

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street, Allenstown, NH 03275
December 27, 2021

Call to Order

The Allenstown Selectboard Meeting of December 27, 2021 was called to order at 6:01 PM by Chair McDonald.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Scott McDonald, Sandy McKenney, Keith Klawes, Jim Rodger, Maureen Higham joined the meeting at 7:26 pm.

Allenstown Staff: Derik Goodine (Town Administrator), Brian Arsenault (Code Enforcement Officer & Building Inspector, Lieutenant Dawn Shea, Debbie Bender joined the meeting. Road Agent Chad Pelissier joined the meeting at 6:14 pm.

Chair McDonald made a Motion to allow Sandy McKenney to join the meeting remotely via Zoom due to the recent Covid outbreak. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed unanimously.

Chair McDonald made a Motion to allow Maureen Higham to join the meeting remotely via Zoom due to the recent Covid outbreak. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed unanimously.

CITIZENS' COMMENTS

Chair McDonald said Mr. Frascinella told him to remind everyone that they had their Tree Lighting Ceremony at the Community Center and he said it went really well.

REGULAR AGENDA

- **New Hire Police Department**

Lieutenant Dawn Shea offered a new candidate for the Board of Selectman's consideration, Bryan Rembis She said he is not yet a certified officer but he did really well on the Oral Board Process. He also passed his background investigations.

Lieutenant Shea said that he has been accepted into the February session at the Police Academy.

Mr. Klawes made a Motion to hire Bryan Rembis as a Grade 9, Step 1 Police Officer. Chair McDonald seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed unanimously.

- **Police Department Grant Update**

Lieutenant Dawn Shea said they were approved for a \$9,500 NH Homeland Security grant purchasing a trailer for their new HRVs and she provided them with the paperwork for their signatures.

Mr. Klawes made a Motion to accept the \$9,500 grant from the NH Homeland Security for the police department to purchase the trailer. Chair McDonald seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed unanimously.

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

Mr. Goodine provided the Board with a 5 year expense list of utilities the Allenstown Elementary School. He said last week, a group toured the elementary school and they asked various questions about what she would like to be fixed. Among the topics, the boiler came up which needs some repair. He said they discovered the toilets all had adult sized toilets or urinals in them.

He said if they were to take it, they'd already have a tenant there, which would be the SAU Pre-Kindergarten. Mr. Klawes asked why they wouldn't go in the new school being built. Mr. Goodine said that the program used to be housed at the Pembroke Hill School and they were willing to pay rent and a portion of utilities. He thought that would be a win for them already.

Ms. McKenney said that these are children from all over the SAU and she thought this was a strange arrangement. Mr. Klawes clarified that it was Pre-K and that he would be cautious to put young children in a building that could potentially be rented out for other purposes. Mr. Goodine said they would be utilizing another entrance and would be isolated.

Mr. Klawes said they need to do their due diligence before they sign any lease with the SAU.

Mr. Goodine said it's better to come up now so it can be posted for the public hearing as a possible budget addition. He said they are not trying to get rich by leasing to other businesses.

Mr. Arsenault spoke to the Town of Deerfield and the school was converted to Town Hall and retail businesses 20 years ago and it worked well. He said the individual he spoke with could not provide any hard numbers. Mr. Arsenault said he has to agree with Mr. Goodine and that the boilers looked decent, the roof doesn't leak, the elevator works, the floor is shiny and the walls are painted. He said he thinks it is a good building overall.

Mr. Goodine said he has two articles that he is proposing to put in front of the Budget Committee regarding using the building and creating a Capital Reserve Fund.

Mr. Arsenault said if anyone from the Budget Committee wants to see the building, he would be happy to conduct a tour during school break.

Mr. Klawes made a Motion to bring the two Warrant Articles before the Budget Committee. Chair McDonald seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed.

Mr. Goodine said they wouldn't even be in that building until late 2023 or 2024, because the school needs to vacate.

ROAD AGENT

Mr. Pelissier said they need to do something regarding the trees previously discussed. He received a quote from Collins Tree Service for \$4,615 for all four trees. Mr. Goodine asked what budget would this come from. Ms. Bender said that she thinks it could come out of the Highway Department budget.

Mr. Klawes made a Motion to approve the quote from Collins Tree Service in the amount \$4,615, which is to come out of the Highway Department Budget to encumber it. Chair McDonald seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed.

➤ Discussion of Building Permit Fees for New School

Mr. Goodine said they were going to charge them building permit fees and they are over \$150,000. He spoke with the Superintendent and said they will be looking at what they would be saving or adding in the project.

He said he provided the Board with a memo from the Project Manager that discusses the fees. The Project Manager said the fees are usually waived in the case of school projects.

Mr. Klawes said that looking at the big picture, it is pointless to charge the fees. Mr. Arsenault said they should find out how the budget is allocated, so they can compare their fees to the professional fees. He feels as though they should determine what the overall fee is for the school, and at the end of the day, waive the fee or charge them. He said that he is looking forward to attending the meeting to get some questions answered.

Mr. Klawes said until they know what the budget looks like, then he agrees on holding off on a decision regarding the fees. Ms. McKenney said when she went to the school board meeting, she said the contractor didn't know they had a building inspector and it would be prudent for Mr. Arsenault to keep a close eye out to make sure things are done right.

Mr. Goodine said that there was a report of 120 parking spaces when only 90 were required. Mr. Arsenault said that if there was a function at the school, there could easily be 3 cars per student and he would like to review the design and see where they could put additional parking. He said the schematic plan completed earlier this month doesn't answer all of his questions or concerns.

Mr. Goodine told the Superintendent that the first thing the Planning Board will be concerned about is the traffic pattern, as that is the biggest outstanding question.

➤ **Engineering Service Discussion**

Chair McDonald said they want to secure a different engineer for the town as opposed to using the engineering company that the sewer uses.

Mr. Arsenault said the RFP was created for engineering service. He asked what type of work are they looking for as they cannot be vague. He said there are some deficiencies that need to be fixed within the Town, such as the drainage/manhole on the corner of Ferry and Canal St. He would like the Board and Mr. Pelissier to look at the RFP so they can send it out to bid.

Mr. Goodine said he would add the word "potential projects" when they prepare the Scope of Services.

Mr. Arsenault said the engineering costs are typically 15-20% of the overall construction costs and there could be some state funding available because of drainage or monies from the Sewer Commission. He said he has no problem overseeing the engineering portion of the contract.

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

Mr. Goodine said that he does not have anything new.

He said supposedly the peak of the pandemic will hit mid-January and they should discuss plans for mitigation at meetings. Chair McDonald said this is confusing for everyone, but he does think that everyone should have an option to be remote or come to the meeting in person. Mr. Goodine said they have to have 3 people in the room but if someone is uncomfortable, they need to discuss it. Mr. Goodine would prefer that there not be 5 people in the room.

Mr. Goodine said they should let Chair McDonald know if someone cannot make it so he can make arrangements to have 3 people in the room.

TOWN ADMINISTRATOR REPORT

Mr. Goodine said the Boys and Girls Club have a grant to put a sun structure in the playground area.

He said a group of them walked the rail trail to see what would need to be done and overall it's in good shape. He said there is some bob wire that needs to be cleaned up so it doesn't tangle up with the machinery, and some shrubbery and dead trees that needs to be cut back. They also got an idea of where they would need to put bridges.

Mr. Goodine said they will lay down some Geotextile and some additional gravel or crusher dust on top, which has drainage. He said he wants to separate the gravel from what is there now.

Mr. Goodine said he needs a motion for the full-position that is going to support the Building Inspector, Fire Department, Finance, Highway Department and himself. He said they have a 90 day expiration for Dawna Baxter and do they want to expand it. He proposes to expand it for another 120 days. He said he is hoping to advertise the position after the Deliberative Session.

Mr. Klawes made a Motion to extend Dawna Baxter's remote part-time employment for plus or minus 90 days. Chair McDonald seconded the Motion.

Roll Call vote was taken.

Scott McDonald- Aye

Sandy McKenney- Nay

Keith Klawes- Aye

Jim Rodger-Aye

The Motion passed.

Mr. Goodine said they need to decide on a post-holiday Employee Appreciation party. Mr. Klawes said they had discussions about a venue. He spoke to Pembroke Pines and they are willing to work with him on it. He said he would need to know a budget. He said they discussed whether to have it on a Friday afternoon or a Saturday evening.

Mr. Klawes said there are golf simulators which is a downside, which is why he would prefer a Saturday when they don't have any leagues. He said they won't be charged tax since they are a municipality.

Mr. Goodine said if it's on a Saturday, would they be able to use the golf simulators. Mr. Klawes said yes but they would have to use their own clubs. He said they could always do karaoke as well or just play music.

Mr. Klawes said they aren't locked into any dates as of now. Mr. Goodine said they should decide now so they can send invites out and get RSVP for numbers.

The Board discussed a potential date. Mr. Klawes suggested January 22nd which is a Saturday. Mr. Goodine said he would prefer 4 pm to 6 pm or 5 pm to 7 pm.

Mr. Klawes made a Motion to have a Town of Allenstown Employee and Committee gathering on January 22, 2022 with a time TBD with a budget of \$500.00. Ms. Higham seconded the Motion.

Roll Call vote was taken.

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

The Motion passed.

OTHER BUSINESS

None.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Ratify Consent Calendar: December 27, 2021**

Ms. Higham made a Motion to ratify the Consent Calendar of December 27, 2021. Mr. Klawes seconded the Motion.

Roll Call vote was taken.

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

The Motion passed unanimously.

- **Review Minutes:**

Public: December 13, 2021

Ms. Higham made a Motion to approve the public meeting minutes from December 13, 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: December 13, 2021

Ms. Higham made a Motion to approve the non-public meeting minutes from December 13, 2021.
Mr. Klawes seconded the Motion.

Roll call vote was taken.
Scott McDonald- Aye
Sandy McKenney- Abstain
Maureen Higham- Aye
Keith Klawes- Aye
Jim Rodger- Aye

The Motion passed unanimously.

- **Approve Payroll and Accounts Payable Manifests: ACH Manifest 1140 and 1141, Check Manifest 1142, Non-Check Manifest: 1143, and Town P/R Manifest dated 12-16-21.**

Ms. Higham made a Motion to approve the ACH Manifest 1140 and 1141, Check Manifest 1142, Non-Check Manifest: 1143, and Town P/R Manifest 12-16-21. 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

Chair McDonald made a Motion to enter into non-public session in accordance with the provisions of RSA 91-A:3, II (c) at 7:50 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 8:01 pm. 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. 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 support Chief Stark's recommendation memo with regard to his retention plan for his staff. Ms. McKenney seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Sandy McKenney- Aye
Maureen Higham- No
Keith Klawes- No
Jim Rodger-Aye

The motion passed 3-2.

Chair McDonald made a Motion to adjourn the meeting at 8:07 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.

DRAFT

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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