air conditioning, the bathrooms, etc. to gain interest from other businesses. Mr. Klawes agreed it will cost some money, and there is only so much revenue that the Town can bring in. He said if it cost \$2 million dollars and 20 years to recoup that money, it may not make sense to go forward with it.

Mr. Arsenault said regarding the request for appraisal they discussed, it would not make sense to move forward with it until the children move to the new school and under existing market conditions.

Mr. Goodine said they School District has represented that if the Town wants this property, they could have it. He said the toilets would need to be upgraded to taller toilets to accommodate the adults.

He said they could ask the public in a Warrant Article if they would like the Town to take over this building, some of which they could use for community recreational space or potentially a daycare.

Mr. Goodine said the school is currently discussing whether they want to host the emergency shelter at the new school and if they do, they need an x amount of showers to be installed.

Ms. McKenney is still concerned about the money that would be spent to upgrade the space at AES.

Mr. Klawes said he liked the idea of a daycare. He said they have to look at the big picture down the line and he doesn't feel that Town Hall is sustainable anymore for what they need.

Mr. Goodine said they are meeting with the fire marshal this week and asked if they would need an upgrade on sprinklers, etc. but he doesn't want to inquire too much if they aren't going to go forward with pursuing the building. He said he would also like to discuss it at the next budget meeting. He said that although they do not need a decision on it this year, the Board needs to start to think about it more seriously.

Chair McDonald said he would like to see some numbers regarding electricity, heat, etc. He said it will be a couple of years before they start to see an increase in revenue and they will have to bridge that gap. He agreed that the current Town Hall does not fit their needs. Ms. McKenney agreed but does not want to burden the taxpayers.

Ms. Higham asked what would happen if they took the school and then decided they did not want it. Mr. Goodine is guessing they are probably not going to want it back, but if they want some revenue, it could be added to any agreement in place.

Mr. Goodine said he and Mr. Arsenault will do some research on costs to maintain the building and whether a new sprinkler system is needed. Mr. Klawes said some of it is air conditioned. Mr. McDonald said he will look at the old Hooksett Village School which is now Town Hall. Mr. Pelissier suggested Deerfield as well.

Mr. Klawes said the problem with discussing this with the Budget Committee on Thursday is that they will have a lot of questions to which they do not have answers to. Mr. Klawes said they could create a Warrant Article together for Town Hall improvements. Mr. Goodine said that if they do not put money in it this year, that is okay.

Mr. Goodine discussed parking space at the new school. He said the Planning Board will be reviewing this.

- **COVID 19 Update and American Rescue Act Funds**

Mr. Goodine said Mr. Pelissier will be bringing a couple of proposals for upgrades to storm drainage which they will expend some of these funds, one being on Ferry Street. Mr. Pelissier provided the Board with a video depicting this. He said it is only trouble when there is heavy rain but it is expensive and needs to be taken care of. He said the job mostly likely can be done in-house.

Mr. Goodine said there is another area on Mt. Delight which may get money from the “America Rebuilds” act that is supposed to be funneled through the DOT, but they have not received any of the rules as of yet. Mr. Pelissier said until they are serious about it, he won’t go through the motions of finding out a cost estimate.

He said he and Ms. Bender were working on the spreadsheet for lost revenue.

Mr. Goodine said he hasn’t heard of any new programs coming out but he watched a Zoom for the County Budget hearing. He said the County is not going up, but believes that Allentown is due to valuations compared to other Towns in the County.

TOWN ADMINISTRATOR’S REPORT

Mr. Goodine said the Fire Marshall contacted him, and he said that he would need the Fire Chief and Code Enforcement Officer with him at the meeting.

He said he also has to meet with the Town Attorney and Jeff Backman regarding the Library Street project.

Mr. Goodine provided the Board with an extra Xfinity Comcast notice that was just received.

He said the state sent him back their approval for their Economic Revitalization Zone.

Mr. Goodine said that in 2021, the school department got \$5.42 million and as discussed a few times, this current budget was lackluster. He said that the total loss for the Allenstown School Department was \$700K. He said overall for the state is an almost \$58 million reduction in school funding. He said in the end, the property tax payer loses and a lot of that money went out of state through tax cuts in other areas. Chair McDonald said that they were up front that they are going to reduce this funding more every budget. Mr. Klawes said the Department of Education Chairman is big into charter schools and this is a continued push towards that.

Mr. Goodine said he provided the Board with an Optimus update in their correspondence, as well as the Police and Fire reports, and the Gatsas report.

He said in the Spring of 2022, the bridge work will be started on Route 28. Mr. Pelissier said he is hoping the state will take his opinion into consideration to make a three light system including on Deerfield Road.

Mr. Goodine said Dean Williams that helped with the 10 year plan will be moving to Southern Maine's Regional Planning Commission. He said he thanked him for all his help and that he would be missed.

Mr. Goodine said he was still waiting for information regarding a transit study for Suncook with the new developments that are coming, and he doesn't think they have the complete findings yet.

He said he sent the Board an email about the new Primex program for the Community Center and he thinks they should go ahead with it in case of something goes wrong. It will warn them if there is a water main break in the building. Mr. Goodine said it's just a monitor that gives a warning when there is a problem with the temperature of the building.

Mr. Goodine said the ice rink is in with $\frac{1}{4}$ of ice. He bought a security camera to monitor the area. He said today, they purchased additional metal clips and kick plates, which saves them extra money on having to replace the liner.

Mr. Goodine said Ms. Bender provided him with the latest printout of the expenditures and by the end of the year he is expecting there to be approximately \$300,000 left in the Expense Item Budget

but they want to take out \$246,000 from that which will have to be carried over. He said on the revenue side, he expects there to be \$560,000 more than they budgeted.

He said the Board should take a vote on behalf of the Library to accept a \$3,500 grant to purchase 2 laptops, 3 computer monitors, and 5 deep freeze software kits, which will be paid to them by the Bernice Clay Fund for Lifelong Learning and then they would turn it over to the Library.

Mr. Klawes made a Motion to accept a \$3,500 grant to purchase 2 laptops, 3 computer monitors, and 5 deep freeze software kits, which will be paid to them by the Bernice Clay Fund for Lifelong Learning to be given to the Library. 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.

Mr. Goodine said they now have a Memorandum of Understanding between the Town and the School District. He said the Town of Allenstown has asked the Allenstown School District to use a portion of their land for the purpose to construct a community skating rink to be used for the 2021-2022 Winter season. The Town agrees to add an insurance rider for the skating rink and also agrees that they will have sole responsibility for the rink, indemnifying to hold the school harmless for any and all activities, signage, rules, regulations, construction while the skating rink is in use. The Town and School may agree to vary their requirement of this agreement, and any such agreement to vary the initial requirement must be made in writing and signed by both parties.

Mr. Klawes made a Motion to allow Mr. Goodine to sign the Memorandum of Understanding with the Allenstown School District as outlined above. 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.

Mr. Goodine said he received a Notice of Intent to Cut (trees) for Map 402 Lot 143-1 - Kettle Rock Road which an access road.

ROAD AGENT REPORT

Mr. Goodine said they are in the process of hiring William Lacerte for the Highway Department. Mr. Pelissier said that he would be hired at Grade 8, Step 2 which would be \$20.94.

Ms. McKenney made a Motion to hire William Lacerte as a CDL driver for the Highway Department at a rate of pay – Grade 8, Step 2- of \$20.94 per hour as of December 13, 2021. Mr. McDonald 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.

Mr. Pelissier said if they are going to cut trees, he would like to do it out of this year's budget as opposed to next years. Mr. Goodine said two of the trees are located on Town flood property on Deerfield Road and are hitting the tops of the mobile home. He said they would be liable for any damage they would cause. He said another large tree is on Chester Turnpike and Granite and it is dead, as well as one on the between Valley and Letendre. Mr. Pelissier said he contacted the utilities and they said they were not worried about these, so it's up to the town to remove them.

Mr. Pelissier said if he is hoping they could get a bid taken care now of it and encumber it at the next meeting.

Ms. McKenney made a Motion to use this year's budget to take down 4 trees throughout town (2 at the Coop, 1 at Granite and Chester Turnpike, and the other at Valley and Letendre). Ms. Higham 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.

Mr. Pelissier also wants to encumber some paving. He had they were going to put a top on Dowst Road this year but looking at what it would cost them at the end of the season, that they decided

they weren't going to do Dowst Road at all. He said with chip sealing is they are going to have to piggy back onto Pembroke who has done it a lot in the past. Mr. Pelissier said that Allenstown has never done this before. He said its specifically a good treatment for rural roads because it's noisy but would not work for Granite or Cross Street.

Mr. Pelissier said the prices of pavement are good right now, and would like to lock some prices in this year while some of the money is in the budget. He said he would also top half of Granite Street, Theodore Street and redo Willow Street. He is looking to encumber those three roads and has a couple of prices including a quote from two companies: GMI for \$80,767 (915 ton) and Advanced Paving for \$78,900 (780 ton). He said that GMI usually estimates a bit higher to cover unforeseen additional costs.

Ms. McKenney made a Motion to authorize Mr. Goodine to sign the contract with GMI for \$80,767.00 for paving Granite Street, Willow Street and Theodore, which would be encumbered by this year's fund. Ms. Higham 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.

Mr. Pelissier said they are going to look at the rail trail because he would like to get the mower out there now to start to open in up.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: December 13, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of December 13, 2021. 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.

- **Review Minutes:**

Public: November 29, 2021

Ms. Higham made a Motion to approve the public meeting minutes from November 29, 2021. Mr. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

Non-Public: November 29, 2021

Ms. Higham made a Motion to approve the non-public meeting minutes from November 29, 2021. Mr. Klawes seconded the Motion.

Roll call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Maureen Higham- Aye

Keith Klawes- Aye

Jim Rodger- Aye

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest 1138, Check Manifest 1139, Non-Check Manifest: N/A, and Town P/R Manifest dated 12-02-21.**

Ms. Higham made a Motion to approve the ACH Manifest 1138, Check Manifest 1139, Non-Check Manifest: N/A, and Town P/R Manifest 12-02-21. 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.

Non-Public Agenda Items- Three Items

Chair McDonald made a Motion to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 8:35 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.

Chair McDonald made a Motion to return to public session at 9:56 pm. 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.

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 support Chief Stark's recommendation memo with regard to his retention plan for his staff. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- No
Sandy McKenney- Aye

Maureen Higham- No
Keith Klawes- No
Jim Rodger-Aye

The motion failed 3-2.

Mr. Klawes made a Motion to adjourn the meeting at 10:01 pm. Ms. Higham 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.

DRAFT

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
Allenstown Town Hall
16 School Street
Allenstown, New Hampshire 03275
December 13, 2021

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